AUGUSTA UNIVERSITY
MEDICAL COLLEGE OF GEORGIA

Center for Telehealth

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Augusta University, MCG – Center for Telehealth Faculty Handbook

Departmental Research Submission

REASON FOR POLICY

Research is an important component of academic telemedicine. Significant resources are needed for research project design, IRB submission, project management, regulatory management, statistical analysis, and project completion/close out. A standardized format for submission simplifies the process for faculty, residents, and students submitting projects from the MCG – Center for Telehealth.

ENTITIES AFFECTED BY THIS POLICY

Faculty, Fellows, Residents, and Students submitting research projects to the IRB from the MCG – Center for Telehealth.

DEFINITIONS

IRB – Institutional Research Board
MCG – CTH – MCG – Center for Telehealth
MCG - CTH research team – Vice Chairman of Academics and Research, Research Director, Research Manager, and Research Assistant(s)
PI –Primary Investigator
CO-I –Co-investigator
IRBNet – Online IRB submission (www.irbnet.org)

PROCEDURES

Contact people for research:

- Matt Lyon, MD, Director of MCG – Center for Telehealth, CJ3101, 706-533-2936
- Robert Gibson, PhD, MSOTR/L FAOTA, Research Director, CJ3229, 352-359-8442

- Madison Shiver, Project Coordinator, CJ3229, madshiver@augusta.edu, 706-729-7294
- Lauren Neely, Research Assistant, CJ3229, lneely@augusta.edu, 706-729-7294

Training for Research:

For human subjects research, you will need to complete the appropriate CITI training as well as set up a profile in IRBNet. If you have questions about this please contact Madison Shiver, Project Coordinator, or Lauren Neely, Research Assistant.

In addition, Augusta University has created a website with Tools for Researchers which can be found at https://www.augusta.edu/research/tools-for-researchers/index.php. For human subjects research the documents titled IRB- are particularly helpful. In addition, once you have an IRBNet profile some guidance can be found in the *Other Tools: Forms and Templates* area of the website https://www.irbnet.org/release/study/library_docs.jsp. These documents are labeled with titles that begin with the word *Guidance*. Please keep in mind that the research team is here to support you with new and existing research so feel free to contact us with any questions you may have. For other types of research (such as animal studies) please contact Robert Gibson.

The MCG – CTH team will be available for review of research projects submitted from the MCG – Center for Telehealth. Projects should be submitted if:

1) The investigator needs assistance in project design;
2) The investigator needs additional investigators (CO-I, student assistants, resident assistants, etc.);
3) There are questions related to statistical analysis (power calculation), human subjects protection, standard operating procedures for research, etc.

Submission to the MCG – Center for Telehealth should use the Protocol Template. While submission of projects to the MCG – Center for Telehealth is not required it is highly recommended in most cases. Direct consultation with the Research Director or Research Assistant may be substituted in some cases. Ideally, all proposed research protocols should be discussed with one or more members of the MCG - CTH research team prior to submission to the IRB. A faculty member may submit their project directly to the IRB. Please note however, that unless you are well versed in the IRB process submitting without the assistance of the EM research team may cause significant delays with approval.

The MCG – Center for Telehealth will meet at least once per month. If a review is needed on an expedited basis, the investigator should communicate this to the Research Director or Research Assistant who will provide expedited review and assistance.

If the MCG – CTH research team will be assisting with the IRBNet submission, the Protocol Template should be used.

RELATED DOCUMENTS, FORMS, AND TOOLS

CITI training instructions
IRBNet profile instructions
Protocol Template
Biomedical consent template
Checklist for Submitting a New Project

AUTHORIZING SIGNATURE

SIGNATURE OF PERSON THAT SIGNS POLICY Date