### Investigator User Guide

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

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| **1** | **Register to the KPRB Access Portal:** For Researchers  
For questions, email us at ResearchBankAccess@kp.org |   |
| **2** | **Submit Pre-application or Preparatory to Research (PTR) data request**  
Requests are processed within 2-4 weeks  
For questions, email us ResearchBankAccess@kp.org |   |
| **3** | **Submit Application**  
Requests are processed within 9-12 weeks  
For questions, email us ResearchBankAccess@kp.org |   |
|   | **Project Checklist:**  
☐ Project has received funding  
☐ Project has received IRB approval  

*Once funding and IRB approval are received, please notify Access Administrator* |   |
| **4** | **Project Kick-Off meeting with KPRB Team**  
KPRB team will set up a meeting to review scope of work  
For questions contact assigned Project Manager |   |
| **5** | **Project and KPRB Team Checklist:**  
☐ MDTA and/or MOA agreement  
☐ MOU agreement (applicable for biospecimen requests only)  
☐ Recharge agreement  

*The MDTA/MOA and MOU agreements must be in place before data and biospecimen work begin* |   |
| **6** | **Data and biospecimens prepared and delivered**  
Timelines will be specified in agreements  
For questions contact assigned Project Manager |   |
| **Post-delivery check-in with KPRB Team**  
KPRB team will confirm with project that requested data and biospecimens have been received  
For questions contact assigned Project Manager |   |
| **Project Checklist:**  
☐ Return derivative data to the KPRB  
☐ Provide publication citations resulting from the research to the KPRB  

*For questions contact assigned Project Manager* |   |