

General Research Policies and Procedure for Trainees at Ascension St. John Hospital

The GME Research Department seeks to provide an abundance of education and support to trainees who are working on scholarly activity and research. We are happy to help you with every aspect of your projects! In the process of designing and conducting a project, start HERE! Our goal is to assist you.

1. All residents must work with a medical researcher or the Director of Research in the GME Research Office during the process of protocol development. Fellows should contact the Director of Research. The medical researcher/Director will assist with study design, sample size estimation and statistical analysis. The medical researcher must approve the project for scientific validity before it can be submitted to the IRB.
2. All research projects and quality improvement projects need to have IRB review before the project can be started.
3. The medical researcher/Director will upload documents to IRBNet (the electronic submission system) for the resident or fellow. The IRB package will then be shared with the resident and Dept. Chair for electronic signature. Residents and fellows should not upload documents to IRBNet themselves.
4. Any project with a budget over \$2,000 or that is prospective and greater than minimal risk will be reviewed by the GME Research Committee. The Committee meets on the 4th Wednesday of each month, when there are protocols to review.
5. Residents may ask for up to \$10,000 in research funding; fellows may ask for up to \$15,000.
6. The GME Research office does not pay publication costs for manuscripts. The resident/fellow should consult with their department for possible funding.
7. All researchers are required to follow guidelines for the use and storage of protected health information (PHI), including:
 - a. All data collection must occur on Ascension St. John premises
 - b. Only the study investigators and data analyst should have access to the research data.

- c. All paper data collection sheets should be stored in a locked file cabinet when not in use.
 - d. All electronic data must be store on an Ascension St. John Hospital network, password-protected, encrypted computer drive. NO PHI SHOULD EVER BE STORED ON A PERSONAL COMPUTER.
 - e. Research data must be stored for the period stated in the protocol and research application—20 years for pediatric projects and 3-5 years for projects not involving children. The research office can send data for storage when the project is completed.
8. Medical students doing rotations at Ascension St. John (SGU, CMU, WSU) may work on research projects; however, they cannot be principal investigators.
 9. The Research office is happy to assist with the development of posters for presentation and will print the posters. Poster drafts should be submitted to Alice Mar or your medical researcher at least two weeks before the poster needs to be printed. Other deadlines apply with respect to Research Day, ACP and other large meetings.

Whenever you have a question, the best advice is to ASK and not assume!

Contacts:

Question	Person	Email address
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