

MAHEC Research Checklist

- Sketch out a basic research idea; determine if your project is Human Subjects Research or Quality Improvement. (see Worksheet – Human Subject Research Determination)

If Research:

- Pull together your research team and schedule your first meeting; the MAHEC Center for Research is available to help facilitate this process.
Ensure you have representatives from all areas that must support your research including the librarians, the Center for Research, the EHR specialists (if template modification is needed), faculty mentors (if a learner), and clinical staff (as needed).
- Initiate a literature review
- Refine your idea and develop a protocol summary
- Present your idea at a faculty meeting of your division or department for initial approval
- Create all appropriate approval applications
 - Mission IRB – required (www.IRBnet.org)
 - MAHEC Research Council - required
Mission IRB applications and Protocol summary document; Upload and “Share” the project through IRBNet.org with Research, MAHEC
 - Other Institutional IRB as needed
Do you, the participants, or the data work for or belong to a legal entity other than MAHEC or Mission or MHP? If YES, you will need additional IRB approval.
 - Mission Research Institute as needed
Do you, the participants, or the data work for or belong to Mission? If YES, you will need approval from the Mission Research Institute.
- Provide copies of all signed approval letters from other IRBs and/or the Mission Research Institute to the MAHEC Center for Research. The Mission IRB approval and the MAHEC Research Council will already be on file.
- Conduct all training, data extraction reporting audits, etc.
- Contact Shelley Galvin to set up a secure folder on our secure network for keeping all research data
- Begin your research project