Clinical Research Process for Prospective Studies

(with VCU Health patients and/or in a VCU Health facility)

Study Opportunity Developed/Identified

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CDA Review/Negotiation/Execution (if applicable) via RAMSPOT
Questions? Email ospred@vcu.edu

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Protocol Evaluation by PI

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Consult with Informatics (if applicable)
Questions? Email informatics@vcu.edu

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Submit PROC/PRMC application for scientific review using VCU HRP 503 form OR sponsor protocol (sponsor protocol also requires HRP 508 supplement)
Questions? Email PROC PROC@vcuhealth.org or PRMC masseyprms@vcu.edu
Approval Required

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Submit Intake Form per link provided in PROC/PRMC approval email
Questions? Email clinical.research@vcuhealth.org

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Intake Form Submission Generates:

Epic Build
Questions? Email Clincal.research@vcuhealth.org

***Budget Development**
Questions? Email SOM somct@vcuhealth.org or Massey mccpreawardcr@vcu.edu

Coverage Analysis & Ancillary Notification/Approval
Questions? OCRCA@vcuhealth.org

OnCore Build
Questions? Email oncore@vcu.edu

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Submit Privacy Board application per link provided in PROC/PRMC approval email
Questions? Email privacyboard@vcuhealth.org
Approval Required

Submit Data Management Plan
Questions? Email infosec@vcu.edu
Approval Required

Submit IRB application (Requires PROC/PRMC Approval for Submission)
Questions? Email HRPP@vcu.edu
Approval Required

Submit Contract/Grant via RAMSPOT for final contract execution & award
Questions? Email ospred@vcu.edu
*Injury Language & Budget Negotiation Required for Budget Development

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Study Checklist Completed in OnCore for Activation
Questions? Email oncore@vcu.edu

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Study Activation & Open to Enrollment

Version 1.0 – 09 12 2025