

Chart Review Checklist

For a detailed overview, complete the [Getting Started with Chart Review Studies](#) course on UH GPS.

- ☐ **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](#) in UH GPS
 - ✓ [UH HRPP Investigator Manual for IRB Submissions](#) and the [UH IRB Website](#)
 - ✓ [UH Research Policies and Procedures](#)
- ☐ **Complete a thorough literature review**
 - ✓ Utilize the [Core Library](#) to help with literature searches and citation management
 - ✓ Work with your Mentor to confirm your search
- ☐ **Create a research project in Velos eResearch**
 - ✓ Only required for chart reviews using Epic functionality or working with a finance core
 - 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 the [Velos DWP](#) for training aids, FAQs, and updates. Contact VelosSupport@UHhospitals.org
- ☐ **Work with CRC Finance Cores in Velos, or CWRU Personnel, to process grants and agreements**
 - ✓ [Pre-Award Grants & Contracts](#): research agreements and budgets; Data Use and/or Material Transfer Agreements
 - ✓ [Post-Award Grants Accounting](#): set up award account (PTAEO) after working with Pre-Award to execute agreement
- ☐ **Create a file to store essential regulatory documents**
 - ✓ Review the [Clinical Research Toolbox](#)'s Regulatory Binder Kit and [The Basics, Module 2](#) in UH GPS for help
- ☐ **Make a plan for data security**
 - ✓ Review [HIPAA and PHI in Research](#) in UH GPS
 - ✓ [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 info
- ☐ **Make a plan for data collection**
 - ✓ Utilize [TriNetX](#); contact CRCEXportID@UHhospitals.org to set-up a meeting for a query
 - ✓ Use Epic functionality to track charts in an automated way (Reporting Workbench, Slicer Dicer)
 - ✓ The Core Library has numerous databases UH has access to, as well as CWRU's Kelvin Smith Library
- ☐ **Complete a data analysis plan**
 - ✓ Review [Introduction to Statistics for Clinical Research](#) in UH GPS
 - ✓ Don't have a Biostatistician? [Request CRC Biostatisticians](#) for potential support
- ☐ **Submit to the UH IRB**
 - ✓ Utilize the SpartaIRB Template, UH Chart Review, Data, & Specimens Protocol (HRP-503UHDATA)
 - ✓ Once you have Departmental approval, your IRB submission will be reviewed by the [UH IRB](#) within 2-4 weeks
 - ✓ Complete outstanding ancillary reviews
- ☐ **Receive IRB Approval**
 - ✓ File the approval in your [essential regulatory folder or binder](#)
 - ✓ Complete protocol training meeting; PI delegates study tasks and documents on the [delegation of authority log](#)
 - ✓ Maintain your IRB protocol: submit modifications, PI changes, Reportable New Information
 - ✓ Complete Annual Check In/Continuing Review; complete study close-out
- ☐ **Create a manuscript for publication**
 - ✓ Work with your Mentor for guidance
 - ✓ Review [How to Get Your Paper Published by Dr. Hillard Lazarus](#) in UH GPS