

Chart Review Checklist

Review the [Research Roadmap](#) for more information.

- Complete all research training**
 - ✓ Complete [New Researcher Checklist](#)
 - ✓ Complete Departmental research training
- Review resources to stay compliant with protocol, regulations, and policies**
 - ✓ Review [The Basics, Modules 1-9](#) in UH GPS
 - ✓ Read through:
 - [UH Investigator Manual for IRB Submissions](#)
 - [UH Institutional Policies on Research](#)
 - [UH Clinical Research Center Standard Operating Procedures](#)
- Complete a thorough literature review**
 - ✓ Utilize the [Core Librarians](#) to do the literature search for you, as well as, provide [citation assistance](#)
 - ✓ Work with your Mentor to confirm your search
- Create a research project in Velos eResearch**
 - ✓ For Chart Reviews:
 - i. Create a study with the basic required fields, then list the study status as Active
 - ii. After the study is completed, change the study status to Closed
 - ✓ Review [Velos DWP](#) for training aids, FAQs, and updates. Contact VelosSupport@UHhospitals.org for additional assistance
- Work with CRC Finance Cores in Velos, or CWRU Personnel, to process grants and agreements**
 - ✓ If you are conducting a Departmentally Funded project, you can skip this step
- Create a file to store essential regulatory documents**
 - ✓ Review the [Clinical Research Toolbox](#)'s Regulatory Binder Kit for help
- Complete a data analysis plan**
 - ✓ Don't have a Biostatistician? [Request CRC Biostatisticians](#) for potential support
- Finalize Protocol**
 - ✓ Utilize the SpartaIRB Template, UH Chart Review, Data, & Specimens Protocol (HRP-503UHDATA)
- Complete a Chart Review Agreement with Pre-Awards Grants & Contracts**
 - ✓ Contact Pre-Award Grants & Contracts (UHCRCGrantsContracts@UHhospitals.org) to review an agreement before you start or publish your work
- Submit to the UH IRB**
 - ✓ Once you have Departmental approval, your IRB submission will be reviewed by the [UH IRB](#) within 2-4 weeks
- Receive IRB Approval**
 - ✓ File the approval in your [essential regulatory folder or binder](#)
- Create a database for entering, storing, and analyzing your study data**
 - ✓ [UH REDCap](#) is a UH approved and a secure solution for storing research data
 - ✓ Visit the [UH REDCap DWP](#) site, contact redcap@UHhospitals.org, or view [REDCap: An Introduction](#) for more information
- Complete a protocol training meeting**
 - ✓ PI delegates study tasks to the team and documents on the [delegation of authority \(DOA\) log](#)
 - ✓ Complete and record training for everyone on the DOA log
 - ✓ Review the [Clinical Research Toolbox](#)'s Study Management section for help
- Complete a data query to identify potential participants**
 - ✓ Utilize TriNetX or the Enterprise Data Warehouse for UH patient data or information
 - i. Contact CRCEExportID@UHhospitals.org to set-up a meeting for a query
 - ✓ The Core Library has numerous databases UH has access too, as well as, CWRU's Kelvin Smith Library
- Create a manuscript for publication**
 - ✓ Work with your Mentor for guidance

Additional Resource to consider:

- Getting Started with Chart Reviews, UH GPS ([UH Employee](#) | [Research Credentialed Employee](#))