

# Researcher User Guide

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

<b>Application Process</b> <i>For questions, email us at <a href="mailto:ResearchBankAccess@kp.org">ResearchBankAccess@kp.org</a></i>	
<b>1</b>	<b>Register to the <u>KP Research Bank Project Portal</u></b>
<b>2</b>	<b>Submit Preparatory to Research (PTR) data request</b> Requests are processed within 2-4 weeks
<b>3</b>	<b>Submit Application</b> Requests are processed within 9-12 weeks
<b>Study Checklist:</b> <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>	
<b>Post-Application Approval Process</b> <i>For questions contact assigned point person</i>	
<b>4</b>	<b>Project Kick-Off meeting with KPRB Team</b> KPRB team will set up a meeting to review scope of work, including requirements, workflows and timelines
<b>Study and KPRB Team Checklist:</b> <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>	
<b>5</b>	<b>Data and biospecimens prepared and delivered</b> Timelines will be specified in agreements
<b>6</b>	<b>Post-delivery check-in with KPRB Team</b> KPRB team will confirm with project that requested data and biospecimens have been received
<b>Study Checklist:</b> <input type="checkbox"/> Return derivative data to the KPRB <input type="checkbox"/> Provide publication citations resulting from the research to the KPRB	