

TITLE: Research Study Initiation Request Form (RSIRF) submission procedures

POLICY: All instructions for the RSIRF form should adhere to the format described below. The instructions are stored on the F:research studies/ORR drive, accessible from the Office of Research Affairs-Resources. All instructions must be available in close proximity for use by personnel submitting and approving the RSIRF.

DEFINITIONS:

1. Clinical Research Coordinator (CRC): Initiator
2. Audit Services: First approver
3. Clinical Data Quality (CDQ): Second approver
4. Billing analyst: Final approval
5. TECH: Technical Fees. The fields in this section will not be available unless the check box is checked.
6. PROF: Professional Fees.

PROCEDURE:

1. When a CRC needs to submit an RSIRF he/she will:
 - a. Go to the UF Jacksonville Office of Research Affairs-Resources tab
 - i. Select the web link to the RSIRF
 - ii. Create New RSIRF Form and complete the following:
 1. Home: required fields
 2. TECH: only if there are hospital billing charges.
 3. PROF: only if there are professional billing charges
 - iii. Option: Cancel
 - iv. Option: Save (in the event the CRC is unable to complete the form in one sitting)
 1. When ready to return to the form:
 - a. Go to the UF Jacksonville Office of Research Affairs-Resources tab
 - b. Select the web link to the RSIRF
 - c. Scroll down the right hand column to RSIRF FORM
 - d. Search for your saved draft, select, continue editing and submit when ready
 - v. Option: Submit and Process
 - vi. Receive email confirmation of RSIRF submission.
 2. Audit Services receives email to:
 - a. Review the RSIRF via web link
 - i. Edit if necessary
 1. Save
 - b. Approve/Reject via web link
 1. If rejected, CRC will be able to make edits to the rejected RSRIF and resubmit
 2. If approved, CRC will receive an email informing them of the approval status
 - ii. CRC will receive email confirmation of Audit Services decision and comments
 3. If approved CDQ will receive the email to
 - a. Review RSIRF via web link
 - i. Edit if necessary
 - ii. Forward Review email to designated staff to edit

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1. Designated staff Save their edits
 - b. Upon completion of CDQ review and edits, CDQ will Approve/Reject via web link
 - c. If PROFESSIONAL CHARGES were completed by CRC
 - i. CDQ approves/rejects
 1. If rejected, CRC will be able to make edits to the rejected RSRIF and resubmit
 2. If approved, CRC will receive an email informing them of the approval status
 - a. END
 - d. If TECHNICAL CHARGES were completed by CRC
 - i. CDQ approves/rejects
 1. If rejected, CRC will be able to make edits to the rejected RSRIF and resubmit
 2. If approved, CRC will receive an email informing them of the approval status
 - a. Hospital Billing Analyst will receive.
 4. Hospital Billing Analyst serves as final approver
 - a. Edit if necessary
 - a. Save
 - b. If approved, CRC is notified via email of RSRIF Final Approval
 - i. Final approved RSIRF pdf document is added to share point library
 - ii. END OF RSIRF PROCESS

REFERENCES:

[A-01-001 Policy and Procedure Guidelines](#)

[A-01-001_AppA Appendix Example](#)



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APPROVED BY: None