

Investigator User Guide

This guide describes the steps for accessing and using the KP Research Bank (KPRB) resource

1	Register to the KPRB Access Portal: For Researchers <i>For questions, email us at ResearchBankAccess@kp.org</i>
2	Submit Pre-application or Preparatory to Research (PTR) data request Requests are processed within 2-4 weeks <i>For questions, email us at ResearchBankAccess@kp.org</i>
3	Submit Application Requests are processed within 9-12 weeks <i>For questions, email us ResearchBankAccess@kp.org</i>
Project Checklist: <input type="checkbox"/> Project has received funding <input type="checkbox"/> Project has received IRB approval <i>Once funding and IRB approval are received, please notify Access Administrator</i>	
4	Kick-Off meeting with KPRB Access and Provision Team KPRB team will set up a meeting to review scope of work <i>For questions contact assigned Project Manager</i>
Confirm agreements are in place: <input type="checkbox"/> MDTA and/or MOA agreement <input type="checkbox"/> MOU agreement (applicable for biospecimen requests only) <input type="checkbox"/> Recharge agreements as needed <i>Agreements must be in place before data and biospecimen work begin</i>	
5	Data and biospecimens prepared and delivered Timelines will be specified in agreements <i>For questions contact assigned Project Manager</i>
6	Post-delivery meeting with KPRB Access and Provision Team KPRB team will set up a meeting to confirm scope of work complete <i>For questions contact assigned Project Manager</i>
7	Return derivative data to the KPRB <i>For questions contact assigned Project Manager</i>
8	Provide copies of publications and presentations to the KPRB <i>For questions contact assigned Project Manager</i>