

Researcher User Guide

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

Application Process <i>For questions, email us at ResearchBankAccess@kp.org</i>	
1	Register to the <u>KP Research Bank Project Portal</u>
2	Submit Preparatory to Research (PTR) data request Requests are processed within 2-4 weeks
3	Submit Application Requests are processed within 9-12 weeks
Study Checklist: <input type="checkbox"/> Study has received funding <input type="checkbox"/> Study has received IRB approval <i>When funding and IRB approval are received, please record this in the KPRB Project Portal</i>	
Post-Application Approval Process <i>For questions contact assigned Project Manager</i>	
4	Project Kick-Off meeting with KPRB Team KPRB team will set up a meeting to review scope of work
Study and KPRB Team Checklist: <input type="checkbox"/> Material and data use agreements (e.g., MDTA, DUA, MOA) <input type="checkbox"/> MOU agreement (applicable for biospecimen requests only) <input type="checkbox"/> Recharge agreement <i>The MDTA/DUA/MOA and MOU agreements must be in place before data and biospecimen work begins</i>	
5	Data and biospecimens prepared and delivered Timelines will be specified in agreements
6	Post-delivery check-in with KPRB Team KPRB team will confirm with project that requested data and biospecimens have been received.
Study Checklist: <input type="checkbox"/> Return derivative data to the KPRB <input type="checkbox"/> Provide publication citations resulting from the research to the KPRB	