The University of Kansas Medical Center Research Institute supports and collaborates with faculty, staff, and students to execute regulatory, financial, and contractual elements of medical research. The Research Institute provides support services for all research projects and clinical trials at the University of Kansas Medical Center including pre-clinical, investigator-initiated, unfunded, and internally funded projects.

**Research Institute Services + Contacts**

**Contract Support**
- Clinical Research Contracts
  - Contact the Project Manager assigned to your department
  + PM Assignment List

**Sponsored Programs Contracts**
- Email spacontracts@kumc.edu.

**Legal Support for MTAs, CDAs, & DTUAs**
- Submit Inbound and Outbound MTA support requests via MTA RedCap form
- Submit CDA requests via CDA RedCap form
- Submit DTUA requests via DTUA RedCap form

**Regulatory Assistance**
- IRB submission assistance, IND application support and ongoing study management
- Submit research protocol and study information for new projects via SMART REDCap.
- Contact the Project Manager assigned to your department for regulatory assistance on existing studies.
  + PM Assignment List
- Email general questions to cra_info@kumc.edu.

**Grant Reporting**
- Grants management service including account setup, expenditure monitoring, financial reporting and close-out
- Contact SPA-Post@kumc.edu.

**Systems Support**
- For help using the Qlikview Clinical Trials Dashboard or registering your study on ClinicalTrials.gov, contact Melissa Willer, Clinical Research Data Coordinator, at mwiller@kumc.edu.

**Education + Training**
- Visit the Required Training for Research Personnel intranet page for information on mandatory and supplemental research training and how to access Responsible Conduct of Research (RCR) and Good Clinical Practice (GCP) modules in CITI.
- View training course offerings on the Research Institute Events Calendar.
- Contact Mary Hindle at mhindle2@kumc.edu with questions.

**Proposal Review + Submission**
- Submit an NOI to be assigned a SPA contact.
- Complete the SPA Electronic Proposal Routing Sheet (ePRS) and include the Funding Opportunity Announcement (FOA) number, draft budget and justification no less than two weeks before the application deadline.
- SPA Pre-Award will review full application, prioritizing based on order of receipt and deadline.

**Accounts Payable**
- For PO issues, invoices, check requests and general payable questions, contact RINSTAP@kumc.edu.
- For travel-related documentation and general travel questions, contact rinstrtravel@kumc.edu.
- Call 913-945-5945 with general (travel and payable) questions.

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