

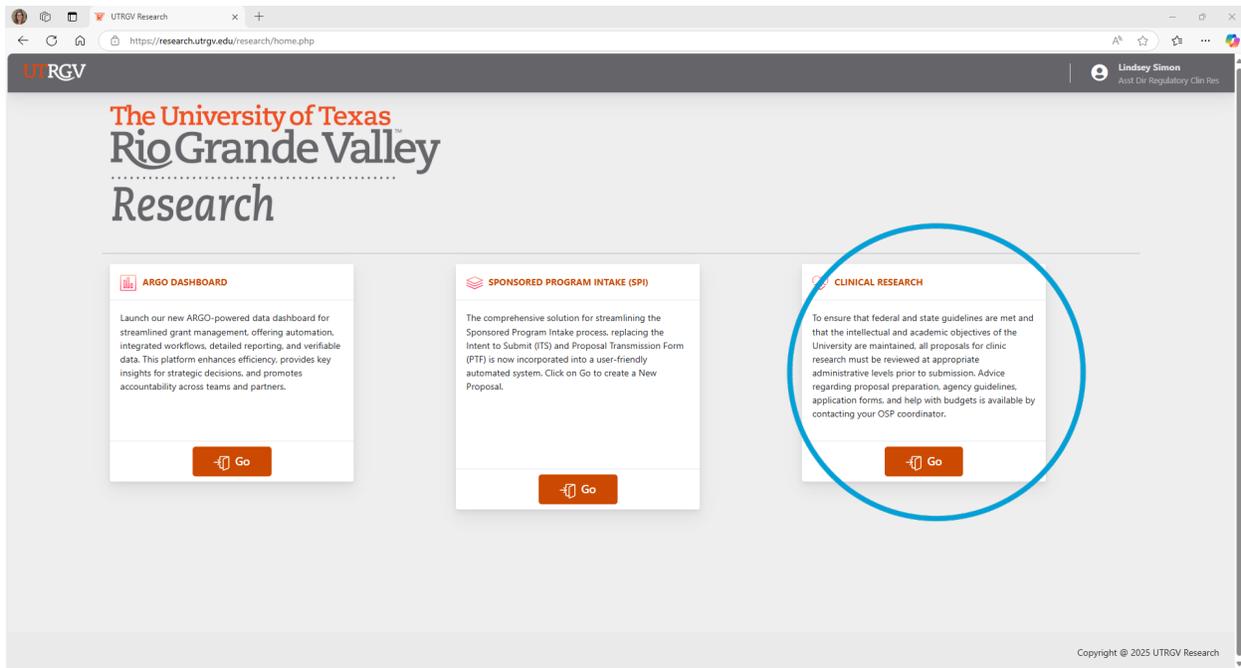
Data Project/Requesting Research Data User Guide and FAQs

Beginning a new submission:

Step 1: Use this link to navigate to the ARGO Platform: <https://research.utrgv.edu/research>

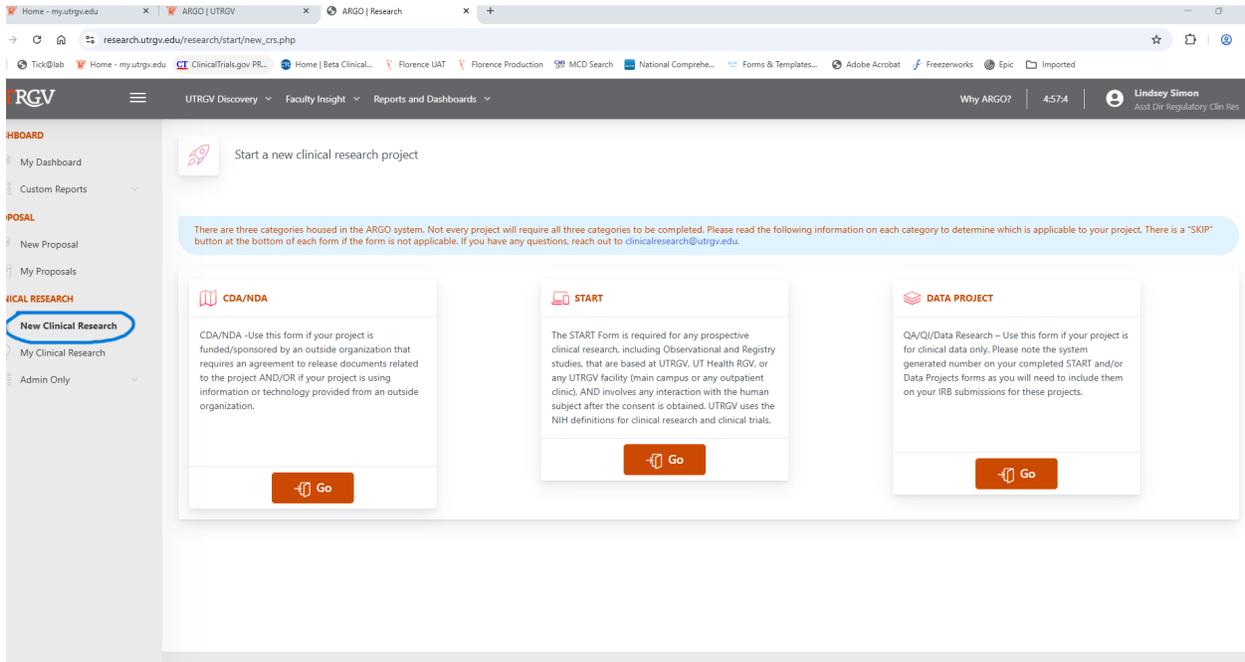
Step 2: Click the ARGO Login button. You may be automatically signed in via Single Sign On (SSO) or you may need to enter your UTRGV Credentials.

Step 3: Navigate to the furthest box on the right, titled “Clinical Research”. Click on the orange “Go” button.

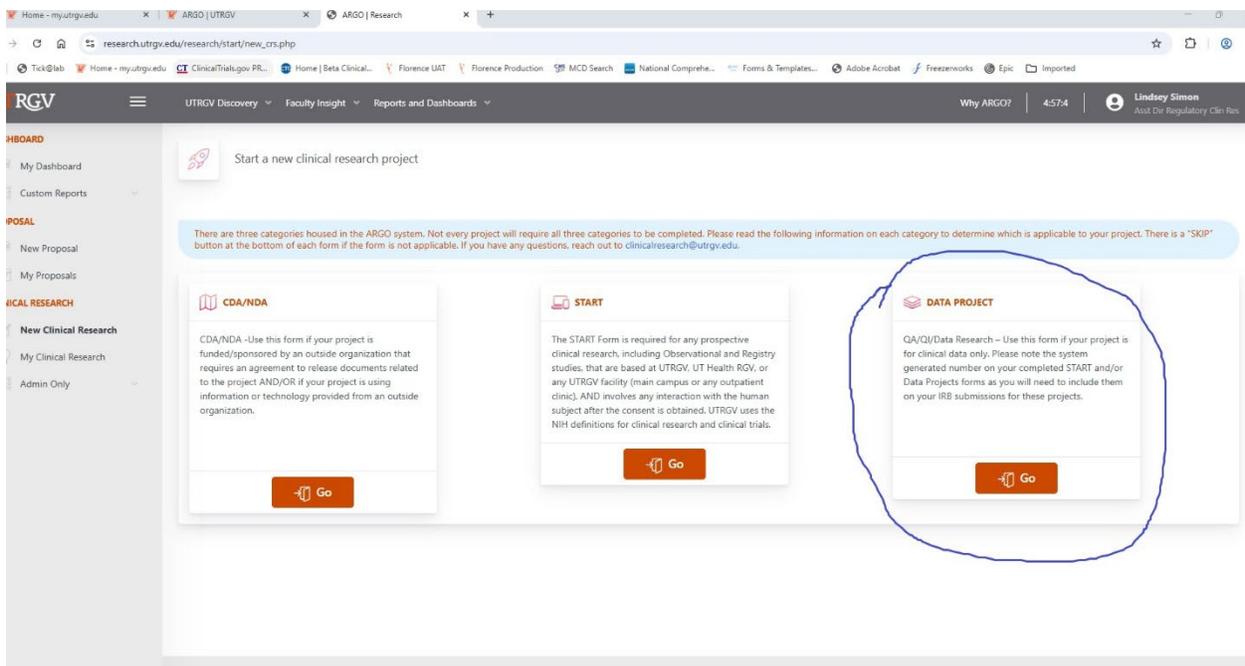


The screenshot shows a web browser window displaying the UTRGV Research homepage. The page features the UTRGV logo and the text "The University of Texas Rio Grande Valley Research". Below the header, there are three main content boxes, each with a "Go" button. The "CLINICAL RESEARCH" box is circled in blue, and its "Go" button is highlighted with a blue circle. The "ARGO DASHBOARD" box describes a new data dashboard for grant management. The "SPONSORED PROGRAM INTAKE (SPI)" box describes a solution for streamlining the intake process. The "CLINICAL RESEARCH" box describes the process of reviewing proposals for clinical research. The browser's address bar shows the URL "https://research.utrgv.edu/research/home.php". The user's name "Lindsay Simon" and role "Asst Dir Regulatory Clin Res" are visible in the top right corner. The footer contains the text "Copyright © 2025 UTRGV Research".

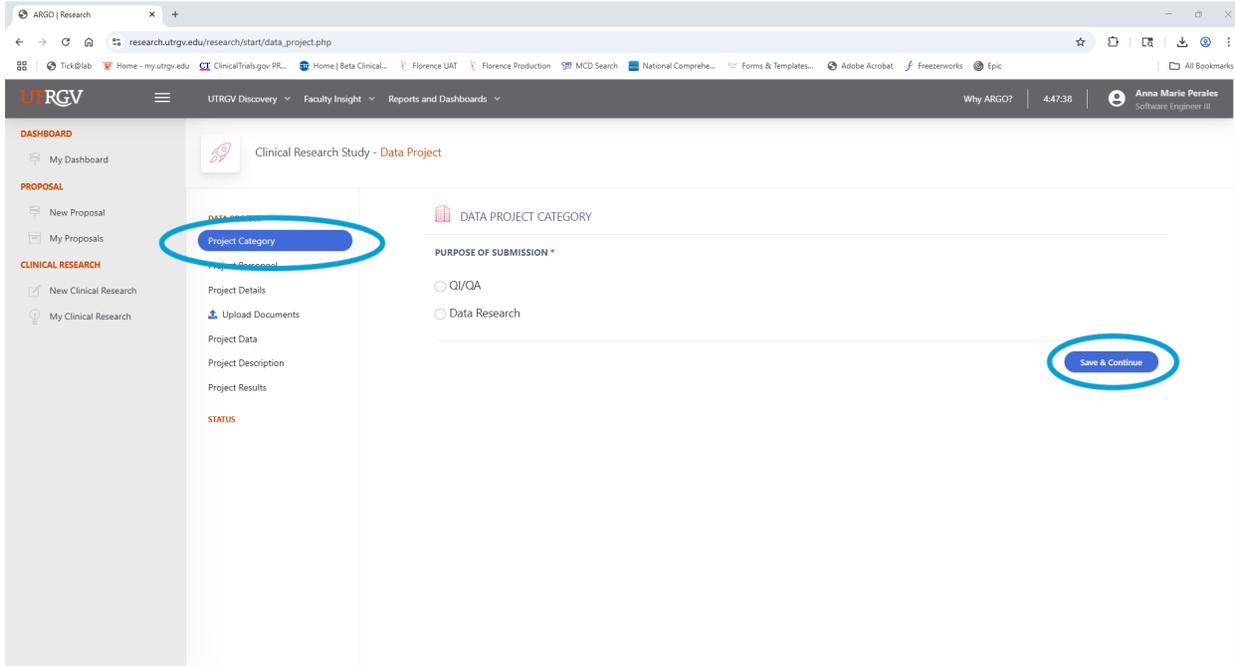
Step 4: Select the link that says New Clinical Research on the left side of the page under the heading “Clinical Research”



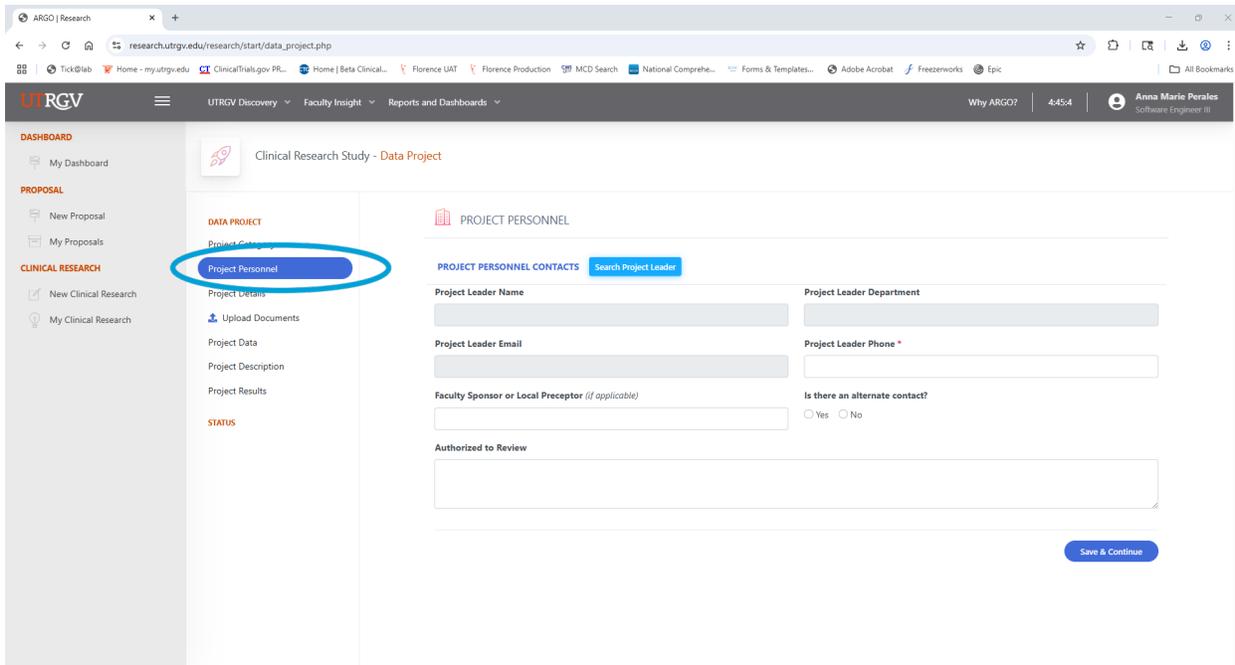
Step 5: Select the last module on the right side of the page, titled “Data Project”



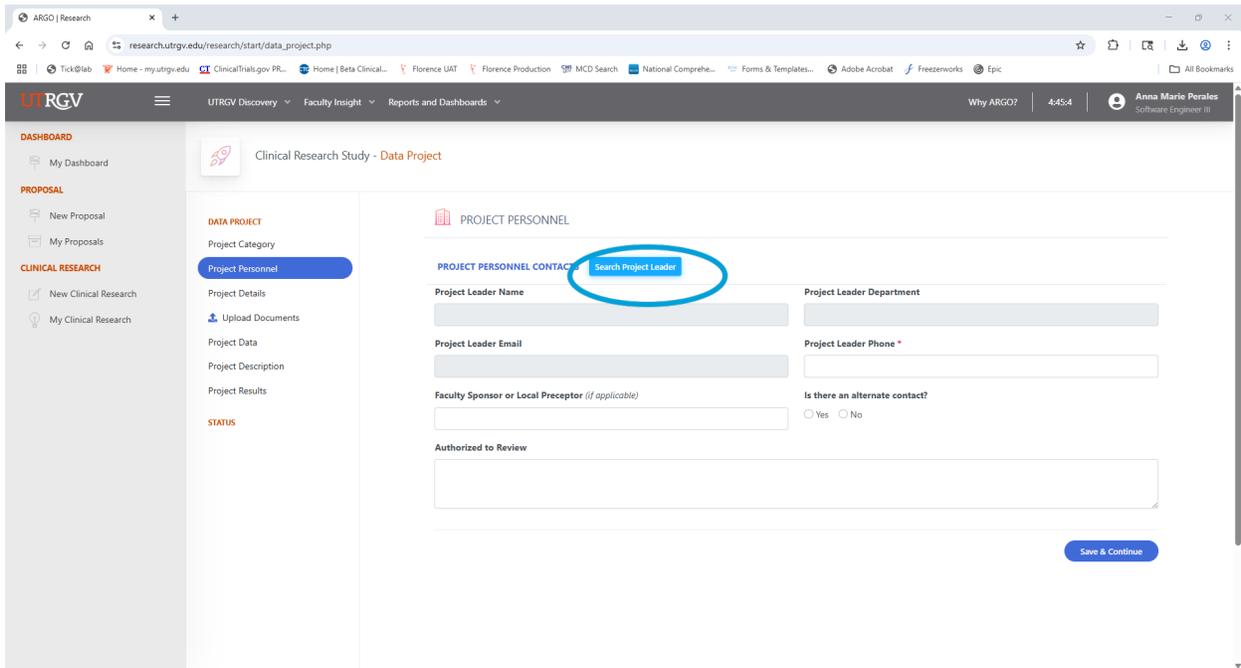
Step 6: Begin by selecting the Project Category page. Answer the questions before hitting “Save and Continue” on the bottom right.



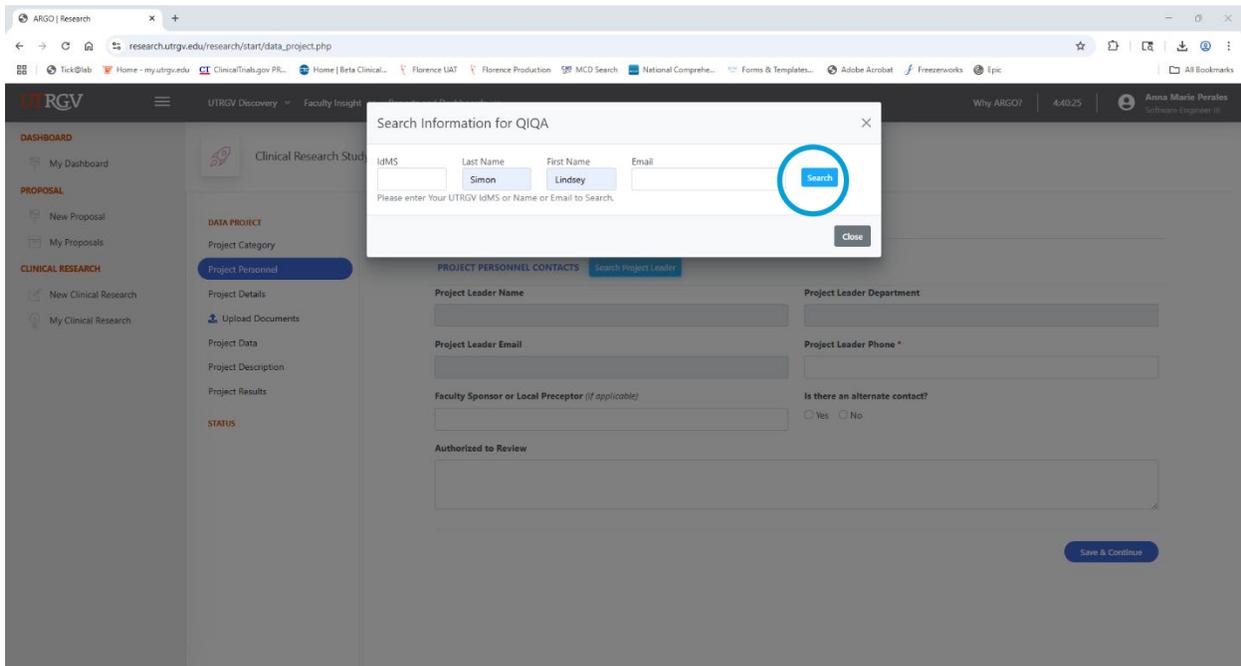
Step 7: Select the Project Personnel Page.



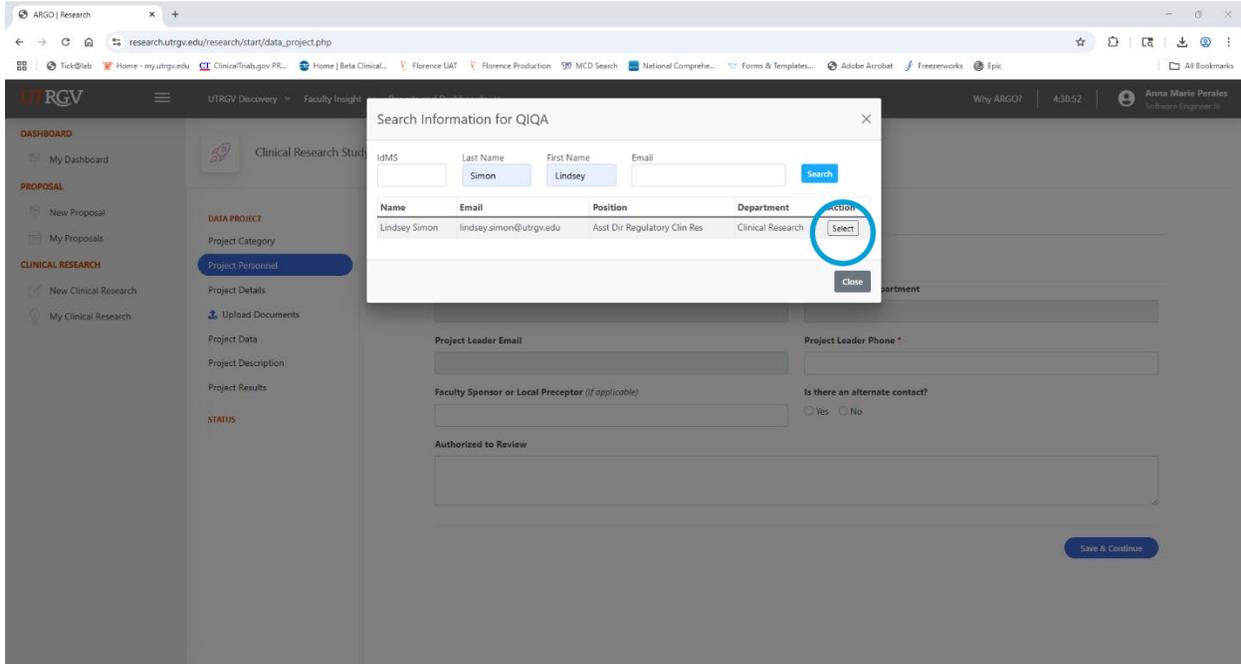
Step 8: Search for the Study PI/Project Leader by clicking the “Search Project Leader” box.



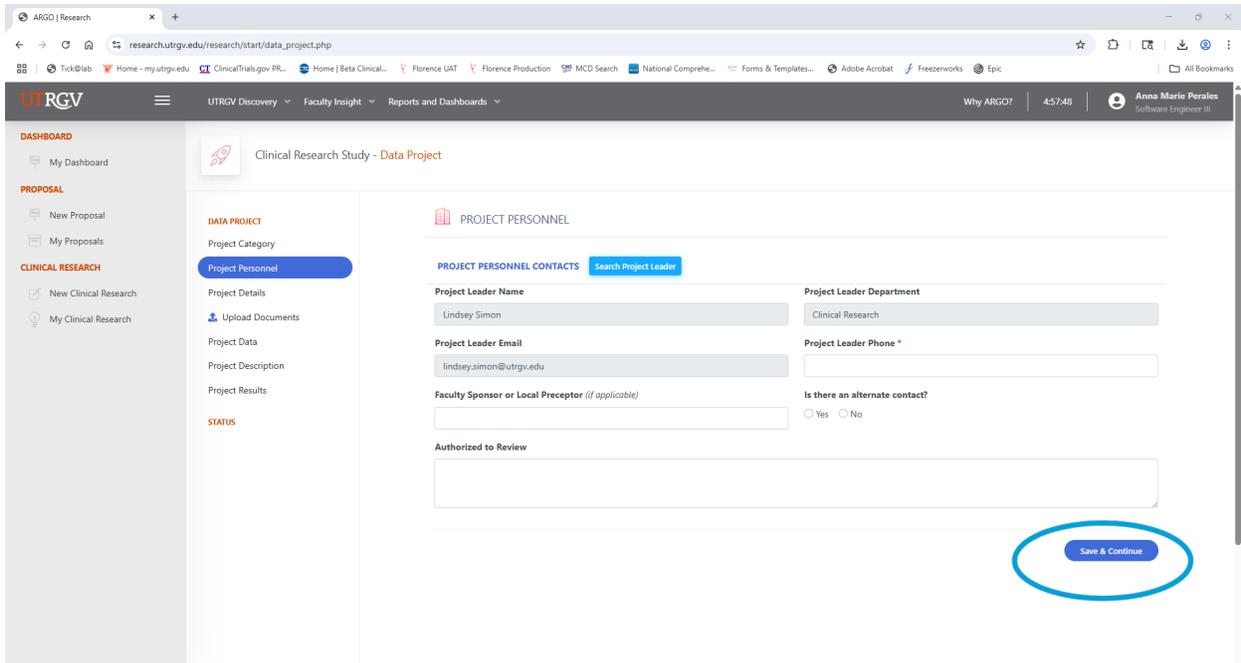
Step 9: Enter in the PI/Project Leader’s first and last name and hit “search”



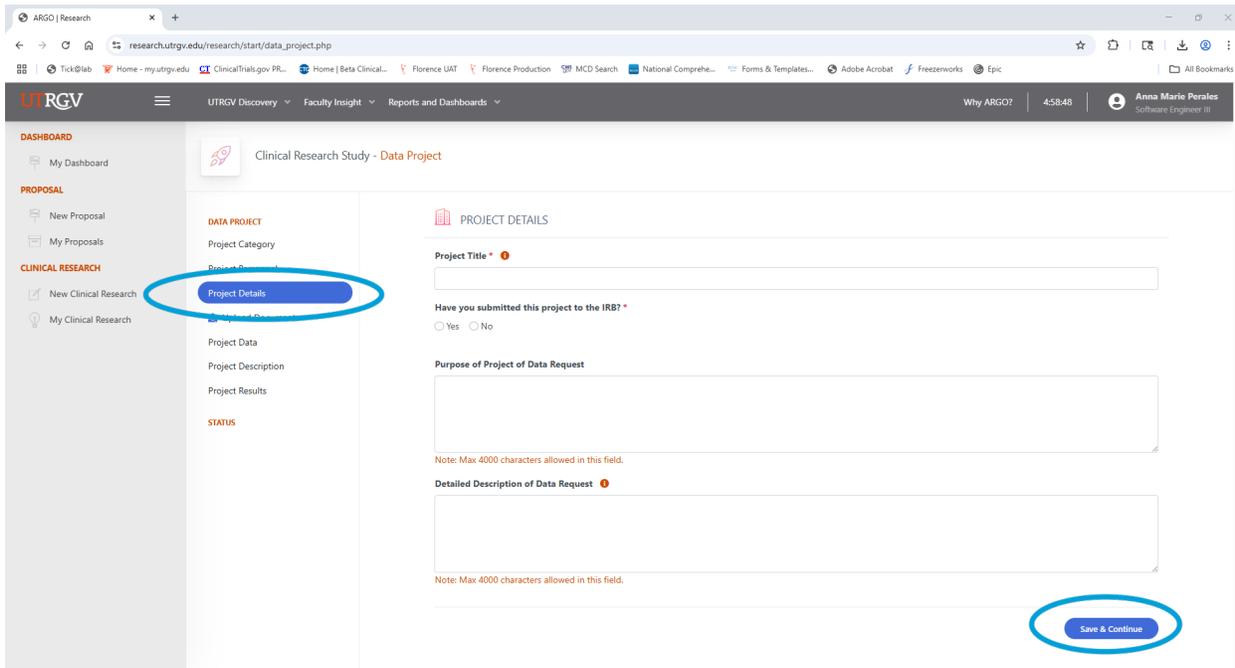
Step 10: A list of all the matches from your search will populate. Select the correct PI by clicking “Select” under the “Action” column on the corresponding row.



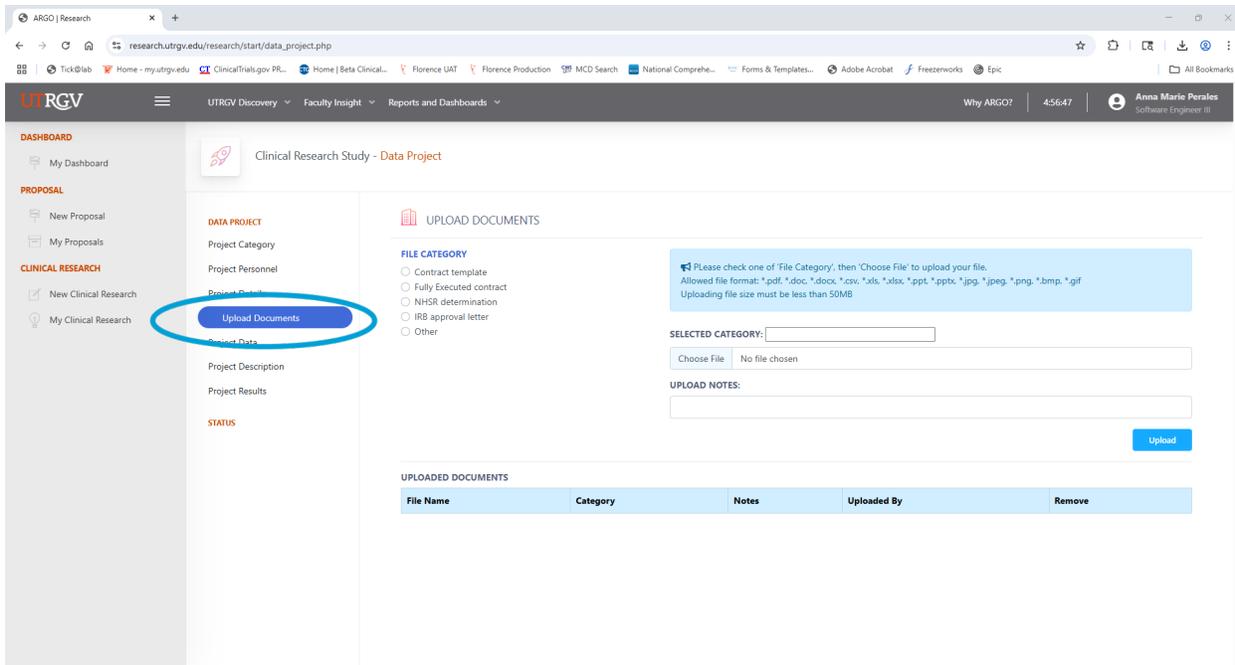
Step 11: Complete the remaining questions on the page and hit “Save and Continue”.



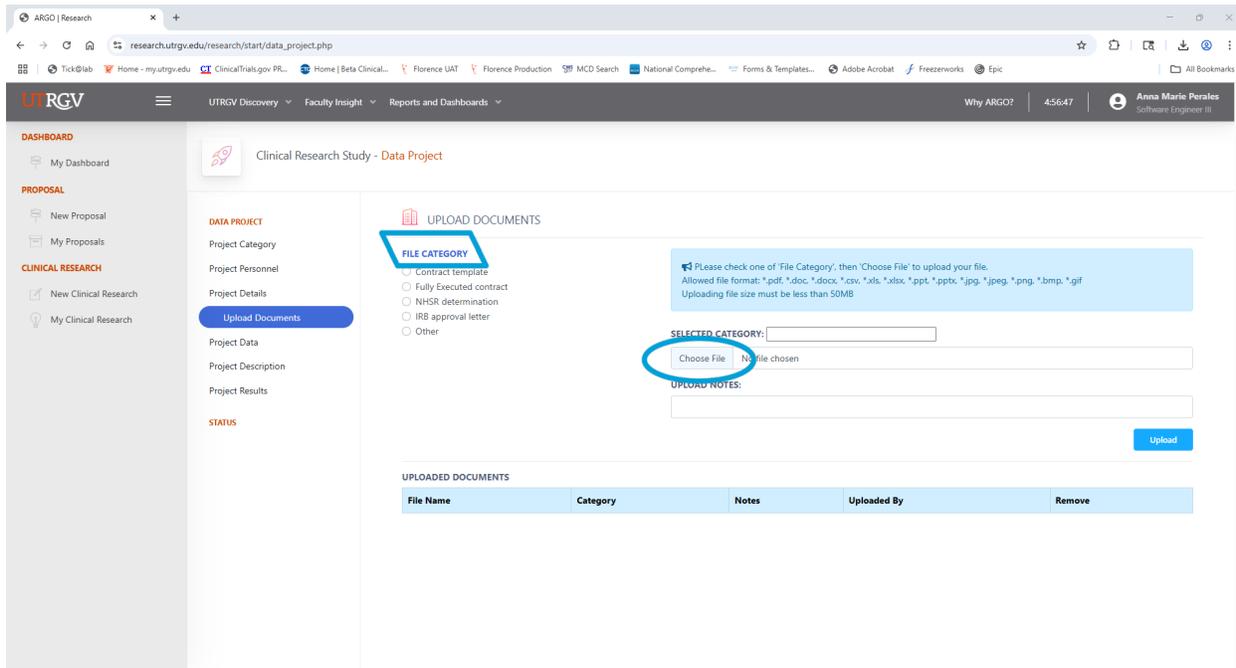
Step 12: Select the Project Details Page. Answer each question before hitting “Save and Continue”.



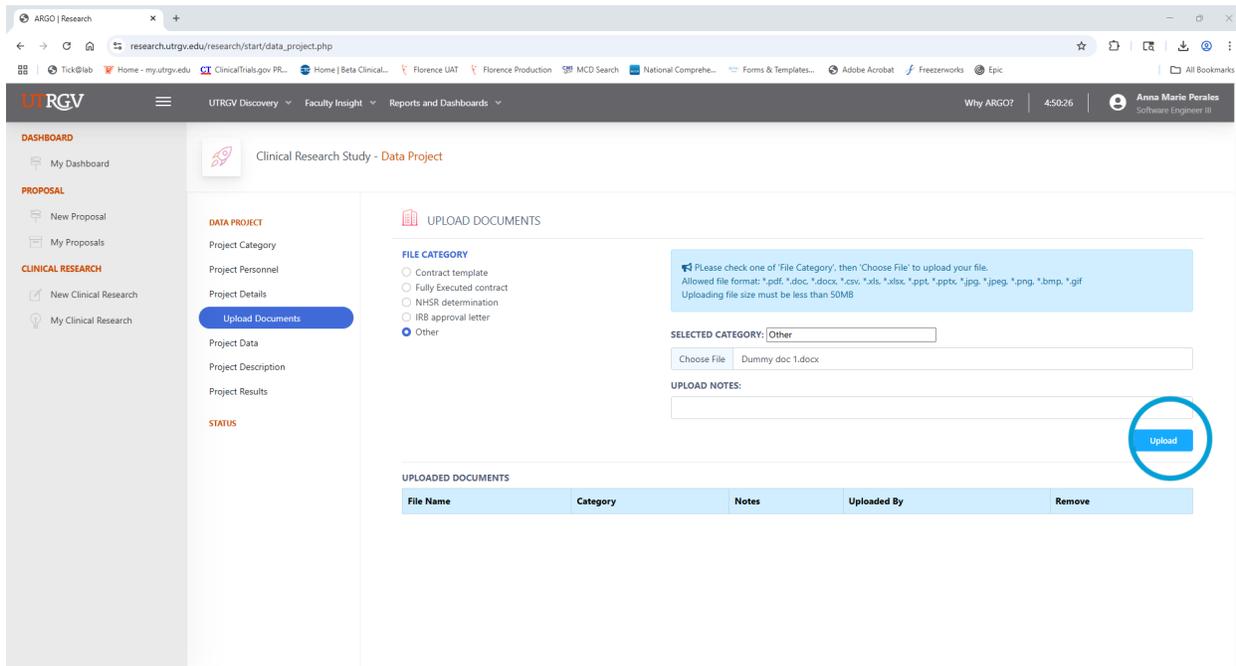
Step 13: Select the Upload Documents Page. Upload all applicable documents for your project. Select the category that applies to the document you are uploading. Categories can be used more than once, if needed.



Step 14: After selecting the category, select “choose file” and find the file.



Step 15: After selecting the file you wish to upload, select "Upload"



Step 16: Repeat steps 14 and 15 until all documents have been uploaded.

Step 17: Once you are satisfied that you have answered all applicable questions and uploaded all documents, navigate to the “Project Data” page.

ARGO | Research

research.utrgv.edu/research/start/data_project.php

UTRGV Discovery Faculty Insight Reports and Dashboards Why ARGO? 4:46:41 Anna Marie Perales Software Engineer III

DASHBOARD

- My Dashboard

PROPOSAL

- New Proposal
- My Proposals

CLINICAL RESEARCH

- New Clinical Research
- My Clinical Research

DATA PROJECT

- Project Category
- Project Personnel
- Project Details
- Upload Documents
- Project Data**
- Project Results

STATUS

PROJECT DATA

1. Do you anticipate using any data? What sources are needed for the project? *(Check all that apply)*

- UTRGV Health Records
- Medical Records from an outside organization
- Surveys from UTRGV Health patients
- Surveys or interviews with non-patient individuals
- Other

2. What electronic study data will be housed? *(Check all that apply)*

- UTRGV REDCap server
- UTRGV Drive
- External Hard Drive (option for de-identified data only)
- CDs/DVDs (option for de-identified data only)
- Jump/Flash drives (option for de-identified data only)
- Other servers, devices or drives (Specify) (option for de-identified data only)
- Personally owned laptop(s) or device(s) (option for de-identified data only)
- Not applicable, e.g., all project data will be stored on paper

3. What level of data are you requesting? *(Check all that apply)*

- Encounter level data
- Patient level data
- Unsure/unknown

4. Which of the HIPAA identifiers listed below will be attached to the data that are recorded for your analysis? *(Check all that apply)*

- Name
- Phone
- E-mail
- Photos/Images
- IP Address
- Health Plan # or other account #
- Credit card information
- Social Security Number
- Username/password
- Web Universal Resource Locators (URLs)
- Device identifiers and serial numbers
- Full face images and comparable images
- Vehicle identifiers and serial numbers
- Medical Record Number
- Biometric identifiers, including finger and voice prints
- Any element of data, such as dates of admission, discharge, service, DOB
- Five-digit zip code or any other geographic subdivisions, such as state, county, city, precinct, and their equivalent geocodes
- None of the above identifiers will be recorded for the analysis

Save & Continue

Step 18: Answer each question before hitting “Save and Continue”

Step 19: Select the Project Description Page. Answer each question before hitting “Save and Continue”.

ARGO | Research

research.utrgv.edu/research/start/data_project.php

UTRGV Discovery Faculty Insight Reports and Dashboards Why ARGO? 4:44:12 Anna Marie Perales Software Engineer III

DASHBOARD

- My Dashboard

PROPOSAL

- New Proposal
- My Proposals

CLINICAL RESEARCH

- New Clinical Research
- My Clinical Research

DATA PROJECT

- Project Category
- Project Personnel
- Project Details
- Upload Documents
- Project Data
- Project Description**
- Project Results

STATUS

PROJECT DESCRIPTION

1. Which descriptions best fit your project? *(Check all that apply)*

- Determine if previously implemented clinical practice improved the quality of patient care
- Evaluate or improve the local implementation of widely accepted clinical or educational standards that have been proven effective at other locations
- Gather data on hospital or provider performance for clinical, practical, or administrative uses
- Conduct a needs assessment to guide future changes in local health care delivery or to support other improvements at UTRGV
- Perform an analysis to characterize our patient population/clients to improve quality of services
- Implement programs to enhance professional development for providers and trainees
- Measure local efficiency, cost, or satisfaction related to standard clinical practices
- Develop interventions or educational strategies that improve the utilization of recognized best practices
- Implement strategies to improve communication within or local healthcare environment
- Improve tools for patients that promote education, health literacy or treatment plan adherence
- Using data for study recruitment
- Other

2. Does your project involve any of the following aspects? *(Check all that apply)*

- Randomizing participants into two or more groups
- Evaluating the impact of various treatment approaches on patient outcomes
- Developing clinical practice guidelines
- Developing new curriculum recommendations
- Developing or refining a new assessment tool
- Gathering data from multiple individuals or entities outside UTRGV
- Other

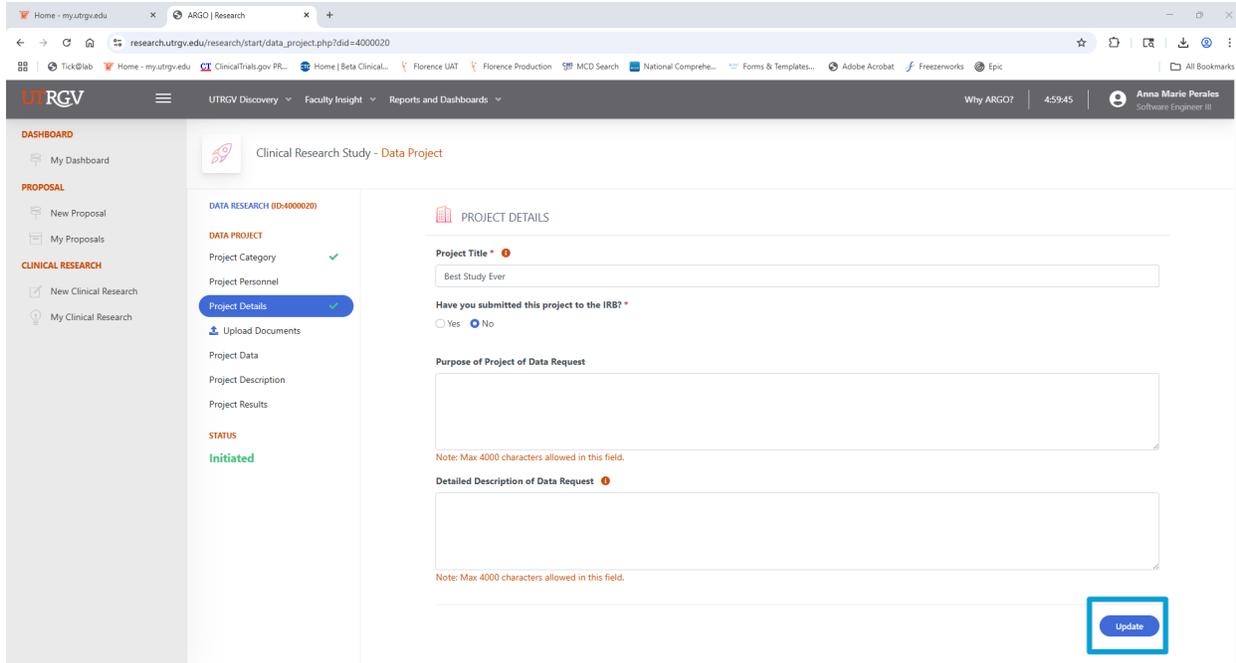
3. Which institutions are involved in the project? *(Check all that apply)*

- UTRGV
- Other Institutions

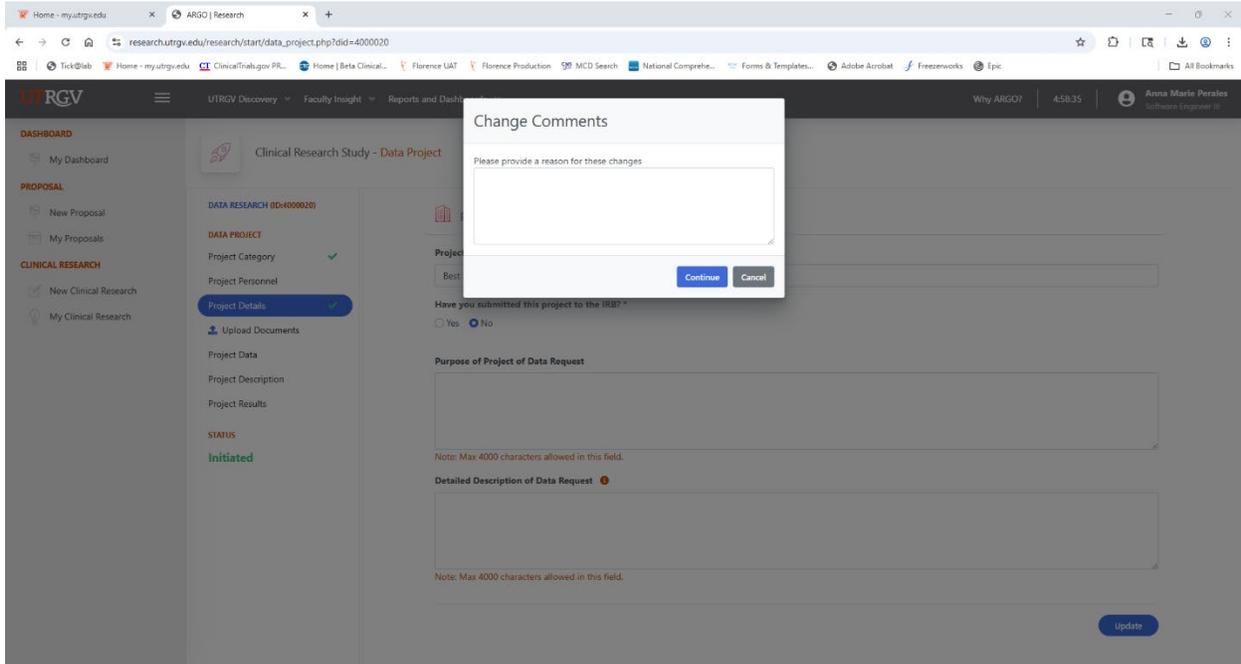
Save & Continue

Step 20: Review all of the submission pages for completion and accuracy

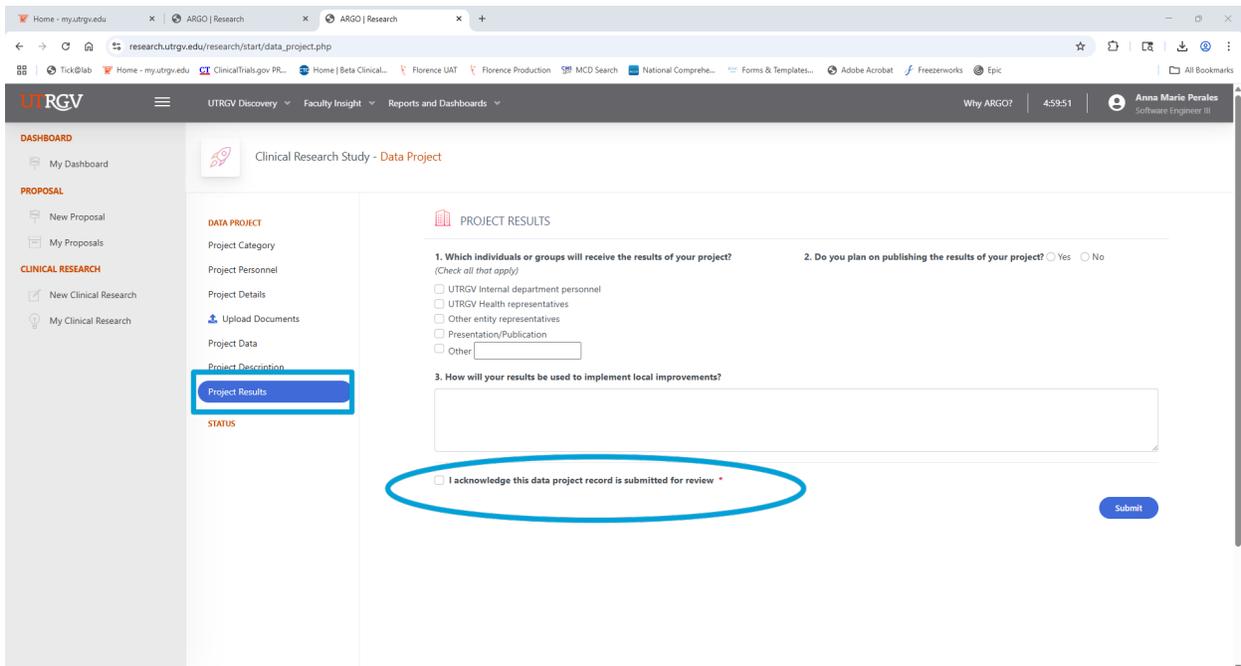
Step 21: If you need to make any changes to a saved page, make the desired change and then select “Update” at the bottom of the screen.



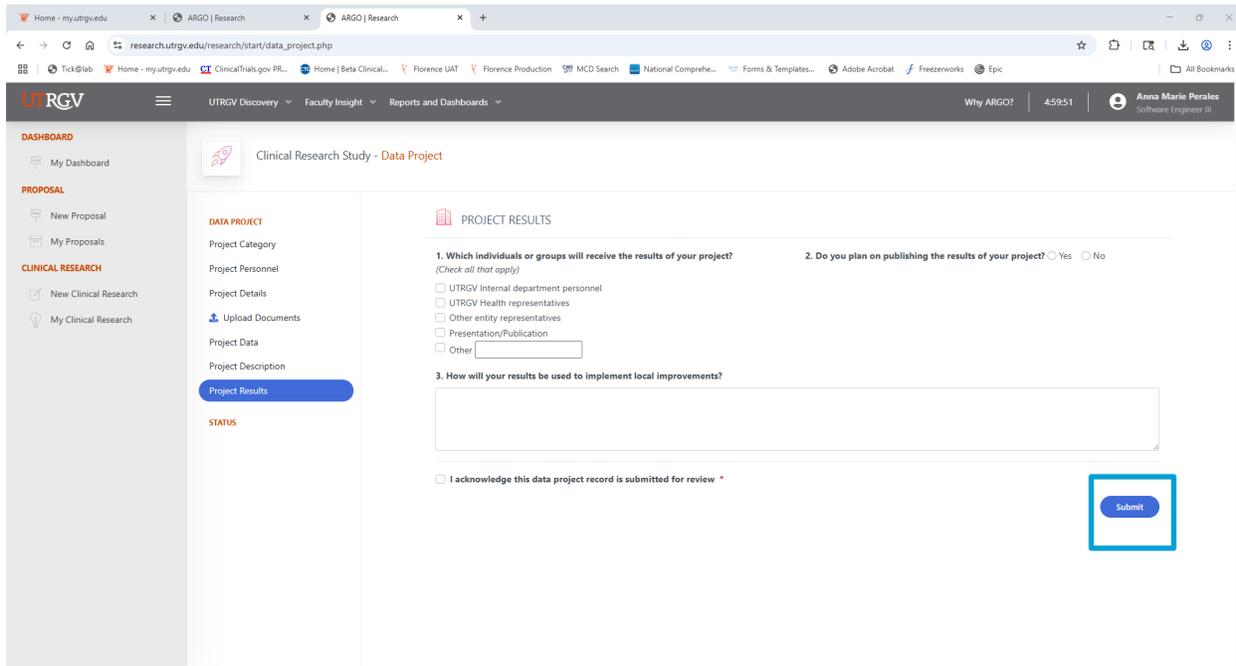
Step 22: A comment box will pop up asking you to specify your update. This is so we can keep track of amendments to the submissions later on. Enter your reasons/updates and hit Continue.



Step 23: Navigate to the Project Results Page. Answer each question. Check the box that says “I acknowledge this data project record is submitted for review”



Step 24: Hit “Submit”.



The screenshot shows a web browser window with the URL `research.utrgv.edu/research/start/data_project.php`. The page title is "Clinical Research Study - Data Project". The left sidebar contains navigation options: DASHBOARD (My Dashboard), PROPOSAL (New Proposal, My Proposals), and CLINICAL RESEARCH (New Clinical Research, My Clinical Research). The main content area is titled "PROJECT RESULTS" and contains the following sections:

- 1. Which individuals or groups will receive the results of your project?** (Check all that apply)
 - UTRGV Internal department personnel
 - UTRGV Health representatives
 - Other entity representatives
 - Presentation/Publication
 - Other
- 2. Do you plan on publishing the results of your project?** Yes No
- 3. How will your results be used to implement local improvements?**

At the bottom of the form, there is a checkbox: I acknowledge this data project record is submitted for review. A blue "Submit" button is located in the bottom right corner of the form area.

A member of the Office of Clinical Research will contact you regarding your submission. If you have any questions, reach out to clinicalresearch@utrgv.edu.

FAQs for a Data Project Submission:

What is NHSR (Non-Human Subjects Research) determination?

- Non-regulated research refers to studies not covered by the HHS Regulations. Activities are non-regulated research if they do not involve a systematic approach involving a predetermined method for studying a specific topic, answering a specific question, testing a hypothesis, or developing theory.
- Researchers may request a determination that an activity is “Non-regulated research,” but the final determination will be made by the Office of Research Compliance
- Examples of Non-Regulated Research:
 - Quality Improvement
 - Health Surveillance
 - Program Evaluation
 - Instructions for Submission:
- Complete the **Request for Determination Non-Regulated Research Form**
- Submit the completed form by email to irb@utrgv.edu
- The Office of Research Compliance will review your request and will issue a determination letter within 3-7 business days or upon completion of required items.

What documents should I upload with my submission?

- If you submitted your project to the IRB for a NHR determination, and it was determined not to be research, please upload the determination letter along with a copy of the form you submitted to the IRB.
- If your project was determined to be research, please upload the IRB approval letter.

When will I hear anything about my submission?

- You should receive an autogenerated email from the system as soon as you complete your submission.
- You may or may not receive additional communications and follow up questions from the Office of Clinical Research.
- You will receive an autogenerated email as soon as a member of the Office of Clinical Research approves your data request.

How long will it take to get my data?

- It depends on the complexity of your request.
 - Once the Office of Clinical research approves your request, it is submitted on your behalf to IT.
 - IT is instructed to contact you/the person requesting the data directly for any additional information/follow up questions they may have.
 - Your IT ticket number is recorded by the Office of Clinical Research within your submission.
 - Should you need an update on the status of your data after the Office of Clinical Research has submitted it to IT, contact IT directly.