AUGUSTA UNIVERSITY

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Augusta University, Department of Emergency Medicine
Faculty Handbook

Departmental Research Submission

REASON FOR POLICY

Research is an important component of academic emergency medicine. 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 Department of Emergency Medicine.

ENTITIES AFFECTED BY THIS POLICY

Faculty, Fellows, Residents, and Students submitting research projects to the IRB from the Department of Emergency Medicine.

DEFINITIONS

IRB – Institutional Research Board
EM – Emergency Medicine
EMRC – Emergency Medicine Research Committee
EM 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, Vice Chairman of Academics and Research, CJ3101, 706-533-2936
- Robert Gibson, PhD, MSOTR/L FAOTA, Research Director, AF1024, 352-359-8442

- Ann Marie Kuchinski, PhD, Assistant Professor, Research Manager, AF 2012, akuchinski@augusta.edu, 706-721-6066
- Emily Hardaway, Senior Research Assistant, AF 2012, ehardawa@augusta.edu, 706-721-8757

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 Emily Hardaway, Senior 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 Ann Marie Kuchinski.

The EM Research Committee will be available for review of research projects submitted from the Department of EM. 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 EMRC should use the Protocol Template. While submission of projects to the EMRC is not required it is highly recommended in most cases. Direct consultation with the Research Director or Research Manager may be substituted in some cases. Ideally, all proposed research protocols should be discussed with one or more members of the EM 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 EMRC 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 Manager who will provide expedited review and assistance.

If the EM 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