Check Feasibility

- Study is unique from ongoing projects.
- The data is collected in CNICS Data Elements.
- If you are still uncertain if the data is available, submit a Study Feasibility Form or a Specimen Feasibility Request online if you would like to use specimens only.

Submit a Concept

- Work with your CNICS Collaborator to form your proposal. He/She needs to approve the concept prior to submission. Contact the CFAR Offices if you need assistance establishing a CNICS Collaborator.
- Submit a Concept Proposal Application to Mary Thielen and Donna Porter.

Review Call with RCC *

- A review call is scheduled when study is deemed feasible to work within CNICS. Priority is based upon the order a proposal is received and the earliest start date of the study. Two concepts are reviewed on the 2nd Friday of every month at 2:30 pm CST and 3:00 pm CST.

Decision Notification

- A decision is emailed typically 2-4 weeks after the call.
- If a revision is requested, submit your revised CP to Mary Thielen with changes tracked. An informal review will determine if reviewers’ comments were addressed and the study may move forward.

Submit IRB and Data Request Form

- IRB approvals must be provided before study begins.
- Submit your Data Request Form for the approved data elements.

Poll for Site Representatives

- CNICS Sites will be polled for a representative to serve as a site contact & member of your writing team.

Acquire Dataset

- Your request will be sent to the Data Management Core (DMC). Time varies per study for data access.

* Review Call Format:
The call starts with a 5 minute overview from you followed by an open discussion with the Research Coordinating Committee (RCC), reviewers, and other CNICS leaders. Formal reviews will be provided to you the week of the call. You will be expected to respond to them on the call.