

CHRISTUS Institute for Innovation and Advanced Clinical Care New Investigator Checklist

If you are new to working with the **CHRISTUS Institute for Innovation and Advanced Clinical Care**, please read below for some helpful reminders for submitting a study for approval:

Prior to submitting study for submission:

- Complete [CITI Training](#) (training modules required are based on your role)
 - This is a requirement for all investigators who will be conducting research at CHRISTUS
 - CITI Training will be accepted from the following academic institutions:
 - Baylor College of Medicine, University of Arkansas, The University of Texas at Tyler, University of the Incarnate Word, Texas A&M University-Texarkana (St. Michael's), Texas A&M University-Corpus Christi, The University of Texas Health Science Center at San Antonio, University of New Mexico, Louisiana State University, South Texas Veterans Health Care System and Lamar University
- Build labor budget to determine Time & Effort of study personnel
 - This will assist the budget review process by the Office of Sponsored Programs in a timely manner
- Request an account to the online [iRIS system](#) to submit your study application electronically
 - Please note: You will not receive an iRIS account until you have completed CITI training
- Request iRIS assistance, if needed, by emailing CRI@christushealth.org
 - You can request a personal training session; or
 - You can RSVP to attend the monthly iRIS refresher Skype session (occurs on the last Wednesday of each month from 12-1pm CST via Skype)
 - To view a step-by-step tip sheet for completing common tasks in iRIS, [click here](#).

During study submission:

- All studies are routed for feasibility approval prior to being reviewed by the IRB. The PI will receive automated updates via email on where the study is in the approval process.
- A draft budget (labor and services as applicable) should be uploaded with the initial study submission in order to prevent delays in contract and budget execution.
- Financial COI (fCOI) is submitted via the iRIS system for PIs. If there are sub-investigators, they will be required to sign and upload a paper-based fCOI form into iRIS as part of their initial application.

After study submission:

- Although the industry standard is 90 days, **CHRISTUS Institute for Innovation and Advanced Clinical Care** strives hard to conclude all start-up activities (Feasibility Review, IRB Review, and Budget/Contract Review) within 75 days. The PI will receive automated updates via email on where the study is in the approval process.



For more information, visit us online at www.christushealth.org/cri.