

“Quick Start/Refresher Guide” for PTR Data, Audie L. Murphy VAMC

Preparatory to Research Process.

If you are preparing a research funding application or research proposal and wanting to determine if the type of data and patient counts are sufficient to make the research plausible/worthwhile, then Preparatory to Research (PTR) is what you need.

Processing time to expect: 3.5 to 10 business days (from establishing a cohort definition and specific inclusion and exclusion criteria, to having an estimate of the number of members in that cohort).

Steps in the process:

1. Fill out the local “Request for Data Query” form as completely as possible (see Appx 1). Plan to spend about a half-hour with the data analyst to discuss the details of the Inclusion and Exclusion criteria.
2. The goal for filling out the PTR DART request should be 0.5 to 1 hours of your time, including obtaining signatures. Start the online application at:
https://dart.vha.med.va.gov/vinci_dart_client/dart9/dashboard.html
 - a. Just below “HOME > DART Dashboard”, select the “Requests” button and then the “Create a New Request” button.
 - b. On the next screen, type a simple but unique name into the Official Study Name box and then select “Preparatory to Research Access” in the drop-down box for Request Type. Check the “I’m not a robot” box and be persistent about following the. Click on the “Create Request” button.
 - c. Enter the Proposed Protocol Name (same name you provided on the previous page) and Expected IRB Submission Date. Choose an Expected IRB Submission Date of at least 30 days from today, but no more than 6 months. Click on “Next”.
 - d. Enter the names of individuals who need to have data access. The best practice is to limit the names to: the PI (who must be on the list), the research coordinator or assistant, and the data analyst. Enter the PI name first.
 - Click “Find People” tab. Fill in the last name, first name. Click “Find Now.”
 - Click “Select a Location”. Use “(671)” to find STVHCS quickly.
 - Check appropriate boxes to the right of Location (Best practice: check “Notifications” box for everyone, check “Data Access” box only for research coordinator and data analyst, **do not check** “CAPRI/JLV Access” for anyone.
 - Click “Add” button, then repeat for other team members.
 - e. When you’ve included everyone, make sure the PI is listed in the Locations Table on the right of the screen with a black star under Primary, and then click Next.
 - f. Select Data Sources. For the most typical data requests, you will click on only 3 or 4 boxes: “VINCI” for Data Storage Location; “Identifiable data but no real or scrambled SSNs” for Identifiers; “CDW Production Domains” for Requested Data Sources; and “SAS Grid” for Data Access Systems.
 - g. On the Documents screen, you will see a list of required documents, with an upload button for each. In almost all cases, you will only need to fill out and upload a “Preparatory to Research Request Memo”. Use the most recent Memo found on the Documents & Forms page:
<http://vaww.vhadataportal.med.va.gov/DataAccess/PreptoResearchRequestProcess.aspx#DocumentsAndForms> . Select the first document listed to get a fillable pdf entitled Memorandum.

