1. Identify your path on the **Career Development timetable** (See attachment)
2. **ARS Contacts**: Eric Smith, MD, [smithep@uc.edu](mailto:smithep@uc.edu) or Emily Dobbs, MS, BA, [dobbsek@uc.edu](mailto:dobbsek@uc.edu), Yolanda Wess, RN, BSN, MEd, [wessyy@uc.edu](mailto:wessyy@uc.edu). <http://med.uc.edu/intmed/research/ars>

*Steps in exploring funding opportunities*-

* **Types:** *Intramural*- (Internal, University based funding opportunities) Includes COM, DOIM and *Extramural*: (External or Outside University) Includes foundations, CCTST, VAMC, NIH, DOD and Industry
* Determine **eligibility**
* Federal Funding-Identify the appropriate center or institute to submit your application and note the application deadlines
* Contact **project officer**, **study section**, **foundation office**, etc. to determine if your ideas match with the grant/funding opportunities mission and purpose
* Determine process to obtain a **Letter of intent** (LOI), **Letter of Support** (LOS) along with **sign off process** for your division. Meet with your Division business manager to determine your **level of support** for research
* Contact ARS staff, Emily Dobbs, MS for personalized funding searches

1. *Find a Collaborator or Mentor* -

* Search most current DOIM Annual Research Report, <https://med.uc.edu/intmed/research/overview>
* Submit request to CCTST: <https://cctst.uc.edu/>
* Explore profiles, publications and labs of UC faculty and researchers
* Search NIH Reporter. <https://projectreporter.nih.gov/reporter.cfm>
* Use the UC Research directory to find subject matter experts and people with similar interests. <http://research.uc.edu/directory.aspx>
* Attend DOIM Monthly Research Conferences, email: [imresearch@uc.edu](mailto:imresearch@uc.edu)
* Contact ARS staff, Eric Smith, MD for assistance with Individualized Development Plan (IDP) or for one on one session to identify mentor/collaborators

1. *Seek Study Design Assistance* –

* Identify a patient cohort or access electronic health record data in preparation for your research through UC Department of Bioinformatics, <https://www.med.uc.edu/chi/researchdata>
* Contact DOIM Academic Research Services (ARS) staff- to arrange for In-house consultation with biostatistician Roman Jandarov, PhD: open to all faculty and trainees within DOIM. <http://med.uc.edu/intmed/research/ars>
* Contact ARS staff to discuss your approach, research plan, strategy, aims, protocol or to obtain assistance with biosketch, checklist, LOI, LOS or other documents.
* Take Regulatory training (Good clinical Practices, Ethics, and CITI training courses) or other required trainings. <http://researchcompliance.uc.edu/HRPP/IRB/TrainingRequirements.aspx>
* Consult with a biostatistician through CCTST voucher program or to obtain up to 20 hours of assistance. <https://cctst.uc.edu/>
* Contact the Informatics Lab at the Health Sciences Library, [informaticslab@uc.edu](mailto:informaticslab@uc.edu) or call 558-9153, Tiffany Grant, PhD

1. *Look into Available Resources* – Academic Research Services (ARS), CCTST, Shubert Research Clinic-CTRC, J Club, Research bronchoscopy core- (procures samples from normal or diseased volunteers). Clinical Studies Recruitment Service Center-Dept. of Emergency Med. Scattered Inpatient research bed availability at UC Health/Ridgeway.

5. *Learn about Regulatory Requirements-* IRB or IACUC, FDA Submissions-Devices (IDE)

or Drugs and Biologicals (IND). <http://researchcompliance.uc.edu/irb> ,

<http://researchcompliance.uc.edu/fda> , <http://researchcompliance.uc.edu/biosafety> ,

<http://researchcompliance.uc.edu/iacuc> , <http://www.ehs.uc.edu/>,

**Study Set-up**

1. *Prepare Proposal & Apply for Funding*

Contact **COM Operations and Finance (O&F)** to create a plan to submit your

application. Discussion will include timeline for completing necessary tasks to ensure

submission deadlines are met. Budget Preparation, COES preparation, eRA commons

access, subcontract set-up, benefit rates, salary projections, indirect costs rates and

general review of required document discussed.

<http://www.med.uc.edu/research/funding/grants>

1. **ARS** can assist with bio sketches, letters of support, boilerplates, protocol or manuscript review, review of research aims, table creation, development and review of mentoring plan, development of research strategy, review of approach or research design and assist with review for resubmission, as well with assist with locating mentors and finding resources or collaborators. <http://med.uc.edu/intmed/research/ars>
2. **CCTST** can provide boilerplates and can assist with study design. <https://cctst.uc.edu/>
3. Obtain de-identified data sets, cohort data and limited data sets assistance from **Department of Bioinformatics,** <https://www.med.uc.edu/chi/researchdata>

10. **Office of Clinical Trials (OCR)**-Handles approval for all industry sponsored clinical

trials contracts involving UC Health and Confidentiality Disclosure Agreements (CDA)

from sponsor (Also reviews budget and protocol). Can assist with clinical trials

budget, UCHealth Research study/protocol approval after IRB approval obtained,

research billing, EPIC alerts, patient recruitment materials and posting on UCHealth

website. <http://uchealth.com/research/>

11. **UC Research Institute** (UCRI) handles industry-sponsored trials that do not occur in

UCHealth facilities. These studies might occur at the VAMC/CERV or in general public. <http://www.ucri.org/> or 513-556-5511, 260 Stetson Street.

1. *Set Up Research Budgets & Participant Billing* – Operations and Finance (O&F), Office

of Clinical Research (OCR), and Division Business Administrator (BA).

13.  *Initiate Regulatory Tasks -*Human Research Protections Program (HRPP)-IRB, FDA

assistance, ClinicalTrials.gov assistance, IND/IDE application assistance, IACUC, LAMS,

OCRI, ePAS access, Ethics compliance.

<http://researchcompliance.uc.edu/HSR/Overview.aspx>

1. Remember to complete training before enrolling study participants - CITI Training, GCP or Good Clinical Practice training, COI training, OAR, IACUC, Biosafety cabinet, export control, FDA, biosafety, LAMS, radiation worker, shipping, viral vector safety.

<http://research.uc.edu/home/Trainings.aspx>

[Policy on Good Clinical Practice Training for NIH Awardees Involved in NIH-funded Clinical Trials; NOT-OD-16-148](http://researchlist.partners.org/t/149318/1208104/21619/10/)

Participants in Research Guide: <http://researchintegrity.uc.edu/Libraries/Human_Subjects_Research_IRB_Documents/NewResearcherGuideWebPageInfo050114.sflb.ashx>