



Research Project Checklist

Complete Processes

Research Initiation Phase

_____ Contact and discuss the prospective research project with the Director of Research (Brian Distelberg, PhD) at LLUBMC. Email: bdistelberg@llu.edu, phone: 909-558-9124, ext. 39124.

_____ Review and initial the Loma Linda University Behavioral Medicine Center (LLUBMC) *Research Guidelines* and Complete the *Request to Conduct Research* form, As well as the LLU IRB application. Submit all three documents to the Director of Research.

_____ Meet with the program’s Administrative Director, Medical Director, and Program Manager regarding logistics and feasibility of study (the Director of Research will help with scheduling and facilitating the meeting).

_____ Provide a copy of the approved LLUIRB form and protocol to the Director of Research. Upon receiving BOTH LLUBMC Research Committee and LLUIRB approvals, the researcher can begin data collection process (see below).

Implementation Phase

_____ Coordinate with the Director of Research and/or LLUBMC Collaborator to set up and facilitate a meeting with the unit or program team to discuss coordination of data collection. Once processes are finalized, the Program Manager will notify staff of processes.

➤ *Note: If your project involves consenting patients, provide a copy of the signed patient consent form and place it in the medical record to be scanned by Health Information Management (HIM). Keep the original consent form in your research files.* In addition, refer to the Director of Research to coordinate research documentation efforts in the electronic medical records.

_____ Protected Health Information (PHI) may not leave the LLUBMC facility. Any electronic files should be kept on a LLUBMC secured server and hard copies should be kept in accordance to what is stated on the LLUIRB form. Inform the Director of Research of the location of study documents.

_____ Inform the LLUBMC Collaborator (quarterly or as needed) and cc: the Director of Research of study progress and any challenges (ensure all data management adheres to



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Implementation Phase

what is stated on the LLUIRB form).

Completion Phase

_____ When the data collection process is complete, inform the Director of Research.

_____ Upon completion of the research project, submit an abstract or research poster synthesizing results to the Director of Research. In addition, coordinate with the Program Manager on presenting findings to staff.

_____ If there are significant findings, we encourage writing for publication. Present an electronic or hard copy of the research manuscript, dissertation or thesis to the LLUBMC Collaborator and Director of Research.

_____ Archiving research materials should be in accordance to Institutional Policy (Refer to the LLU Research Affairs Department policies). The investigator should organize and maintain research records in a manner that will facilitate prompt recovery of the primary data. Primary data involving patient information should remain at LLUBMC and should be preserved as long as there is a reasonable need to refer to them. Paper and electronic files related to the study with PHI should be boxed and appropriately labeled and provided to the Director of Research for archiving. The data will be stored by LLUBMC and will be kept in accordance to policies related to Research Records Storage and Retention.

By signing in the space provided below, I hereby accept and agree to the terms and conditions of this Agreement and understand that my study may be terminated if there is a breach of this Agreement.

Principal Investigator Signature _____

Date _____ Time: _____

Student Researcher Signature (if applicable) _____

Date _____ Time: _____