

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	Project Kick-Off meeting with KPRB Team KPRB team will set up a meeting to review scope of work <i>For questions contact assigned Project Manager</i>
Project and KPRB Team Checklist: <input type="checkbox"/> MDTA and/or MOA agreement <input type="checkbox"/> MOU agreement (applicable for biospecimen requests only) <input type="checkbox"/> Recharge agreement <i>The MDTA/MOA and MOU 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 check-in with KPRB Team KPRB team will confirm with project that requested data and biospecimens have been received <i>For questions contact assigned Project Manager</i>
Project Checklist: <input type="checkbox"/> Return derivative data to the KPRB <input type="checkbox"/> Provide publication citations resulting from the research to the KPRB <i>For questions contact assigned Project Manager</i>	