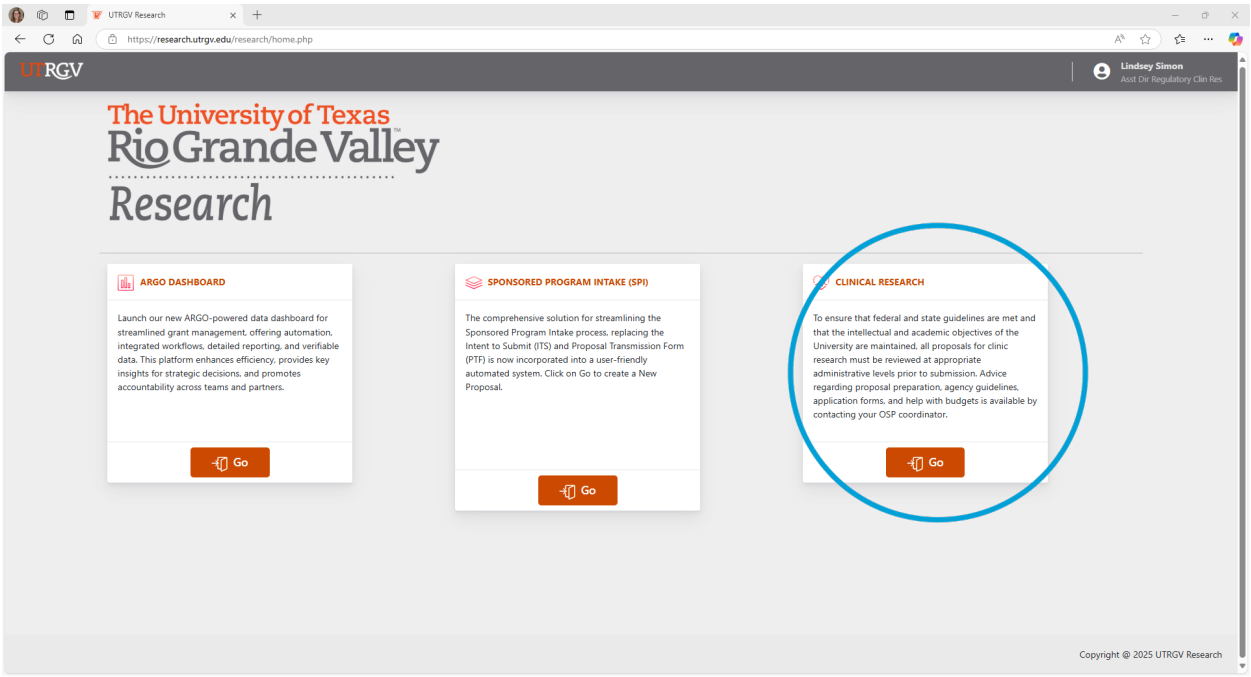
Data Project/Requesting Research Data User Guide and FAQs

Beginning a new submission:

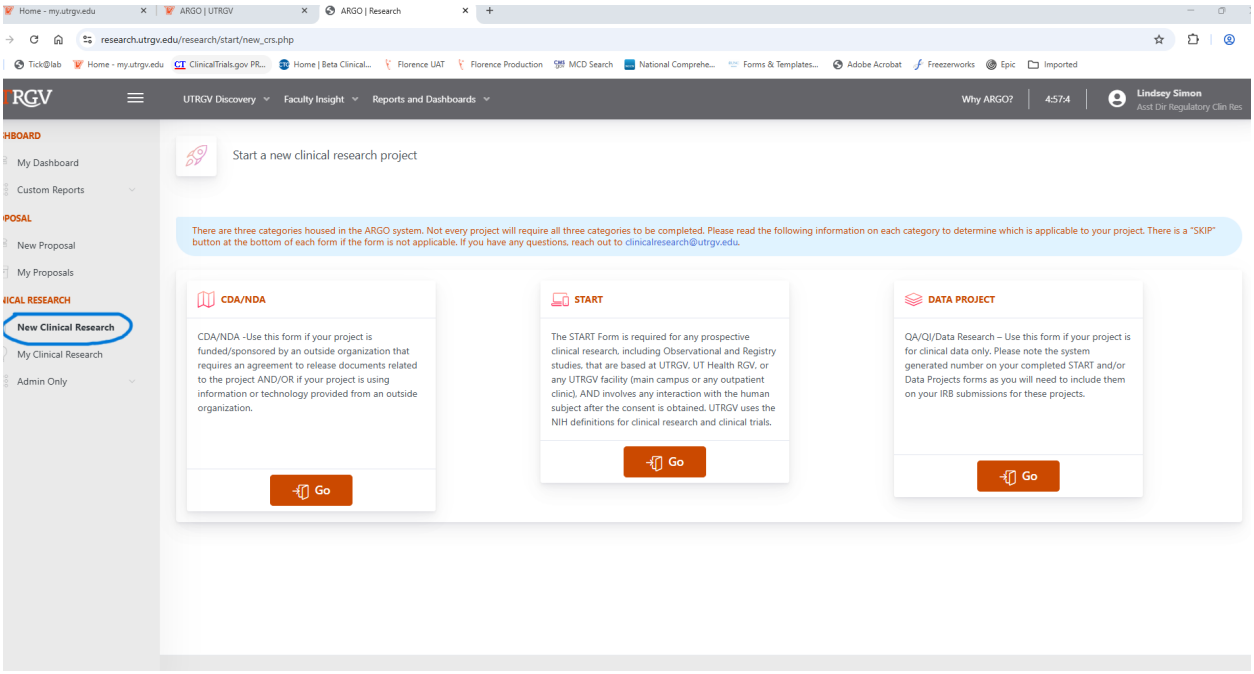
Step 1: Use this link to navigate to the ARGO Platform: https://research.utrgv.edu/research

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.

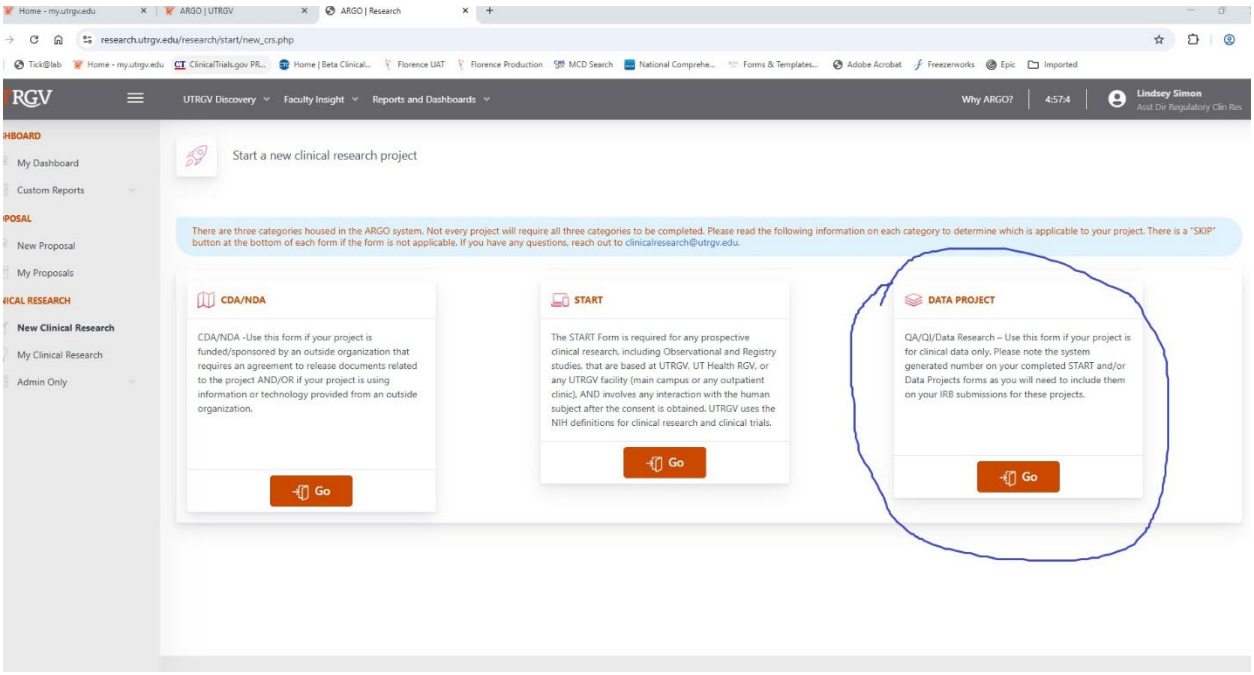
Step 3: Navigate to the furthest box on the right, titled “Clinical Research”. Click on the orange “Go” button.



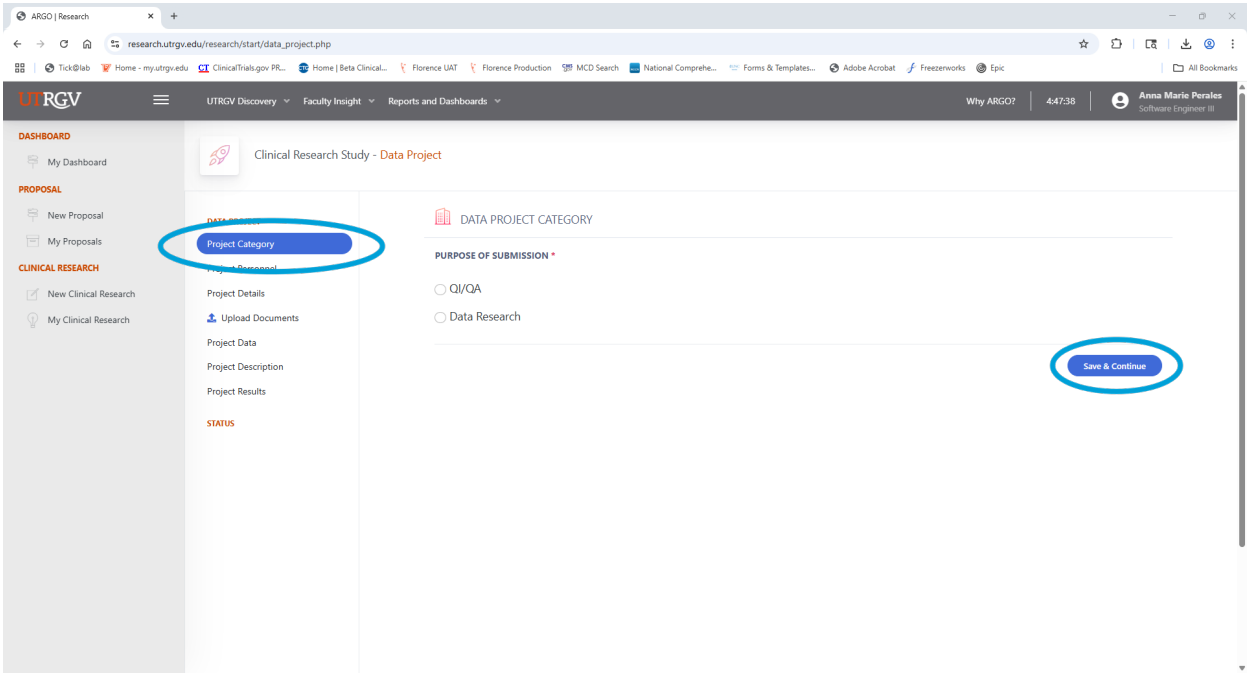
Step 4: Select the link that says New Clinical Research on the left side of the page under the heading “Clinical Research”



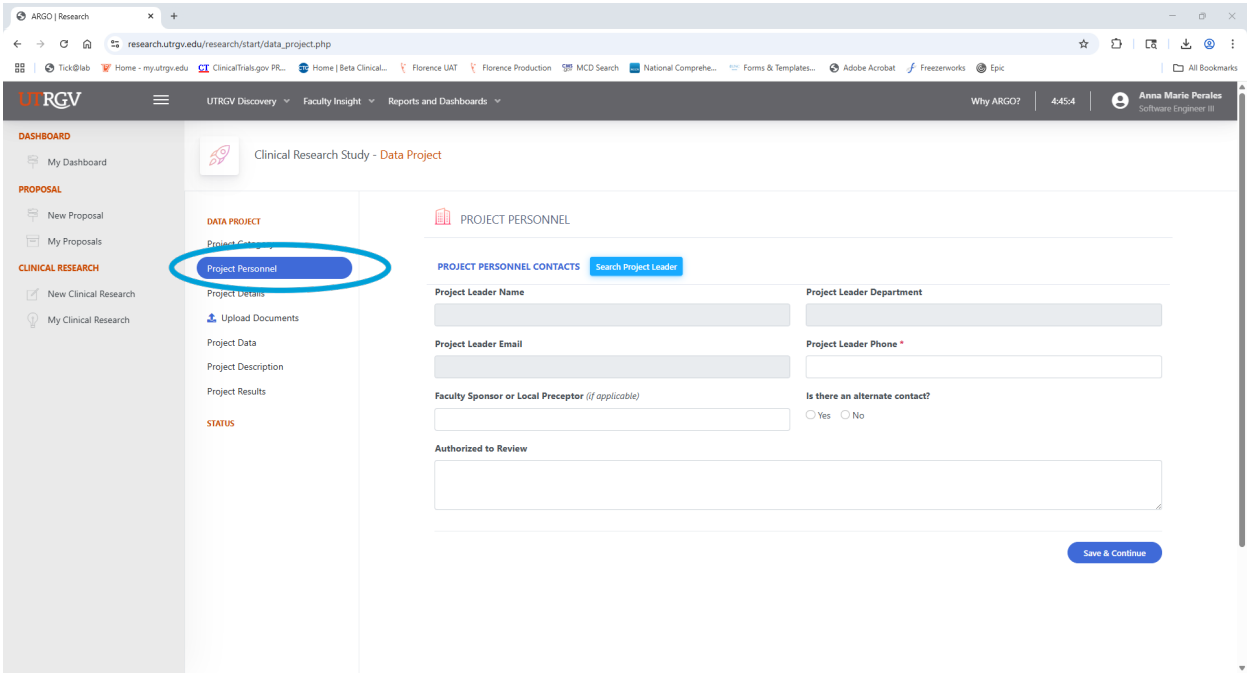
Step 5: Select the last module on the right side of the page, titled “Data Project”



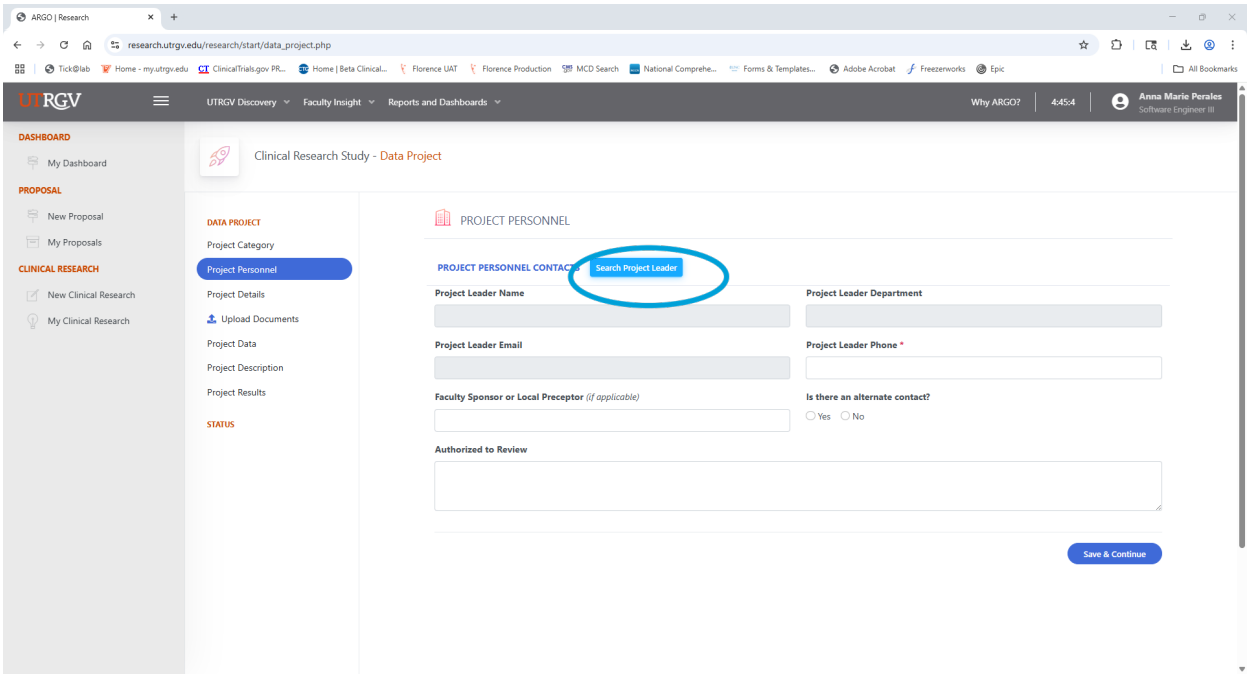
Step 6: Begin by selecting the Project Category page. Answer the questions before hitting “Save and Continue” on the bottom right.



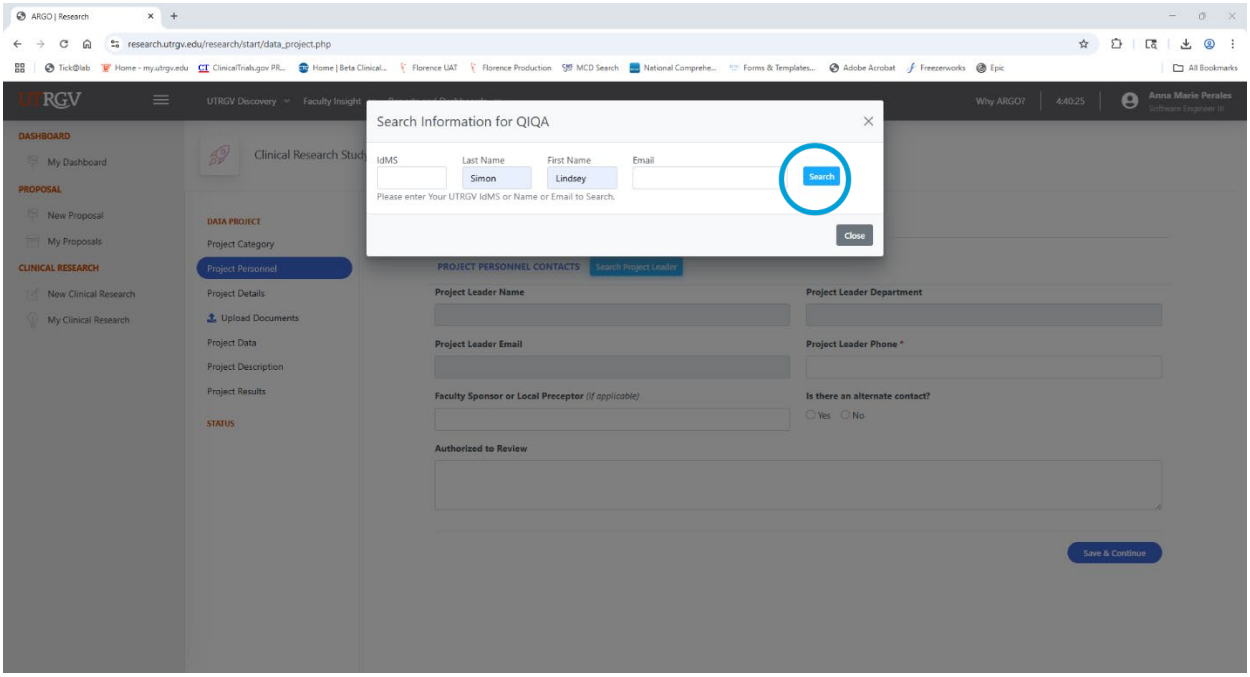
Step 7: Select the Project Personnel Page.



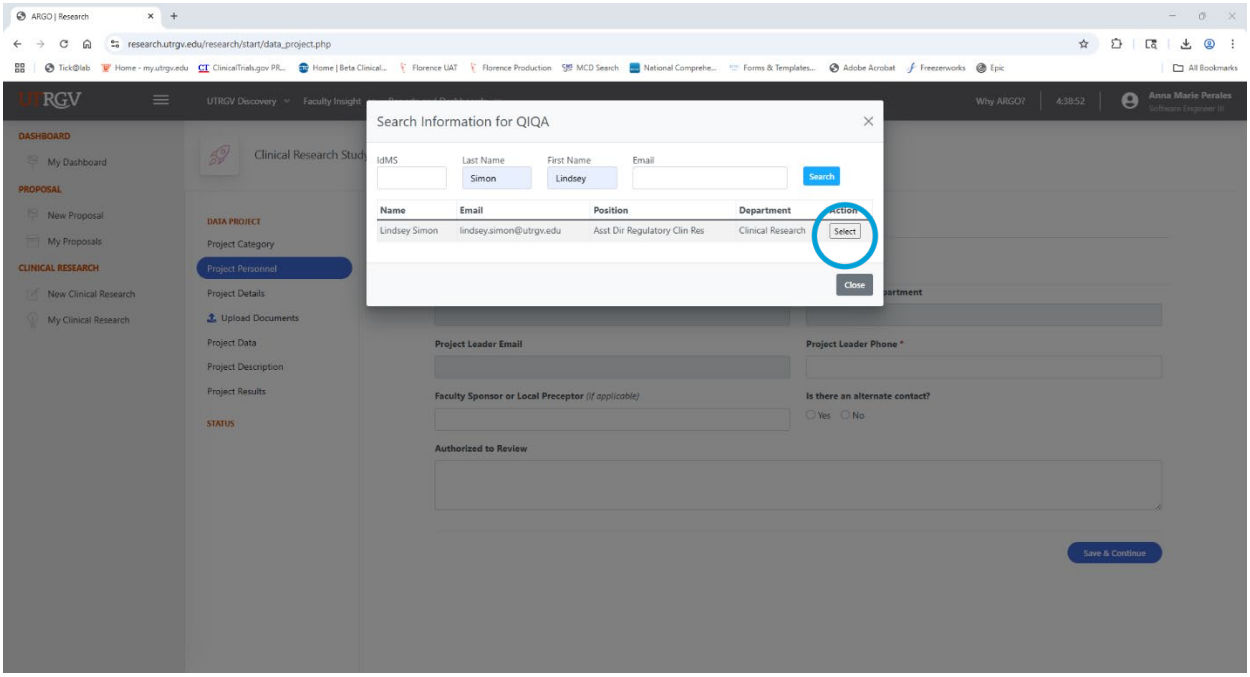
Step 8: Search for the Study PI/Project Leader by clicking the “Search Project Leader” box.



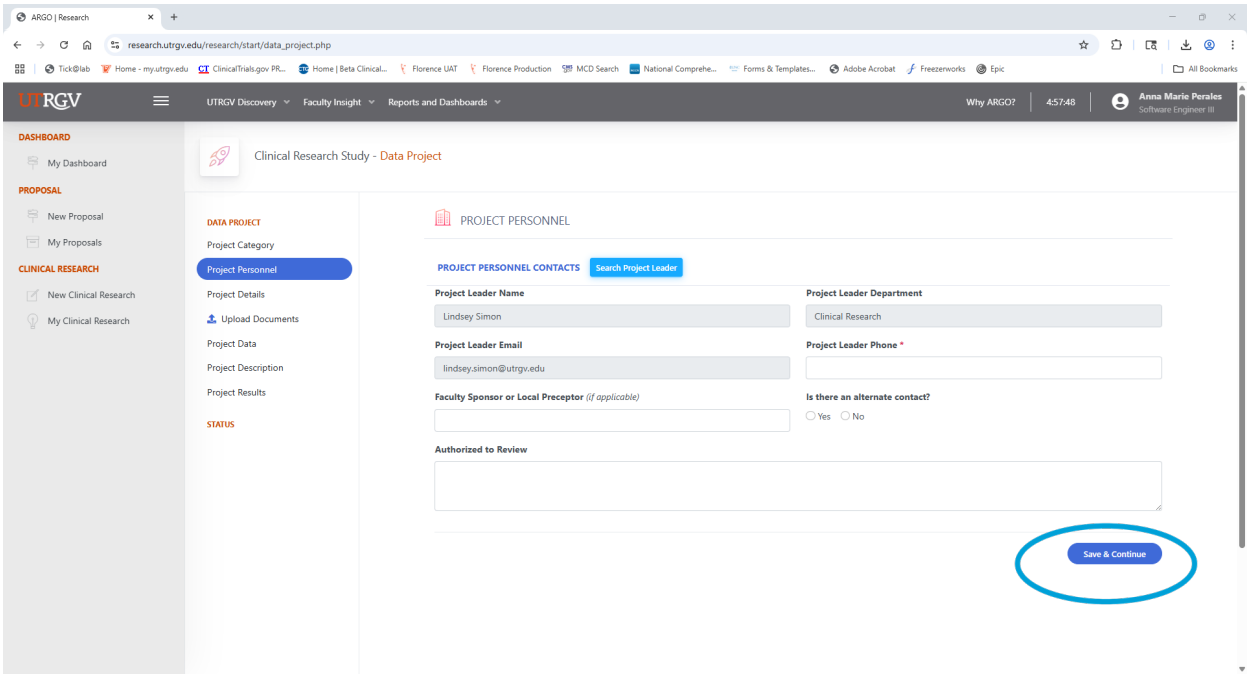
Step 9: Enter in the PI/Project Leader’s first and last name and hit “search”



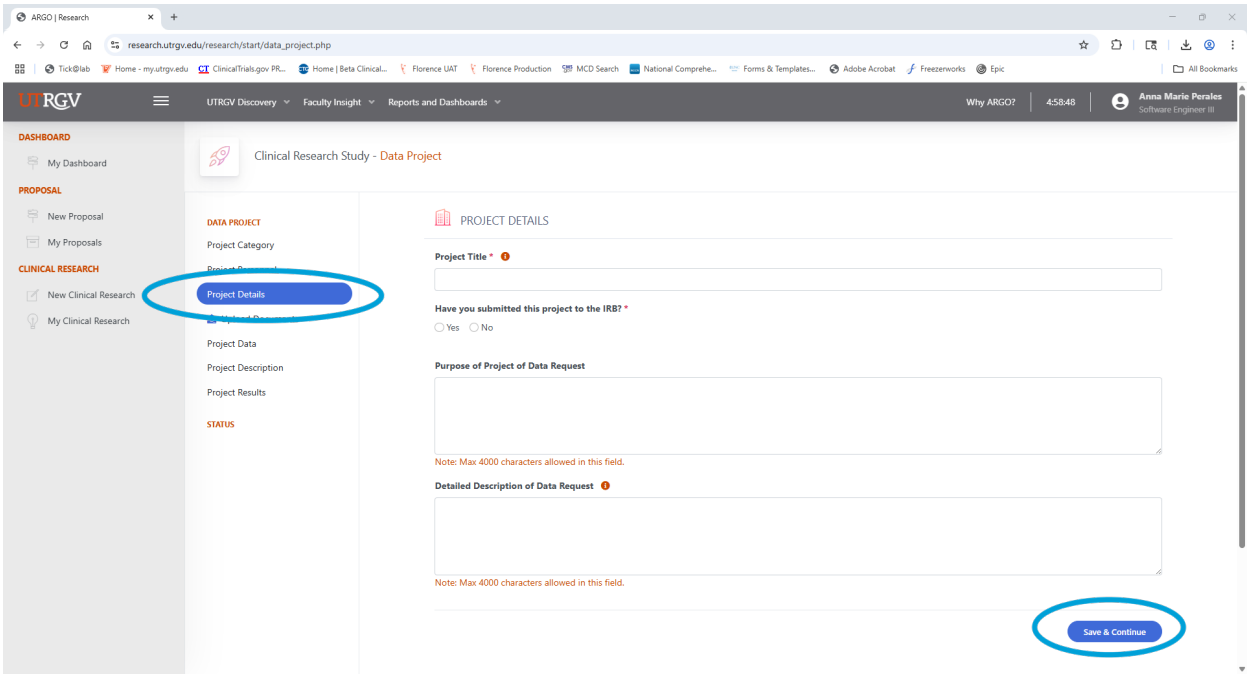
Step 10: A list of all the matches from your search will populate. Select the correct PI by clicking “Select” under the “Action” column on the corresponding row.



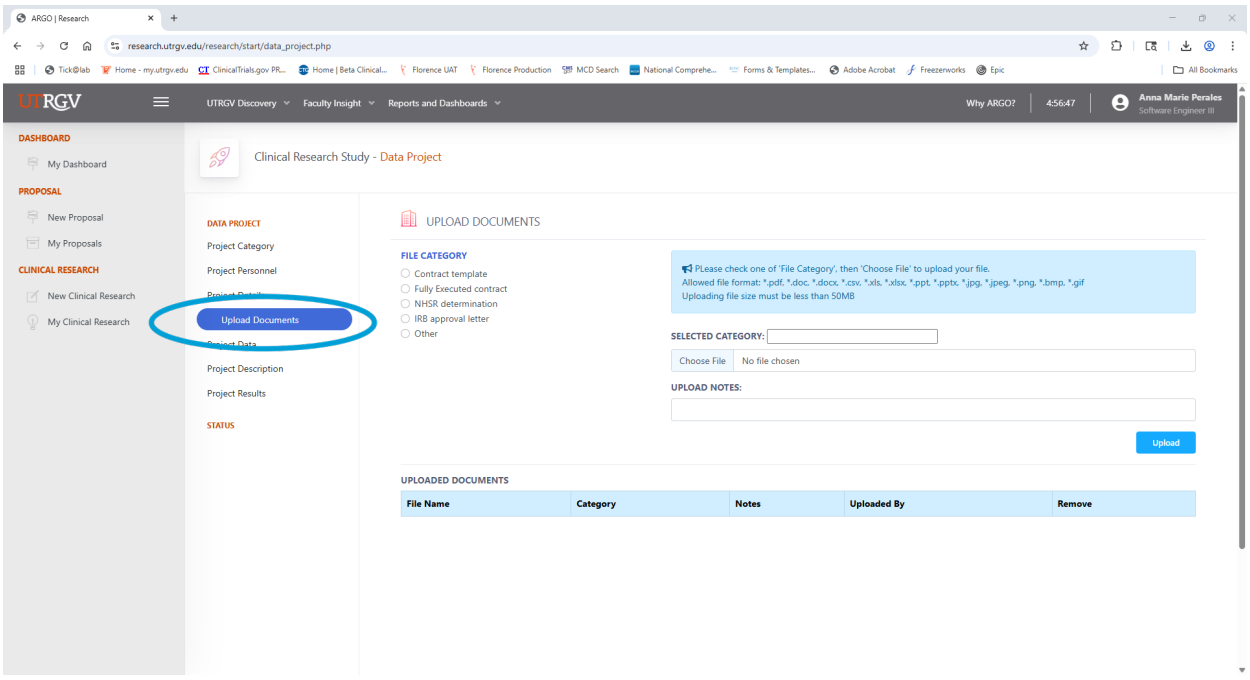
Step 11: Complete the remaining questions on the page and hit “Save and Continue”.



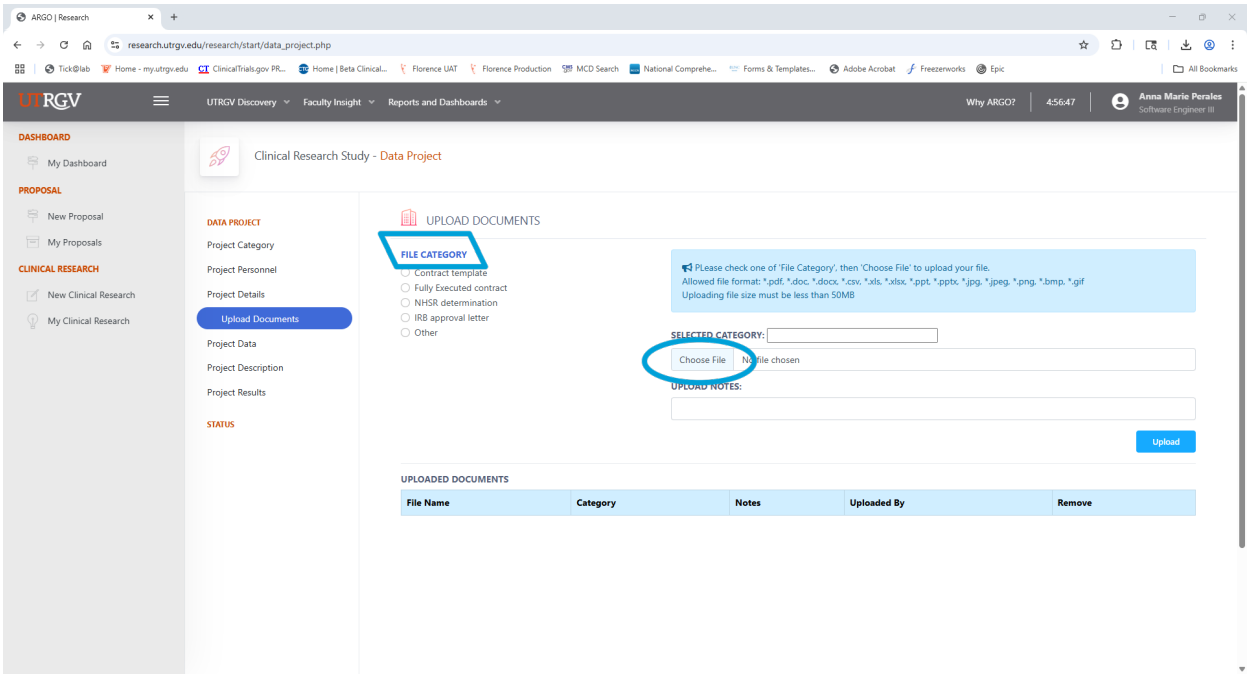
Step 12: Select the Project Details Page. Answer each question before hitting “Save and Continue”.



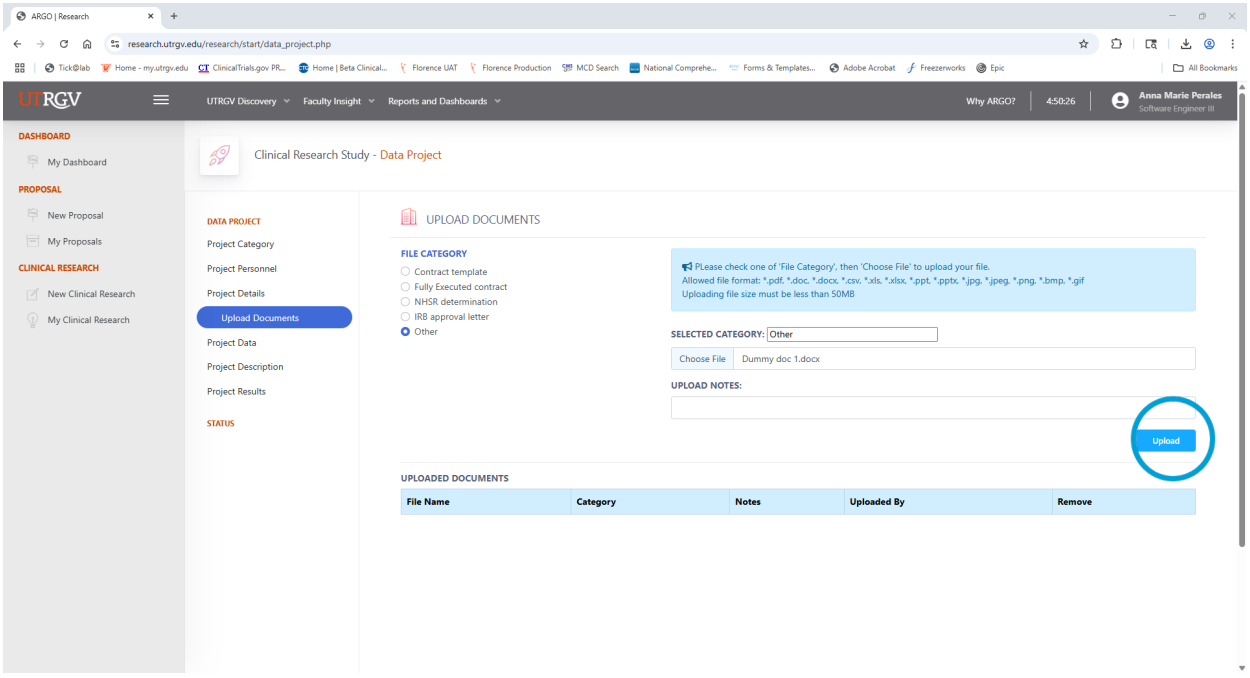
Step 13: Select the Upload Documents Page. Upload all applicable documents for your project. Select the category that applies to the document you are uploading. Categories can be used more than once, if needed.



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

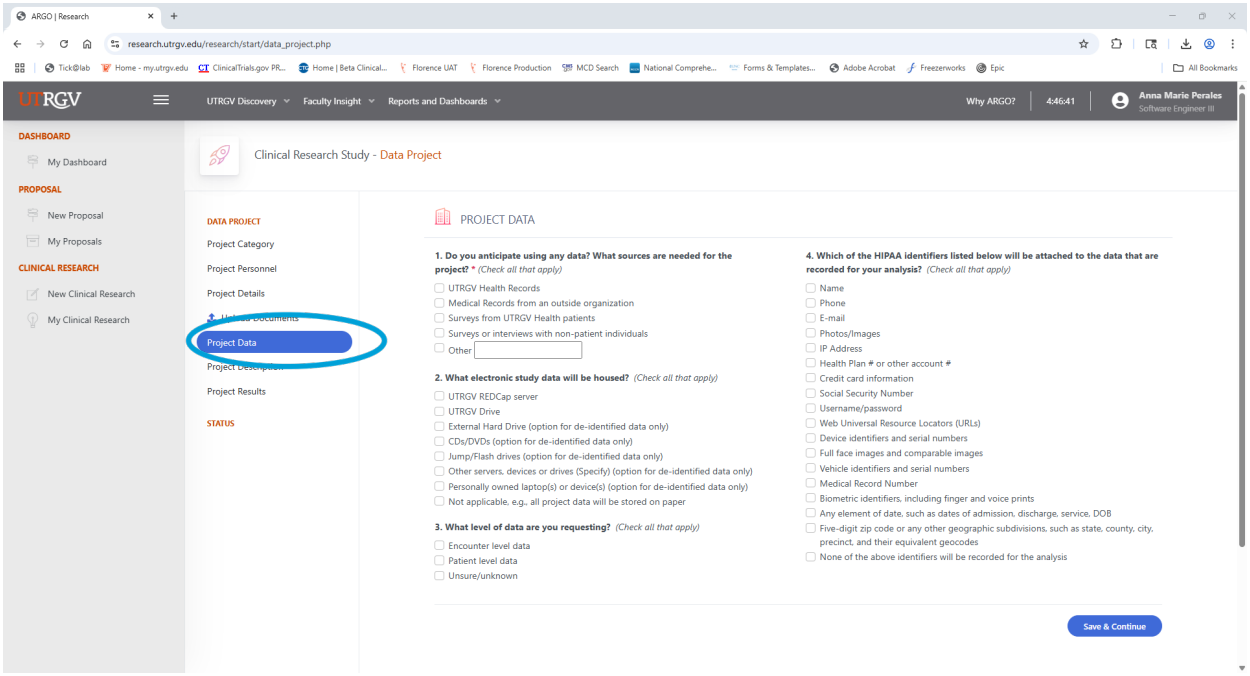


Step 15: After selecting the file you wish to upload, select "Upload”



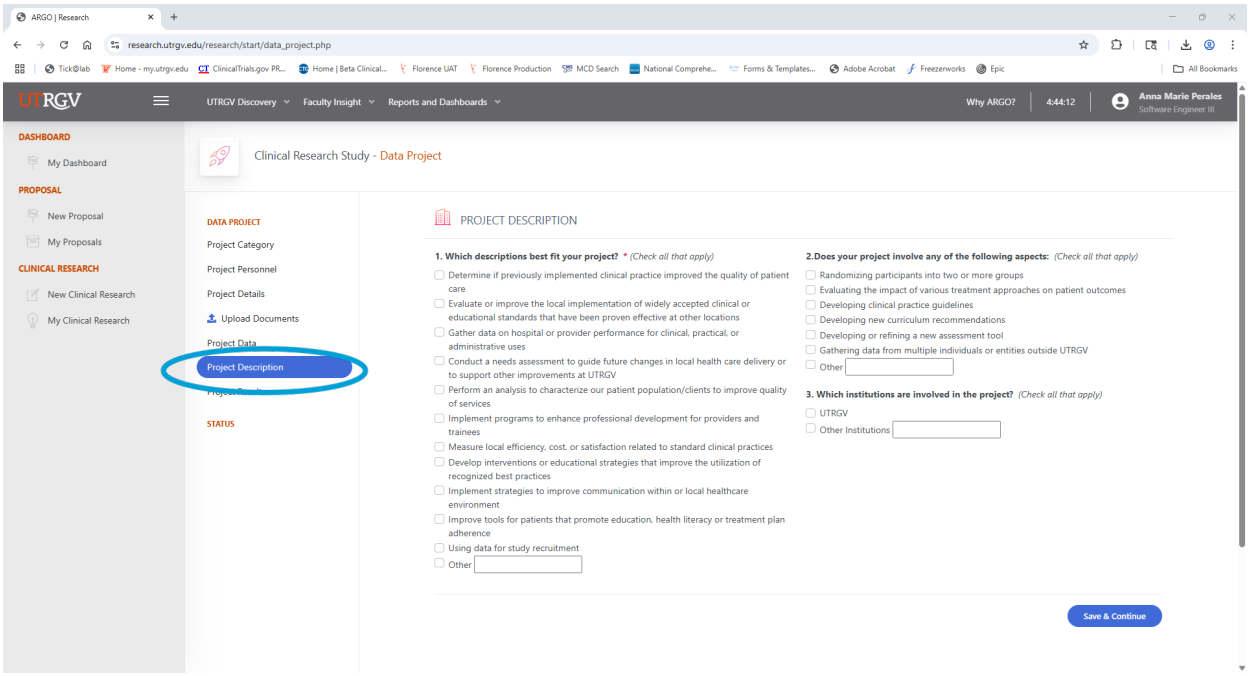
Step 16: Repeat steps 14 and 15 until all documents have been uploaded.

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



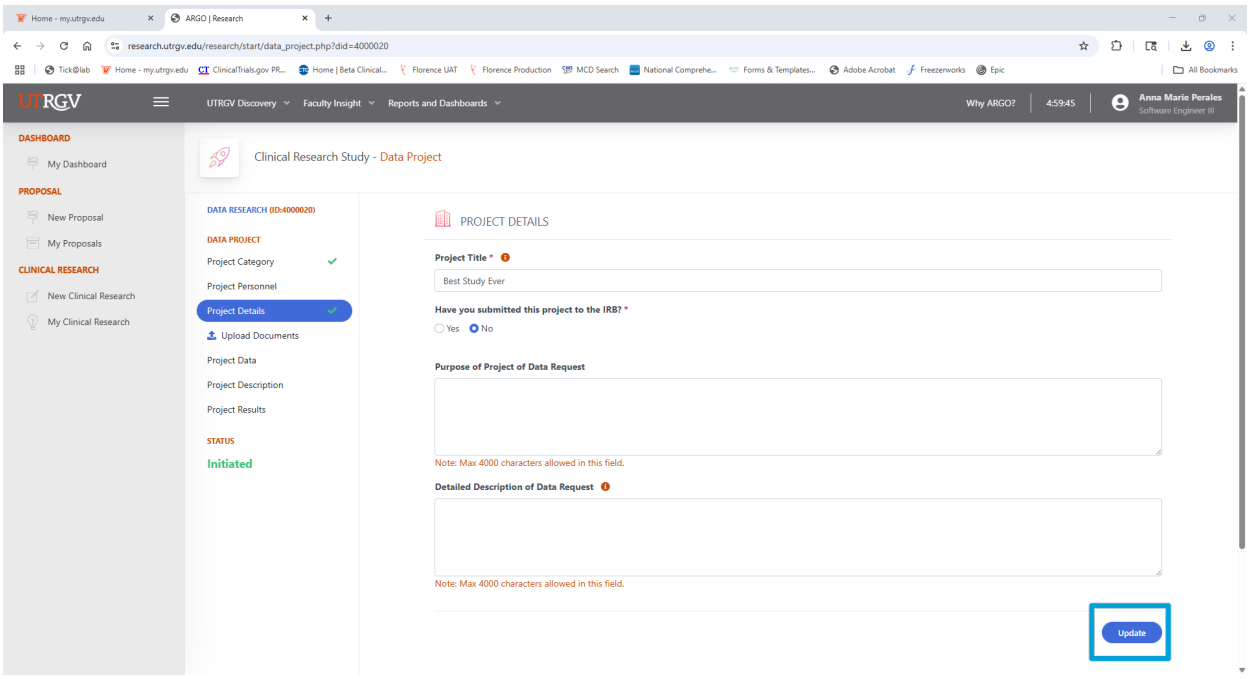
Step 18: Answer each question before hitting “Save and Continue”

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

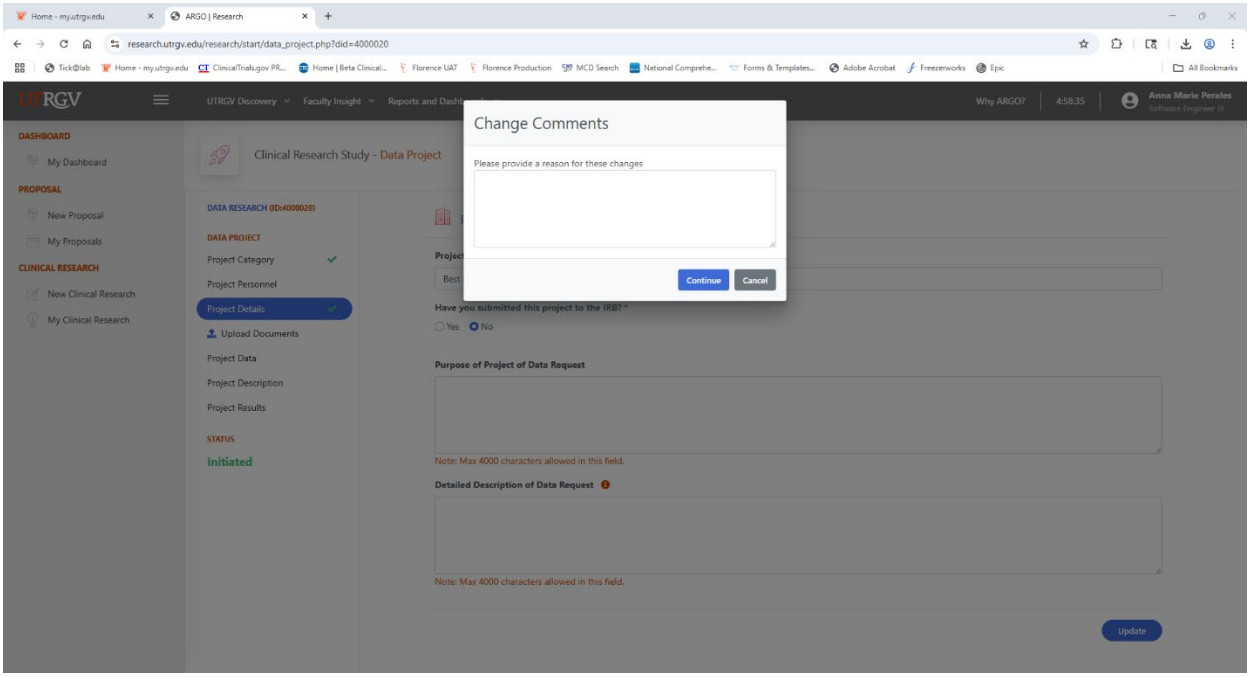


Step 20: Review all of the submission pages for completion and accuracy

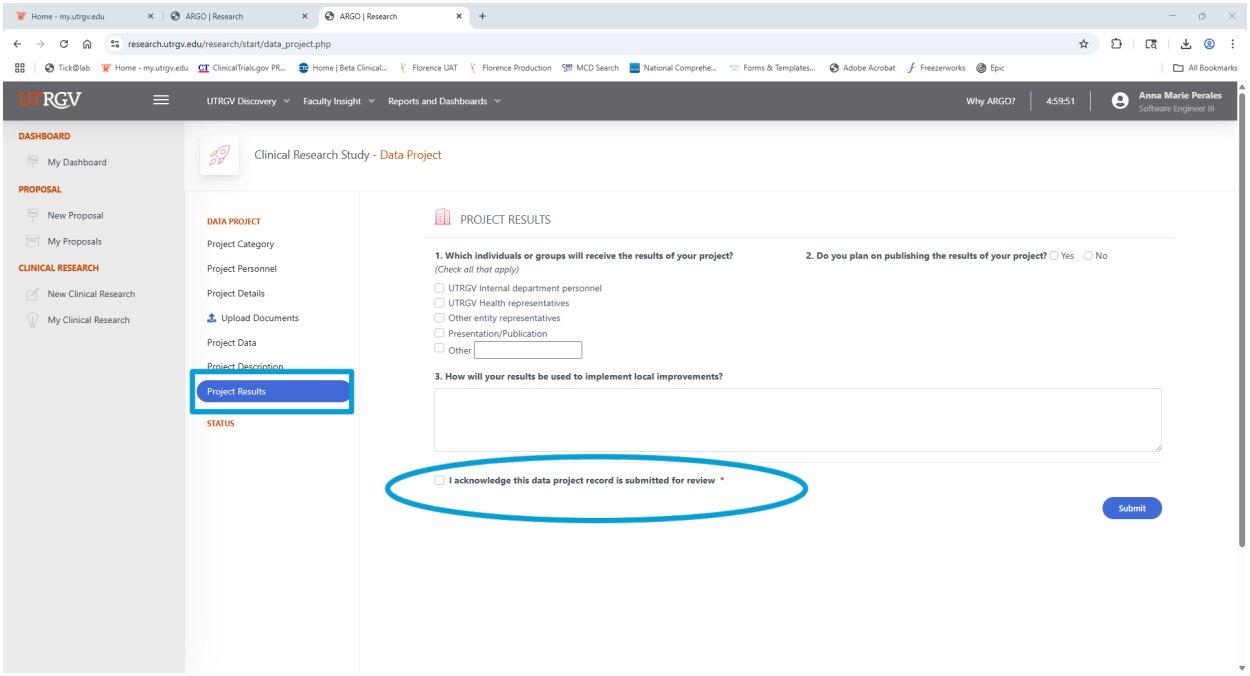
Step 21: If you need to make any changes to a saved page, make the desired change and then select “Update” at the bottom of the screen.



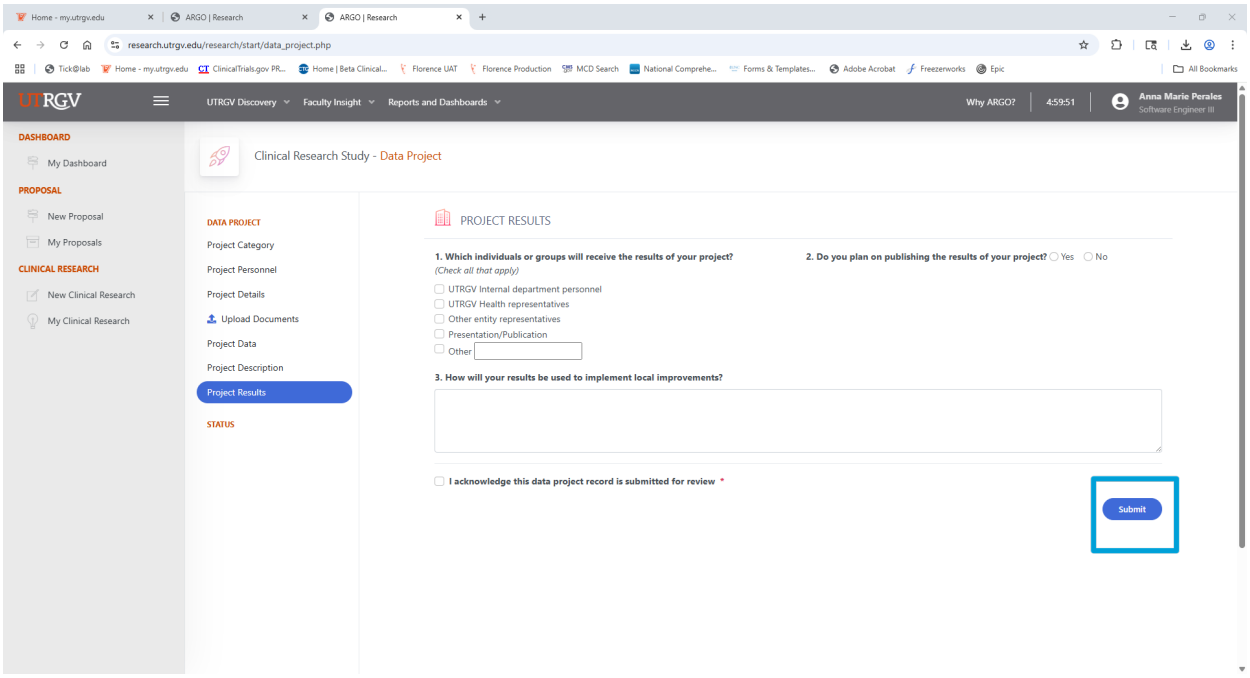
Step 22: A comment box will pop up asking you to specify your update. This is so we can keep track of amendments to the submissions later on. Enter your reasons/updates and hit Continue.



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”.



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 NHSR 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.