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Introduction

The aim of this document is to provide comprehensive guidance on the procedures and required steps for UMass Chan Medical Students and UMass Memorial Hospital Residents when applying for Data Services for their research projects through the Research Informatics Core (RIC).

RIC Data Project Request Process

Data Services are accessible to the UMass research community. For specific data projects, RIC provides a sponsored program through UMass Chan Medical School to assist UMass Medical Students and UMass Memorial Hospital Residents with their data projects.

To request sponsored data services, the Medical Student or Resident should follow these guidelines:

1. The Student or Resident may serve as the Principal Investigator (PI) for the study or may be part of a study team. If the Student or Resident serves as the PI, they must designate a Faculty Advisor who will supervise the research process.
2. The advisor must be approved by the research department. The Faculty Advisor is responsible for guiding and mentoring the student investigator in research compliance, protection of human subjects, and ethical research conduct. Both the Faculty Advisor and the Student or Resident are responsible for ensuring that the research is conducted in strict adherence to institutional policies and procedures.
3. The Student or Resident must submit a request through the Research Informatics Core system, including the following information for the RIC team:
 - Research Study Plan or ISP, including the study background, scope, objectives, methodology, requested data domains, and other relevant details for the research study or clinical trial.
 - IRB submission docket number and approval date (Or pending).
 - Confirmation of required training completion (See Training Requirements).
 - Name of the assigned mentor or Faculty Advisor.
4. RIC will review the project request based on research value, feasibility, requested data scope, available resources, and alignment with the sponsored program requirements. Sponsored projects may not exceed six data points or 14 hours of effort in estimated project cost.
5. RIC will provide a project cost estimate to the PI and Faculty Advisor outlining the necessary resources and effort based on the project scope. The Faculty Advisor will provide approval through an electronic signature. RIC will allocate funds to cover the approved project expenses. If the project scope is extended beyond the approved limits, RIC will provide an addendum outlining the additional costs and required approvals.

6. RIC will collaborate with the study team to develop a data solution that meets the project's approved data requirements. Once the study team approves the dataset, it will be delivered to the Principal Investigator.
7. Before data is delivered to the study team, both the Student or Resident and the Faculty Advisor must sign a formal Data Use Agreement, confirming their commitment to handling data and information in accordance with institutional policies, privacy requirements, and established data protection protocols.

Project Requirements

Project Scope

The scope of each sponsored project may not exceed six data points, the equivalent of 14 hours of development effort. Projects must be approved based on their research value, feasibility, and alignment with institutional and RIC priorities.

Training Requirements

Before participating in a sponsored RIC data project, the trainee is required to complete or attend the following training, as applicable:

- CITI training
- IRB training
- Statistical fundamentals
- SQL fundamentals

The trainee must also be assigned a mentor who will supervise the trainee's work and provide guidance throughout the research and data request process.

Dept. of Medicine Resident/Fellow Projects

The Department of Medicine will provide support for up to 10 data projects led by residents and fellows conducting research within the department. Eligible trainees must follow the standard procedures outlined in the RIC Data Project Request Process. In addition, applicants must select "Department of Medicine Resident/Fellow Project" from the Study Type drop-down menu when submitting the request.

All remaining requirements and procedures, including those related to IRB review and protocol approval, will remain unchanged.