

## Semel Institute Research Connect Overview

(This information is for educational purposes only and was last updated on October 19, 2021. For most recent guidelines and training materials please visit: <https://mednet.uclahealth.org/careconnect/>)

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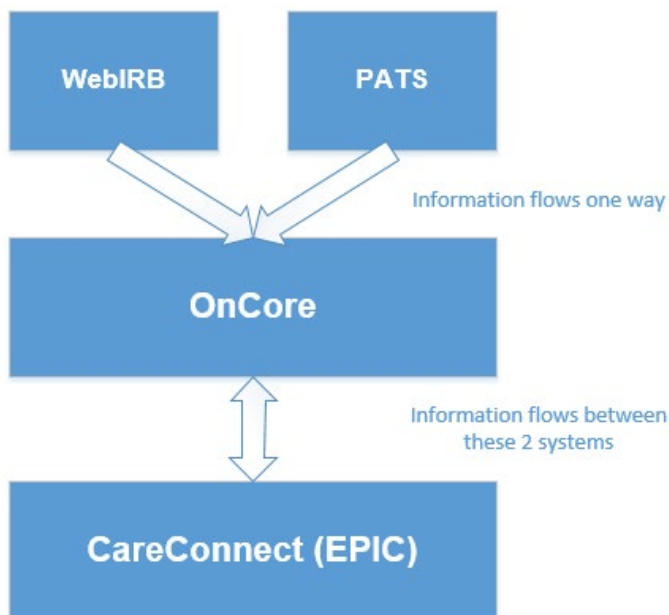
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## What is Research Connect?

Research Connect is a clinical research infrastructure. ONLY staff who are doing **phased clinical research** will need access to Research Connect.

It integrates all of the following applications:



**WebIRB**: The web Institutional Review Board (IRB) is an internet-based protocol management system for review, approval, and modifications of research projects involving human subjects. **The information entered in this system will determine if OnCore and CareConnect are utilized.**

In WebIRB this question is number 2.3 > 2.0:

*Will the Study require services or resources owned/rented/operated or provided by the UCLA Health System (e.g. clinic and/or hospital visits (s), professional medical services, clinical treatment, diagnostics, labs, medical supplies, etc.)?*

Only answer "Yes" if the ❖ conditions mentioned below are met. If you are ONLY using Semel services, then answer "No".

The system is only used if:

- ❖ Hospital ancillary services are used. These are ONLY as listed below:
    - Anesthesiology, Cellular Therapy, Pharmacy, Pathology, Ophthalmology, Radiology
  - ❖ Clinical and Translational Research Center (CTRC) nursing staff are used
- Patients are found and enrolled to the study through CareConnect

The **Brain Mapping Center** and the **Center for Cognitive Neuroscience** are **NOT** hospital ancillary services. They are Semel services.

**PATS**: The Proposal Award Tracking System (PATS) is an internet-based contracts and grants management system. Proposal information and final award information are stored in this system. Once a Full Accounting Unit (FAU) is generated for a project, it will be stored in this system.

**OnCore:** OnCore is a clinical research management system (CRMS). The use of OnCore enables the study team to set up and manage all protocols and subjects in one place, supports clinical research billing, simplifies data management and monitoring, improves patient recruitment and tracking and automates the flow of information between systems.

**CareConnect:** CareConnect is UCLA's electronic health record (EHR) program, which integrates inpatient and outpatient clinical records with appointments, registration, billing, and other business-related functions. CareConnect is also sometimes called EPIC as that is the software brand name.

**\*\*\*A large number of Semel Institute clinical research does NOT utilize CareConnect\*\*\***

*Refer back to the WebIRB section above which outlines when it would be appropriate to utilize CareConnect.*

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## How can I get access to these systems?

**WebIRB:** Access process is different depending on position. Please see the [webIRB website](#) for detailed instructions. Semel Institute does not manage access.

**PATS:** Access is not required as this is only a database.

**OnCore & CareConnect:** Review the “Which courses are best suited for me?” section below and sign up through the [Cornerstone Portal](#).

Once trainings are completed, **OnCore** access will be granted automatically within 48 hours. An email entitled “OnCore Account Registration” will be sent with a link which expires after 30 days. It can be resent by contacting the CRIS Help Desk at [crishelpdesk@mednet.ucla.edu](mailto:crishelpdesk@mednet.ucla.edu). After registration is completed, the system must be utilized at a minimum of 90 day intervals or the access will time out.

Once trainings are completed, **CareConnect** access will be granted from Semel Institute OES. After registration is completed, the system must be utilized at a minimum of 90 day intervals or the access will time out.

**Please see the [Semel Institute OES Website](#) > Clinical Research > Research Connect > How can I get access to these systems?**

## Which courses are best suited for me?

**\*\*\* Semel Institute staff often have multiple roles and thus require multiple trainings \*\*\***

Course	Tasks Which Can be Completed
ELRSH100 Fundamentals	<b>Pre-requisite</b> for RSCH160, RSCH210, and RSCH215  Grants access in OnCore as “Read-Only” Template.
RSCH160 Financial Management for Non-Hem/Onc	On Core study activation, budget negotiation with Sponsor, communicate with central team for budget updates; create invoices, payment reconciliation, run financial reports; <i>manage financial aspects of the study</i>  Grants access in OnCore as “Fund Manager” template, but <b>recommended</b> for SRAs helping with Phased Clinical Trials.
RSCH210 Study Management	Draft, edit, manage IRB docs, study attachments, notes & study staff; track study progress, create electronic eligibility questionnaires; <i>manage administrative aspects of the study</i>  Grants access in OnCore as “Regulatory Coordinator” template.
RSCH215 Non-Beacon Research Subject/Patient Management	Register, manage & check-in subjects, print IRB-approved consents, document HIPAA authorizations & SAEs, print SAE logs; scan ICFs into CareConnect, order ancillary services in CareConnect; <i>manage patient/research aspects of the study</i>  Grants access in OnCore as “Study Coordinator” template. <b>Grants access to CareConnect.</b>
ELRSH300 Investigator	Primary responsibility for ensuring the ethical conduct of the research study; applies to Sub-Investigators and Co-Investigators as well; assumes mastery of CareConnect; <i>course recommended for physicians</i>  Grants access in OnCore as “Read-Only” Template.
RSCH350 Independent (DIY) Investigator	For PIs who do not have a research support staff and will complete regulatory and management roles by themselves.  Grants access in OnCore as “Independent Investigator” template, which allows for the enrollment of patients in OnCore. <b>If you require CareConnect access as well, please take ELRSH100 and RSCH215 as well and see “How can I get access to these systems?” section.</b>

*Note: ELRSH100 (pre-requisite) and RSCH215 are the only courses which grant CareConnect access*

## FAQs

- What is the link to register for trainings through Cornerstone Portal?
  - <https://uclahealth.csod.com/samldefault.aspx>
  - [Login Navigation](#) *\*Link will only work if PDF is downloaded*
  - [Browse for Trainings](#) *\*Link will only work if PDF is downloaded*
  
- How long after training courses are completed will I gain access to OnCore?
  - Once trainings are completed, OnCore access will be granted automatically within 48 hours. An email notification entitled “OnCore Account Registration” will be sent with a registration link which is active for 30 days. If this link is not utilized for registration within 30 days, it will expire. It can be reactivated and resent by contacting the CRIS Help Desk at [crishelpdesk@mednet.ucla.edu](mailto:crishelpdesk@mednet.ucla.edu). After registration is completed, the system must be utilized at a minimum of 90 day intervals or the access will time out.
  
- What is the link to log in to OnCore and CareConnect?
  - [OnCore](#)
  - [Remote CareConnect](#) (if at home/ on VPN)
  - [On Campus CareConnect](#)
  
- What log in information do I use for OnCore and CareConnect?
  - AD Username and AD Password
  
- What if I cannot log in to OnCore?
  - Contact the CRIS Help Desk at [crishelpdesk@mednet.ucla.edu](mailto:crishelpdesk@mednet.ucla.edu) for troubleshooting
  
- How long after training courses are completed will I gain access to CareConnect?
  - Automatic access if not granted. Please see the “Semel Institute OES Website > Clinical Research > Research Connect > How can I get access to these systems?” section after registering for ELRSH100 and RSCH215 to initiate the process. Certificate of completion for ELRSH100 and RSCH215 is required before access is granted.
  
- What if I cannot log in to CareConnect?
  - Contact Customer Care at 310-267-CARE (2273) or [submit a service ticket](#) through IT Service Management Suite.
  
- How do I get access to/ log in/ troubleshoot WebIRB?
  - For all WebIRB questions or issues please contact them directly through the website or email address listed below. Semel Institute does not have any oversight of this system.
  - [Website](#)
  - [ohrpp@research.ucla.edu](mailto:ohrpp@research.ucla.edu)
  
- If your Cornerstone trainings are not routing to the correct supervisor, please follow the process below:
  - Submit a ticket within the [Employee Experience Center](#)
  - “Other Request”
  - Enter Text: My supervisor is not correct in Cornerstone. Please update my direct manager/supervisor in Cornerstone to [insert supervisor name] whose UID is [insert 9 digit University ID].
  - Review the [EEC Position Management User Guide](#) *\*Link will only work if PDF is downloaded*

## Quick Links

- [MedNet Homepage](#)
- [Cornerstone Training Portal](#)
- [OnCore](#)
- [Remote CareConnect](#) (*if at home/ on VPN*)
- [On Campus CareConnect](#)
- [Tip Sheets and eLearning Guides](#)
  - See the [Training Suite](#)\* which links to all OnCore Training Materials (\**Link will only work if PDF is downloaded*)
- [ResearchGO](#) – additional resources about clinical research at UCLA
- [Clinical and Translational Science Institute](#) / CTSC
- [WebIRB](#)