

DEPRU-Services Request Tip Sheet

To request services from Duke Early Phase Clinical Research Unit (DEPRU) please use the RedCap DEPRU-Services Request surveys. These surveys can be completed in 2 easy steps. Soon after completion, you will receive a draft budget.

Study teams who wish to request DEPRU services will be directed to complete the Redcap DEPRU-Services Request Survey @ link:

<https://redcap.duke.edu/redcap/surveys/?s=P3WAAD37AN>

This link will be located on the DEPRU Webpage: <https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/clinical-research-resources-and-applications/duke-early-phase-clinical-research>

2 Easy Steps: The DEPRU-Services Request has 2 steps or surveys that the study teams will be asked to complete prior to receiving a draft budget.

Step 1 - Project Information survey: Study team will complete the one page survey to provide information about the project, timelines, and to determine feasibility of the project at DEPRU.

- Once the survey is complete, submit the survey for DEPRU review.
 - The CRU Liaison will review your request for feasibility
 - Request that DEPRU can perform will be approved.
 - Requests that are not feasible, the CRU Liaison will reach out to the study team for more information or provide direction on where to get services needed
 - If approved, your study will be assigned a DEPRU study number.
 - You will receive an email saying your study is approved and you will see a link in the email to complete the services survey and visits survey.

Step 2 - Services and Visits surveys:

- Please complete the services and visits surveys:
 - Services surveys: The surveys will ask questions pertaining to which services are being requested. Service options include:
 - Nursing and/or space
 - clinical services
 - Lab services
 - processing / shipping
 - DEPRU Core lab services (i.e. hematology, chemistry, etc.)
 - Recruitment
 - Please choose the services needed for your project by selecting from the above list. Each selection will open additional selections for more detailed input.
 - Once you complete the services survey, the visits survey will be generated.
 - Visits surveys: Please complete one survey per visit required at DEPRU
 - For each visit, please select the specific services needed for that specific visit.

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- If more than one study visit will be conducted at DEPRU simply click on the radio button at the bottom of the current visit page and another visit page will open.
- Complete all visits needed prior to submitting survey.

Budget Approval & MOU (Memorandum of Understanding):

- You will receive an email that we will provide a draft budget to you in approximately 7 days.
 - The CRU Liaison (or designee) will create the draft budget based on requests from the surveys submitted
- A Draft Budget will be uploaded to the survey and forwarded to you for approval. If you have questions or require revisions, please provide comments in the space provided within the redcap survey.
- Once the budget is approved, the final PDF will be sent via redcap to the study team
- A MOU will automatically be generated once the PDF of the budget is sent to the study team. The PI will be asked to review and sign the MOU prior to use of DEPRU services.
- Once the MOU is signed, an email will be generated that will send a PDF of the signed MOU and the budget to the PI, the Redcap Survey Requester and the Finance Practice Manager.

Please contact the CRU liaison (Depru-Governance_team@dm.duke.edu) if there are any revisions, amendments, and or updates to the services requested.

DEPRU team:

Meg Stewart – DEPRU CRU Liaison/ RPM

Min Gao – Backup CRU Liaison/ DEPRU Nurse Manager

Lynn Jordan –DEPRU Lab Manager

Julie Opitek – Recruitment RPL

Donna Hamel – DEPRU Director of Operations