Please Sign-In and collect your copy of the Lab Manual

### Part 1: Research Lab Orientation

<table>
<thead>
<tr>
<th>Time</th>
<th>Speaker</th>
<th>Topic</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00pm</td>
<td>Robert Palisano</td>
<td>Welcome and Introductions Stipends, tuition remission, health insurance</td>
<td>10 mins</td>
</tr>
<tr>
<td>3:10pm</td>
<td>Cecile A. McDuffie</td>
<td>Compliance, Castle Branch, Timelines</td>
<td>5 mins</td>
</tr>
<tr>
<td>3:15pm</td>
<td>Arun Ramakrishnan</td>
<td>Research Labs overview, Lab manual review</td>
<td>25 mins</td>
</tr>
</tbody>
</table>

### Part 2: Research Services Orientation

<table>
<thead>
<tr>
<th>Time</th>
<th>Speaker</th>
<th>Topic</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:40pm</td>
<td>Karen Skinner</td>
<td>IRB, Intro to COEUS protocol submissions</td>
<td>10 mins</td>
</tr>
<tr>
<td>3:50pm</td>
<td>Brian Thomas</td>
<td>Information Technology (IT) Services, Guidelines on data storage and sharing</td>
<td>10 mins</td>
</tr>
<tr>
<td>4:00pm</td>
<td>Janice Masud-Paul</td>
<td>CNHP Library Tools for Researchers</td>
<td>5 mins</td>
</tr>
<tr>
<td>4:05pm</td>
<td>Sheila Plungis</td>
<td>Clinical Spaces</td>
<td>5 mins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Questions and individual issues</td>
<td></td>
</tr>
<tr>
<td>4:15pm</td>
<td>Arun / Sheila</td>
<td>Touring 3-Parkway Lab Spaces</td>
<td>30 mins</td>
</tr>
</tbody>
</table>

**Total Time: 120 mins**
WELCOME AND INTRODUCTIONS

- Dr. Robert Palisano PT, ScD, FAPTA
- Associate Dean for Research, Distinguished Professor
Compliance, Castle Branch, Timelines

- Cecile A. McDuffie
  - Clinical Contract & Compliance Coordinator
  - Compliance and Contract Department
  - Email: caj57@drexel.edu
CNHP Compliance website

https://drexel.edu/cnhp/about/compliance/
Compliance requirements for access

Only Drexel Personnel can be cleared for access
Researchers must complete these modules

- Training modules
  - Drexel HIPAA (Under construction as of Oct 2018)
  - Drexel BioRAFT Lab Safety
  - CITI Program
- Federal background check and fingerprinting
- Child-abuse clearance
- Immunizations

All documents must be uploaded to CastleBranch for verification
Research Lab Orientation & Lab Manual Review

ARUN RAMAKRISHNAN, LAB DIRECTOR
OFFICE: 3 PARKWAY BLDG. RM# 223
PH. 215.553.7018 ARUN.RAMAKRISHNAN@DREXEL.EDU
Collaborative Integrative research

Your Research

- ONHPR CNHP IT, Compliance
- Drexel University Colleges
- CNHP Clinical
- Other Universities
- CNHP Departments
- Companies & Organizations

Biopsychosocial Model
CNHP Research Website / Daily dose

Recently updated in September 2018

Resources: Find helpful materials, policies and procedures. This list is currently being updated

Facilities lists our various campuses and available equipment (hardware and software)

Projects: Browse through current and past projects at CNHP

Faculty: Learn more about our research faculty

Participate: Advertise your IRB approved projects and improve project visibility
Email correspondence

Always use Drexel email for any correspondence regarding access or compliance
Access that you might need

ID Cards: Dragon card (regular/24 hour)
Keys: Lab Keys, Office Keys, Cubicle keys, IRB Filing cabinet keys
Calendar: SharePoint calendar and web resources
Storage: Encrypted File Server, Office 365 and Drexel OneDrive
A/V resources: Zoom, Drexel Streams, Skype Business
Hardware: Computers, Intercom Phones, Voicemail, Printers, Custom equipment, ...
Software: Custom study emails, REDCap, Data Labs, ...

All access requests **MUST** be approved by their Dept. Chair (via email)
SharePoint Calendar (NOT SharePoint 365)

All Conference rooms must be reserved prior to use.

All Lab usage including data-lab computer use must be logged into the SharePoint calendar.

https://colleges.moss.drexel.edu/cnhp/parkway/rooms/Lists/AllResearchLabs/calendar.aspx

Login with your Drexel Id and password.

Limit recurring events to 3 months.

Remove unused hours.

Contact lab director with any questions.
Research Lab Locations @ CNHP

FACILITIES

CNHP has a number of state-of-the-art facilities in which our researchers work. We offer accessibility to clinical labs, centers and hospitals throughout Philadelphia with leading edge equipment and technology.

CNHP CLINICAL LABS AT THREE PARKWAY
STEPHEN AND SABRA SHELLER 11TH STREET FAMILY HEALTH SERVICES OF JEKSEL UNIVERSITY
SCIENCE CENTER

ST. CHRISTOPHER'S HOSPITAL FOR CHILDREN
CENTER FOR FAMILY INTERVENTION SCIENCE
NEW COLLEGE BUILDING
Data Reduction Labs (3 Parkway)

14+ Drexel Encrypted desktops and 3 Drexel encrypted laptop computers

3 Data reduction rooms with specialized research software installed

Additional software can be installed as per the project needs

Whiteboards and paperback manuals / guides

Printer available on each floor (requires dept. code to print)

Contact lab director for any help regarding installing specialized research software
AV Services

Secure AV recording available via Zoom software running on a Drexel encrypted laptop

Portable camcorders, webcams, tripods, audio recorders, etc.

Video editing software, Screen Capture, Audio transcription tools available

Zoom (HIPAA compliant) remote video/voice chat software with recording

Contact the lab director for any AV needs
Lab Safety and Binder

Keep the lab clean, floor uncluttered and avoid physical and electrical hazards.

Mandatory floor cleaning every first Thursday

Chemical and Biological hazards must be marked at the door and disposed in provided containers only

Locate your nearest fire extinguisher, AED and First Aid (available in the pantry)

Each lab should have a Lab binder which contains:
- Incident reporting form, Emergency contact
- Inventory of lab equipment, user guides and troubleshooting guides to lab equipment
- Safety self-audit, simple dos and don’ts, Mop sign

Incidents must be reported to the lab director within 24 hours

Contact lab director if you don’t have a binder and for periodic inspections and to report any changes in the lab inventory or arrangement
In case of emergency

Emergency Contact: 9-911
Drexel Public Safety: 2222 or 215-895-2222
Parkway Building Security: 215.399.5755/5757

Read the floor safety and evacuation plan

Always know the locations of the nearest Exit, Fire extinguisher, First aid (in pantry) and AED

Report any major spills, physical and electrical hazards to the lab director immediately

Research subjects’ well-being is your responsibility

Fill out an incident report once the situation is under control

Notify the lab director if there was any equipment damage
Cubicles and public spaces

Cubicles are available for active research students

Office spaces are available for Post-Docs and Project managers

Pantry is located on all floors

Student lounges are located near the cubicles

Keep the public spaces clean

Contact lab director for any cubicle or office request (MUST be approved by your Dept. Chair)
IRB file room and Encrypted file server (EFS)

Safe and secure storage is provided for sensitive research documents
- IRB documents, protocols, amendments, etc.
- Protected health information (PHI)
- Consent forms, Patient contact information, Subject de-identifier lookup table, etc.

Encrypted online storage is available from IT
- EFS storage is allocated on request and is accessible within Drexel domain or via VPN
- EFS is periodically backed up for data security

Contact lab director for File room Keys and EFS access
Drexel OneDrive and REDCap

- 5TB storage
- Encrypted HIPAA compliant storage
- Comes with 5 desktop installs of MS Office
- Collaborative editing of MS Office documents online (via browser) or via desktop
- Skype for business
- Graph and data visualization tool (Project BI)

Research Electronic Data Capture (REDCap) is a leading tool for collecting (amongst others) survey data.

Steps to get REDCap access is in the Lab manual

Steps to get Office 365
- Go to: https://portal.office.com
- Login using Drexel email (e.g. abc123@Drexel.edu)
# Data privacy and protection

<table>
<thead>
<tr>
<th><strong>DOS</strong></th>
<th><strong>DON’TS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Drexel issued hardware and software for research</td>
<td>Don’t use unencrypted devices including mobile phones to store PHI</td>
</tr>
<tr>
<td>De-identify the data whenever possible before transmission and analysis</td>
<td>Don’t use 3rd party cloud storage, remote desktop, non Drexel emails for research data</td>
</tr>
<tr>
<td>Save data only in encrypted devices including encrypted flash drives and portable drives</td>
<td>Don’t leave documents / printouts unattended</td>
</tr>
<tr>
<td>BACKUP data periodically in Drexel encrypted file server and/or Drexel OneDrive</td>
<td>Don’t use mobile phones for Audio/ Video recording</td>
</tr>
<tr>
<td>Use the docuVault (located near the printer) for safely disposing unnecessary PHI papers</td>
<td>Don’t leave files in public computers including data reduction computers</td>
</tr>
<tr>
<td>Use encrypted email whenever possible</td>
<td>Don’t discuss PHI in public areas and with personnel not approved by IRB</td>
</tr>
</tbody>
</table>

Check with lab director if you have any questions or concerns
This year we have added an online guide to manage research data (RDM)

This includes identifying data types, classifying your users, creating a data management plan, etc.

This will also include a FAQ section with step-by-step solutions

This guide will be available in both the CNHP research site and as a library guide

Please contact the lab director for any questions regarding research data handling
Recruitment help @ CNHP

Custom Email address: studynamex@drexel.edu

Email announcement within specific DU list-servers

Flyers around the campus

Daily-dose announcement

Social media posts

Recruitment flyer on research website

Search engine optimization (Google, Bing, etc.)
  - Keywords indexed via the CNHP research website
Research study setup services

Identify the best resources (new or existing) to suit the study’s needs

Setup custom email for research study recruitment e.g. researchstudy1@drexel.edu

Machine shop and electronics workshop
- Simple wood working, PVC fittings, building frames, etc.
- Electronic gadgets, small devices, Arduino, etc.
- 3D printing and CNC offered by Drexel Machine Shop

Desktop and mobile app support, custom computer rigs, custom software, etc.

Loaner laptops available at the workshop

Contact lab director if you need help with your study setup
Questions

Please go through the Lab Manual to familiarize yourself with our CNHP research space

Contact the Lab Research Manager for any questions related to research services

Contact Info:

**Arun Ramakrishnan, PhD.**

Director Research Labs
Office: 3 Parkway Bldg. Rm# 223
Phone: 215.553.7018
arun.ramakrishnan@drexel.edu
cnhplabresearch@drexel.edu
Office of Research
Human Research Protection
Karen Skinner MSN, RN, CCRP
Director Human Research Protection
Research Lab Orientation
September 26, 2018
Office of Human Research Protection

- Human Research Protection Program (HRPP)
CITI Training

- Training Requirements
Submission Requirements and Forms

- Documents and Forms
COEUS Submission

▪ How to Submit
Contact Information

- Office of Research Contact List
- HRPP@Drexel.edu
Questions ?
CNHP IT

BRIAN THOMAS, SYSTEMS ADMINISTRATOR
3-PARKWAY 11TH FLOOR
IT SERVICES

• CNHP IT supports the needs of the faculty and staff of the college by providing in-person and remote support for all day-to-day technical needs and projects.

• Some most common IT services include
  – Purchase of computer and other electronics that can store data
  – Data management and device setup for research projects
  – Help with Phishing, Virus, Malware attacks. (report suspicious emails to spamreports@drexel.edu)
  – Laptop, desktop, printer support. CNHP IT supports Drexel-issued hardware/software only
  – Loaner computers and AV equipment for specific short-term projects.
  – Drexel account related issues like login, encryption, office 365, email, OneDrive, etc
  – Setting up Audio Video conferencing for meetings, thesis defense, presentations, etc
  – Assessing the status of data backup, recovery and sharing

• To submit a CNHP IT ticket use the email cnhpit@drexel.edu
DREXEL IT POLICIES AND GUIDELINES

- **Terms of service for Drexel OneDrive**: [http://drexel.edu/it/about/policies/tos/OneDrive/](http://drexel.edu/it/about/policies/tos/OneDrive/).
  - Research data must be stored under the primary custodian of data's account. This may be shared only among IRB approved members.

- **Acceptable Use Policy (IT-1)**: [http://www.drexel.edu/irt/about/policies/policies/01-Acceptable-Use/](http://www.drexel.edu/irt/about/policies/policies/01-Acceptable-Use/)
  - Use of assigned computer accounts, email services and the shared Drexel University network.

- **Security of Enterprise Systems Policy (IT-3)**: [http://www.drexel.edu/irt/about/policies/policies/03-Enterprise-Systems/](http://www.drexel.edu/irt/about/policies/policies/03-Enterprise-Systems/)
  - Accounts management, authorization and access control, password policies are covered in this policy, General Password Policy (IT-4-Appendix 2)

- **Clinical Research Data Storage Policy (IT-6)**: (PHI Data Elements and the definition of sensitive data.): [http://www.drexel.edu/irt/about/policies/policies/06-Clinical-Data-Storage/](http://www.drexel.edu/irt/about/policies/policies/06-Clinical-Data-Storage/)
  - Research activities with sensitive information protected by HIPAA, FERPA, and other laws. PHI Data Elements.

  - Maintaining, identifying, retrieving, preserving and destroying records, Designating custodian of records

- **Email Policy (IT-7)**: [http://www.drexel.edu/irt/about/policies/policies/07-Email/](http://www.drexel.edu/irt/about/policies/policies/07-Email/)
  - Use of Email, Encryption of Emails containing sensitive data. [http://www.drexel.edu/irt/help/a-z/encryption/email/](http://www.drexel.edu/irt/help/a-z/encryption/email/).
WARNINGS AND ADVICE

• Phishing
• Exchange email
• Acceptable use and overview of the Drexel network
• Include us in planning as early as possible
• Incident reporting

Brian R. Thomas, MS
Systems Administrator
College of Nursing and Health Professions

Drexel University
Three Parkway Building, Suite 11622
1601 Cherry Street, Room 11622A
Mail Stop 111054
Philadelphia, PA 19102
Desk: 267.359.5708 | Mobile: 267.798.5823
Help Desk: 267.359.5700 | Fax: 267.359.5701
Brian.R.Thomas@drexel.edu | BRT32@drexel.edu
PGP Key: 68FA2034
drexel.edu/cnhp/it
Library Tools for Researchers

Janice Masud-Paul MLIS MPH RDN
The Library and the research cycle

Plan and design
- Literature search
- Obtaining scholarly information
- Managing references
- Skills development

Obtaining funding
- Citation information
- Research data management plans
- Bibliographies

Undertaking research
- Research data management
- Collaboration: ANDS

Archiving and preserving
- Research data management
- Repository
- Metadata

Teaching-research nexus
- Literature search
- Skills development
- Publishing
- Repository

Dissemination
- Open access repository
- Copyright
- ANDS
- Publishing
Project Planning Consultations

Finding and Refining a Topic

Literature Searches and Systematic Reviews

Finding Datasets and Statistics
Resources Guides for Funding Opportunities

Funding

CNHP Funding

Funding Opportunities

RESEARCH GRANTS

The Foundation, like the physical therapy profession, is dedicated to the goal of improving the quality and delivery of patient care. The Foundation accomplishes this by providing support to emerging investigators to promote scientifically based and clinically relevant research related to the effectiveness of physical therapist practice.

The Foundation supports research projects in any specialty. The Foundation supports only those intervention studies in which the interventions are provided by physical therapist assistants under the direction and supervision of physical therapists.

No overhead (indirect costs) are allowed for any grant awards under any circumstances.
Research Data Management

Information on RDM processes

Data Management Plans
Software Tools

EndNote
Zotero
Mendeley

nVIVO
Policy Map
Dissemination of Research

Research Data Repositories

Copyright

Choosing a Publication

These examples produced 12/5/2016.
Reporting such as this can also be delivered as links to self-updating dashboards.
Thank You

For Research Assistance:

Janice Masud-Paul
Janice Masud-Paul
jhm52@drexel.edu

Gary Childs
Gary Childs
gc24@drexel.edu

Scholar and Research Guides
Clinical services

SHEILA PLUNGIS
DIRECTOR, CNHP CLINICAL SERVICES
EMAIL: SAP355@DREXEL.EDU
Clinical Services @ Parkway Health and Wellness

- Front-desk staff
- Blood Draws and sample collection for Labs
- Linen, lab coats, pillows, wash cloths, towels, patient gowns
- Biohazard and sharps disposal containers and bags
- Biohazard removal (via Curtis Bey)
- Intercom from the labs to front desk for emergency assistance
Scheduling subjects via Parkway Health and Wellness Clinic

- Flyers for IRB Approved research may be posted in Parkway 2nd floor waiting area
- Notify 2nd floor office staff and building security that a subject will be arriving
- Non Drexel personnel must sign in at the security desk and obtain a visitor pass
- Escort your subject at all times while within CNHP premises
- Reserve your lab space in SharePoint calendar and notify front desk staff of appointment
3Parkway lab tour

Tour of the 3rd floor is available upon request