

## How do I get a study into the Pediatric Research Center

### PEDIATRIC RESEARCH CENTER (PRC) at EGLESTON

**Location:** Butterfly Elevators to 2<sup>nd</sup> Floor  
Inside the TICU, immediately on the Right

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**Telephone:** (404) 785-0400

### CHECKLIST CHOA ROUTING

- ☐ E-mail the study protocol to CHOA's Office of Research Administration at [Grantsadmin@choa.org](mailto:Grantsadmin@choa.org) and [Stephanie.Meisner@choa.org](mailto:Stephanie.Meisner@choa.org). The protocol will be assessed by a Sponsored Research Administrator for feasibility, CHOA budget, and department routing needs.
- ☐ DAF and Budget Requests will be routed by CHOA Grants Admin. to all CHOA ancillary services required by study **INCLUDING** the PRC. Forms can be found here: <https://www.choa.org/research/office-of-sponsored-programs/forms>. Ancillary budgets should be returned to the coordinator and Office of Research Administration for inclusion into CHOA budget. (DAF=Department Approval Form)
- ☐ Epic Access and Training. PRC patients must be enrolled into research study in Epic and each research encounter linked PRIOR to visit.
  - ☐ Contact Patrick Amos at [Patrick.Amos@choa.org](mailto:Patrick.Amos@choa.org) to schedule & complete Epic Coordinator training.
  - ☐ For all other Epic Research inquiries, contact David Waters at [David.Waters@choa.org](mailto:David.Waters@choa.org).

### CHECKLIST Georgia CTSA SUBMISSION

- ☐ Georgia CTSA protocol submission information: <http://georgiactsa.org/discovery/protocol-submission.html>
- ☐ Click on the following link to file SAC application in Emory Redcap <https://redcap.emory.edu/>. You will need the below items to upload into REDCap during the SAC application:
  - ☐ Copy of Protocol/Research Plan
  - ☐ Emory IRB letter of approval (if available, can route still if IRB pending)
  - ☐ IRB-approved consent forms. If you do not have the IRB-approved consent, a draft version will be accepted.
  - ☐ PI Biosketch if new team
  - ☐ DRAFT Day to Day Order Sets (see below for template information).

The Georgia CTSA submission will go to the Scientific Advisory Committee (SAC) for review and approval.

☐ **\*NEW\*** Most pediatric projects qualify for **EXPEDITED** review process with no submission deadline. Projects will be reviewed by the pediatric program director as soon as submitted. If your study requires a full-board SAC review, you will be notified and scheduled for the next monthly meeting. Meeting dates can be found under **SAC Meeting Schedule** the bottom of this link <http://georgiactsa.org/discovery/protocol-submission.html>

- ☐ Submit draft order sets to PRC at above email addresses for edits

Draft order sets are due **2 weeks prior** to roundtable meeting. Use CHOA PRC Day to Day Template found here: <http://georgiactsa.org/discovery/protocol-submission.html>

- ☐ Schedule Roundtable Meeting with PRC after SAC approval letter received & draft orders turned in.

Roundtable meeting day/times are **Tuesdays and Wednesdays, Noon-1pm**. We can accommodate other day/times.

CR-Assist is the patient scheduling system used to request room space in the PRC for all appointments.

- ☐ Contact PRC staff to obtain CR-Assist access & complete CR-Assist training.

- You will receive email surveys to complete the CR-Assist study set up form and study team access form via the REDCap system.

- ☐ Contact the PRC for visit set-up in CR-Assist. The project build will be reviewed during the roundtable meeting.

**For Questions or Assistance, please contact us!**