

New Resident Orientation – July 8, 2014

Office of Academic Development

Kathryn Stockbauer, PhD, Manager

Research is a requirement of our training programs

- It can seem intimidating, especially if you have no prior research experience
- There are resources and support available:
 - Faculty
 - Chief Residents, Chief Fellow
 - Office of Academic Development

CHIEF RESIDENTS/FELLOW



Chief Residents: Jaclyn Jerz, MD (PGY3)
Eric Salazar, MD, PhD (PGY2)

Chief Fellow: Lauren King, MD

OFFICE OF ACADEMIC DEVELOPMENT

- In operation since 2010
- 3 employees: manager, scientific writer, grants administrator
- Completely supported by the Department (no cost to faculty or trainees)
- Support academic/research activity
 - Provide guidance and support
 - Direct you to appropriate HMRI resources

OFFICE OF ACADEMIC DEVELOPMENT

- Provide editing services for grant applications, manuscripts, book chapters, and posters
- Assist with MORTI issues (e.g. ARAF and IRB protocol writing and submission)
- Conduct seminars and workshops on scientific writing and presenting

RESEARCH PROCESS AND MORTI

TRAINEE RESEARCH



Before you begin any research project:

1. Credentialing

hmricredentialing@houstonmethodist.org

2. Administrative Review and Approval (ARAF) Form

ARAF is necessary for any research project!

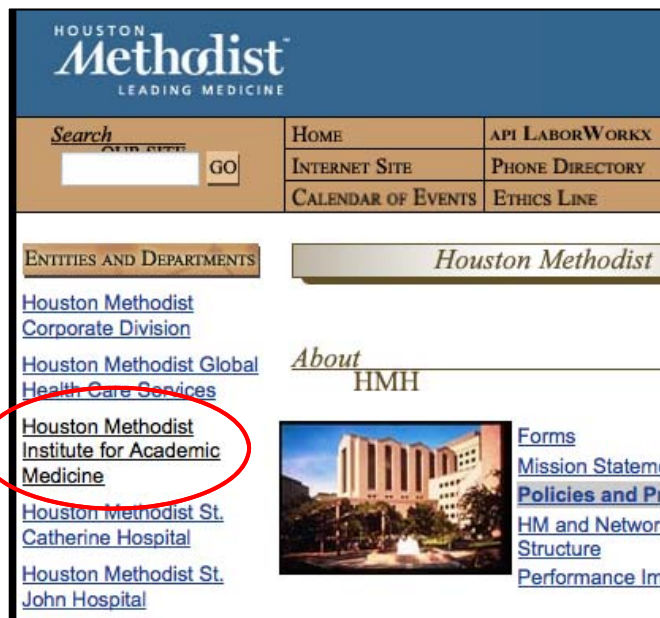
3. IRB (if necessary, but it most likely is)

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

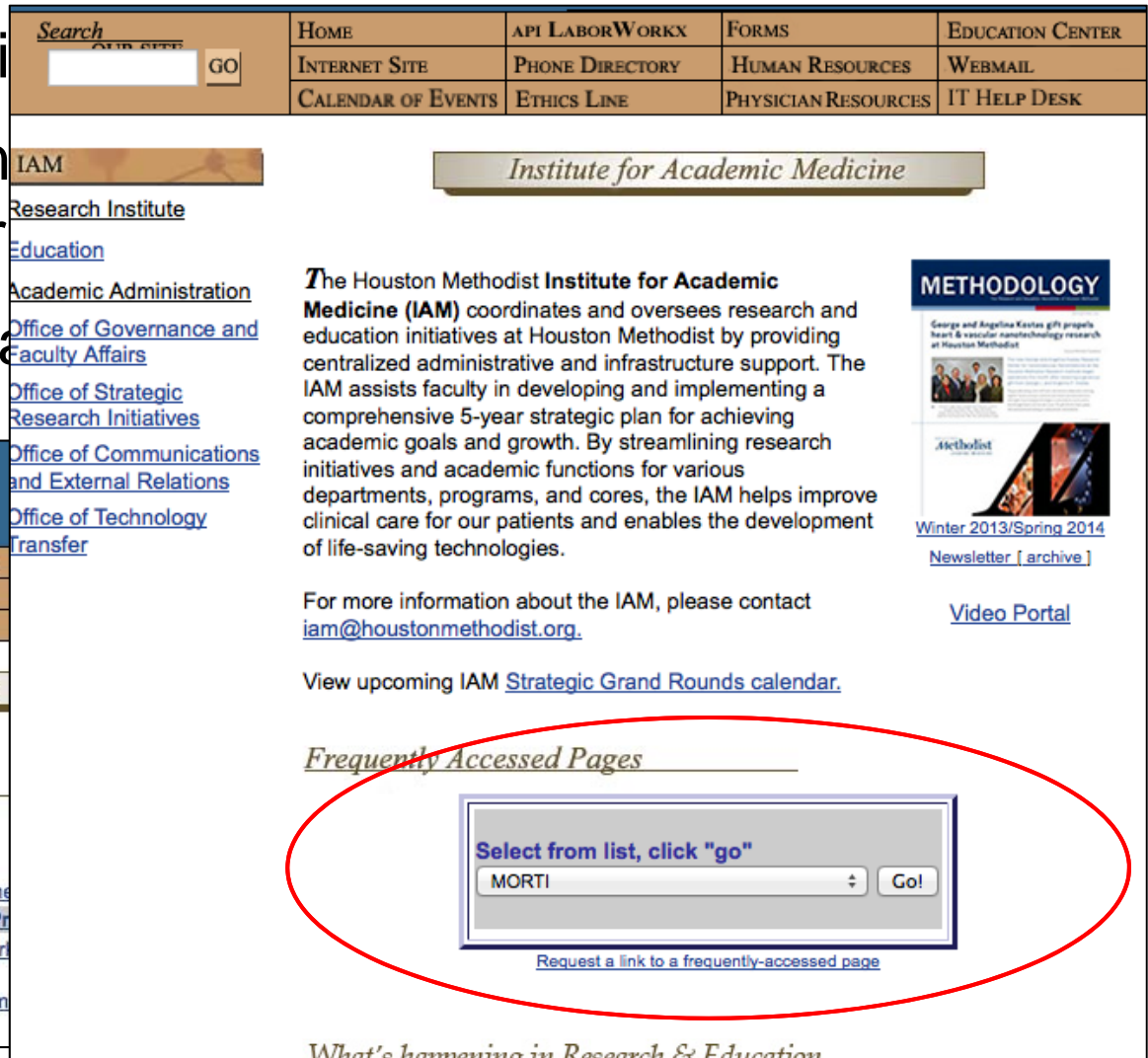
In course of clinical duties

Want to perform immunology cases in Methodist Bior

Go to MORTI to fill out a



The image shows a screenshot of the Houston Methodist website's navigation menu. The menu is organized into several sections. At the top, there is a search bar and a navigation table with links to HOME, API LABORWORKX, FORMS, EDUCATION CENTER, INTERNET SITE, PHONE DIRECTORY, HUMAN RESOURCES, WEBMAIL, CALENDAR OF EVENTS, ETHICS LINE, PHYSICIAN RESOURCES, and IT HELP DESK. Below this, there is a section for ENTITIES AND DEPARTMENTS, which includes links to Houston Methodist Corporate Division, Houston Methodist Global Health Care Services, Houston Methodist Institute for Academic Medicine (circled in red), Houston Methodist St. Catherine Hospital, and Houston Methodist St. John Hospital. To the right of this section, there is a section for About HMH, which includes a photo of a building and links to Forms, Mission Statement, Policies and Procedures, HM and Network Structure, and Performance Improvement.



The image shows a screenshot of the Houston Methodist Institute for Academic Medicine (IAM) website. The website has a header with the Houston Methodist logo and a navigation table. The main content area features a section for the Institute for Academic Medicine, which describes its mission and provides contact information. A red circle highlights a "Frequently Accessed Pages" section, which contains a dropdown menu with "MORTI" selected and a "Go!" button. Below this, there is a link to "Request a link to a frequently-accessed page". The website also features a "METHODOLOGY" section with a photo of a group of people and a "Video Portal" link.

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

MORTI > Log in using HMH username and password
(Will not have access until credentialing is completed)

MORTI Methodist Online Research Technology Initiative

Home COI **Administrative Reviews** IRB IACUC Safety Committees Funding Proposals Meetings Publications Reports Help/FAQ

Administrative Reviews

Other Submission Types

Administrative Reviews Continuing Reviews

ARAF Questions?
Please contact:
Terry Schuenemeyer at
tdschuenemeyer@houstonmethodist.org

Device Questions?
Please contact:
Alecia Rister at 713-441-5026 or
arister@HoustonMethodist.org

New Projects – What do you need to create?

New Project funded by an Industry Contract	Contract	New Project funded by Internal Sources	Internal
New Project funded by a Grant	Grant	New Laboratory Method or Procedure	Lab

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

MORTI Methodist Online Research Technology Initiative

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New Project funded by Internal Sources

1.0 * Short Title – this is the title which will display in MORTI and identify the project in the ARAF, IRB or

Histiocytosis of the Left Index Finger

2.0 Research Type – This project involves (check all that apply):

Name
<input checked="" type="checkbox"/> Human Subjects
<input type="checkbox"/> Animal Subjects
<input type="checkbox"/> One Time Emergency Use of Investigational Device or Drug
<input type="checkbox"/> Other, such as a bench study not involving animal or human tissue, materials or data

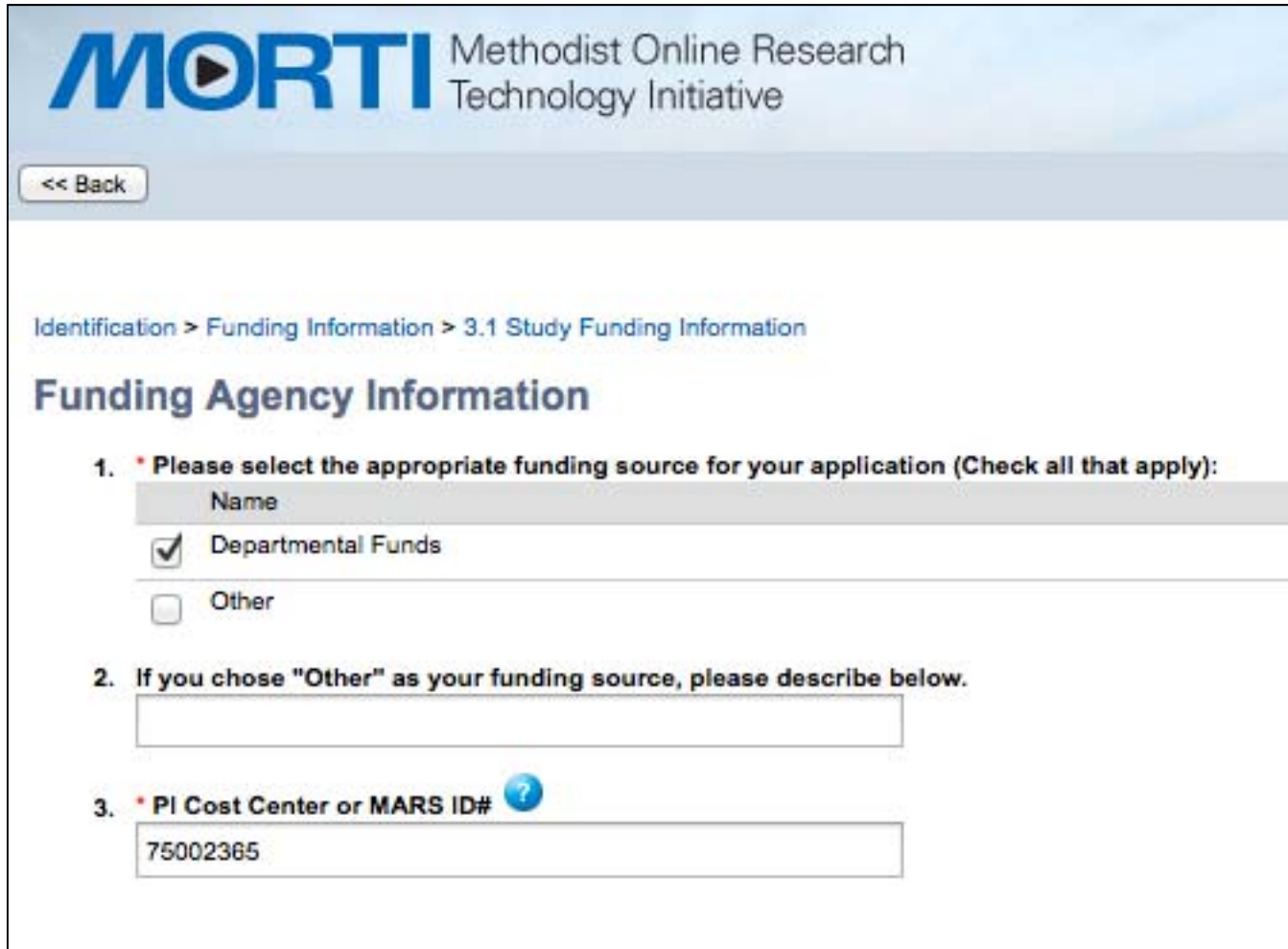
OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT



Fill out required information:

- Title
- Brief/Lay Description
- Principal Investigator (typically the mentor with whom you are working)
- Study Coordinator (you can put yourself)
- Primary Study Contact
- Proposed Project Period (when you will have finished the research)

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT



The screenshot displays the MORTI web application interface. At the top, the MORTI logo is followed by the text 'Methodist Online Research Technology Initiative'. Below this is a navigation bar with a '<< Back' button. The main content area shows a breadcrumb trail: 'Identification > Funding Information > 3.1 Study Funding Information'. The section title is 'Funding Agency Information'. The first question asks the user to select the appropriate funding source, with options 'Departmental Funds' (checked) and 'Other' (unchecked). The second question asks for a description if 'Other' was chosen, with an empty text box. The third question asks for the 'PI Cost Center or MARS ID#' (with a help icon), and the text '75002365' is entered in the box.

MORTI Methodist Online Research Technology Initiative

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Identification > Funding Information > 3.1 Study Funding Information

Funding Agency Information

1. * Please select the appropriate funding source for your application (Check all that apply):

Name
<input checked="" type="checkbox"/> Departmental Funds
<input type="checkbox"/> Other

2. If you chose "Other" as your funding source, please describe below.

3. * PI Cost Center or MARS ID# 

And then there will be ~ 2 more pages of questions
Answer based on the scope/goals of your project


OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

Research Category

1.0

* Is this project investigator-initiated? 
☒ Yes ☐ No [Clear](#)

2.0

* Does this project involve: 

Name	Description
<input type="checkbox"/> Human Clinical Trial	Research activities involving human subjects and a therapeutic intervention, such as investigational or approved drugs, biologics and devices or other human subject research.
<input checked="" type="checkbox"/> Clinical Research	Research that DOES NOT INVOLVE THERAPEUTIC INTERVENTION, poses only minimal risk, either directly involves a person or group, or uses materials from humans, such as blood or tissue samples.
<input type="checkbox"/> Basic (Bench) Research	Research activities occurring within a laboratory environment (e.g., in vitro studies), and/or involving animals.
<input type="checkbox"/> Education	Support for instructional activities for employees of HMRI, HMPO or other HM corporation.
<input type="checkbox"/> Public Service	Support for community service programs and other activities designed to provide beneficial services to the general public, e.g., community service programs, conferences, and other activities.

Research that DOES NOT INVOLVE THERAPEUTIC INTERVENTION, poses only minimal risk...or uses materials from humans that can be linked to a particular living person.

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

MORTI Methodist Online Research Technology Initiative

<< Back Save | Exit | Hide/Show

Identification > Funding Information > Research Category > Research Cores > 8.0 Research Cores

Research Cores

1.0 Please check the appropriate box(es) corresponding to the needs of your project: ([Click Here to see the descriptions of](#))

Name
<input type="checkbox"/> Advanced Cellular and Tissue Microscopy
<input type="checkbox"/> AOCT Willowbrook (Academic Office of Clinical Trials. Please do not check this box unless you need AOCT research nursing services)
<input type="checkbox"/> AOCT HMH (Academic Office of Clinical Trials. Please do not check this box unless you need AOCT research nursing services)
<input type="checkbox"/> AOCT Pearland (Academic Office of Clinical Trials. Please do not check this box unless you need AOCT research nursing services)
<input type="checkbox"/> AOCT Sugarland (Academic Office of Clinical Trials. Please do not check this box unless you need AOCT research nursing services)
<input type="checkbox"/> AOCT West Houston (Academic Office of Clinical Trials. Please do not check this box unless you need AOCT research nursing services)
<input type="checkbox"/> Biomedical Informatics Support
<input checked="" type="checkbox"/> Biorepository (formerly Serum and Tissue Bank)
<input type="checkbox"/> CAGT (Cell and Gene Therapy - If you are a member of the Cell and Gene Therapy Program)
<input type="checkbox"/> CCAT Research Unit (Cockrell Center for Advanced Therapeutics)
<input type="checkbox"/> Center for Biostatistics
<input type="checkbox"/> Comparative Medicine Program
<input type="checkbox"/> CRCI (Center for Research in Cardiovascular Interventions) Pre-Clinical Catheterization Laboratory (PCCL)
<input type="checkbox"/> Cyclotron and Radiopharmaceuticals
<input type="checkbox"/> Flow Cytometry
<input type="checkbox"/> Genomics Service Core
<input type="checkbox"/> HMRI MRI
<input type="checkbox"/> Human Tissue Samples

Will now be sent to Manager
of the Biorepository

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

Special Categories of Research (check all that apply): ?

Name

- ☐ One Time Emergency Use of Investigational Device or Drug
- ☐ Drugs or Biologics
- ☐ Devices (Includes FDA approved devices, investigational devices, and humanitarian use devices (HUD))
- ☒ Medical Records / Protected Health Information
- ☐ Radioactive Materials / X-Rays / Lasers. Requires review by the Radiation Safety Officer
- ☐ Recombinant or Synthetic DNA, RNA, Nucleic Acids, Gene Therapy – Requires Institutional Biosafety Committee review
- ☐ Select Agents ([Click Here to see a list from the CDC website](#))
- ☐ Stem Cell for Therapeutic Human Clinical Trials
- ☐ Hazardous Agents (Biological agents BSL-2 or higher, Hazardous Chemicals, or other Hazards not listed) Requires review by the Hazardous Substances Committee
- ☐ Research use or collection of any human serum or tissue (This does not include samples that are routinely sent to clinical laboratories for analysis)

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

Houston Methodist Hospital Services

1.0 Does this study require Houston Methodist Hospital services:

(Examples: Lab Work, Diagnostic Imaging or Pharmacy (including the IDS))

☐ Yes ☒ No [Clear](#)

2.0 If yes, does this study involve human subjects?

☐ Yes ☐ No [Clear](#)

3.0 If you answered yes to question 2.0, considering your delineated schedule of events attached in section 9

☐ Yes ☐ No [Clear](#)

- Typically your answer will be “no”
- Most trainee projects use histology, which is considered internal

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

Based on your answers, the ARAF will be sent to the appropriate reviewers

Required Reviews and Additional Information

1.0 Required Department Approvals:

Department Name

Pathology & Genomic Medicine

2.0 Required Facility Approvals:

Name

There are no items to display

3.0 Required Ancillary Approvals:

Available Committees

Biorepository

Core Pathology Lab

Investigator Initiated ANC

4.0 Provide any additional comments about your proposed study:

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OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT



Next Steps:

1. Fill out accompanying IRB that will be generated once the ARAF is submitted
2. For Biorepository samples, once your ARAF and IRB are approved, contact Pam McShane (PMcShane@houstonmethodist.org)
3. Fill out the form she sends you
4. You will only have access to what you requested in the ARAF and IRB



What does this mean?

OVERVIEW: EXAMPLE TRAINEE RESEARCH PROJECT

- If you requested completely de-identified, anonymous samples (**exempt**), then that is what will be provided
 - retrospective chart reviews
 - analyses of discarded pathological specimens without patient identifiers
- If you need linked patient information, then it falls under **expedited**
 - studies of existing pathological specimens with patient identifiers
- If what you need changes, then you need to file an amendment to your approved protocol

OTHER CONSIDERATIONS

- It takes a lot less time if you fill the forms out completely and correctly the first time
- Check frequently (1-2x/week) to make sure your ARAF and IRB protocol are not held up at any stage of the review/approval process
- There is **no such thing as retroactive approval!**

Core Facilities

Houston Methodist Research Institute has core support capabilities for both basic and clinical research. These core resources enhance access to cutting-edge technology and data analysis for a wide variety of projects. For more information, contact Brenda Hartman, bkhartman@houstonmethodist.org.

Houston Methodist Research Institute is now using [iLab](#), an online system to streamline the process of ordering and billing for core service requests. All facility users are now required to use the iLab system in order to initiate service requests, which requires a one-time registration as discussed below. Once you are registered, the system will enable you to place service requests, provide required approvals, and monitor progress.

More online scheduling modules for our other cores will be added in 2013.

- [Academic Office of Clinical Trials](#)
- [Advanced Cellular & Tissue Microscopy \(iLab\)](#)
- [Biomedical Informatics Support \(iLab\)](#)
- [Center for Biostatistics \(iLab\)](#)
- [cGMP Manufacturing \(iLab\)](#)
- [Comparative Medicine](#)
- [Cyclotron & Radiopharmaceutical cGMP \(iLab\)](#)
- [Electron Microscopy \(iLab\)](#)
- [Event Services \(iLab\)](#)
- [Flow Cytometry \(iLab\)](#)
- [Genomic Sequencing \(iLab\)](#)
- [Magnetic Resonance Imaging \(iLab\)](#)
- [Machine Shop \(iLab\)](#)
- [Molecular Diagnostics \(iLab\)](#)
- [Nanochips-Peptidomics \(iLab\)](#)
- [Nanoparticles \(iLab\)](#)
- [PET Center \(iLab\)](#)
- [Platelet Lab \(iLab\)](#)
- [Preclinical Catheterization Laboratory \(iLab\)](#)
- [Preclinical Imaging \(iLab\)](#)
- [Proteomics \(iLab\)](#)
- [Research Pathology \(iLab\)](#)
- [RNAcore \(iLab\)](#)
- [Serum & Tissue Biorepository](#)

To register for an iLab account:

1. Complete the registration form on the [sign-up page](#)
2. Receive a Welcome Email from iLab (typically within one business day) with login credentials.

To request access to the core:

1. Once you have received your log in credentials, navigate to the sign-in page and log in: <http://tmhricores.methodisthealth.com>
 2. You will be taken to your homepage. On the left-hand side, under *Core Facilities*, click *List all cores*.
 3. Enter your core name.
 4. Add an additional note, or just click the Send access request button.
- You will then be notified once the core manager has given you access to use the core.

To Create a Service Request:

1. Click the (iLab) link next to the core you wish to access.

HOME	API LABORWORKX	FORMS	EDUCATION CENTER
INTERNET SITE	PHONE DIRECTORY	HR BENEFITS	WEBMAIL
CALENDAR OF EVENTS	ETHICS LINE	PHYSICIAN RESOURCES	IT HELP DESK

Serum and Tissue Bank

The serum and tissue biorepository is a large, general-purpose tissue bank and associated database of pre-selected and randomly selected specimens for use by researchers within The Methodist Hospital Research Institute and their collaborators. All collection activities are conducted in a manner that will ensure that priority is given to accurate pathologic diagnosis, that the patient confidentiality is protected, and that investigators have appropriate authorization for tissue use.

For more information, visit our public [website](#).

The TMHRI serum and tissue repository offers the following services:

1. Collection and storage of fresh, snap-frozen human tissues from surgical pathology specimens resected at The Methodist Hospital.
2. Collection and storage of paraffin embedded tissue and slides made from tissue.
3. Collection and storage of human blood components and other body fluids collected from patients undergoing specific surgical procedures as well as associated control groups from similar dates and procedures.
4. Harvesting and initial preparation of tissue samples according to established protocols. Snap freezing, controlled freezing, and formalin fixation with subsequent paraffin embedding are routinely performed. Blood products are separated and then frozen.
5. Maintenance of a patient database for harvested tissue. The repository maintains interfaces with the patient history records to provide accurate clinical and pathological information. Only tissues collected with patient's informed consent according to HIPAA guidelines are available for use. Most collected tissue will be de-identified before release to investigators to protect patient confidentiality.
6. Oversight by the Tissue Bank committee that reviews and approves requests for tissue. Because these materials are available only to approved investigators, researchers who want to use this resource are required to submit an appropriately designed research protocol that has been independently reviewed and approved by the IRB. Requests for tissue must include the types of tissue needed, the minimum useful amounts of tissue required, how the tissue is to be supplied, as well as IRB, informed patient consent, and other approvals.

Contact

Pam McShane, Tissue Bank Coordinator
The Methodist Hospital Research Institute
phone 713-441-2113
pager 713-768-1808

DEPARTMENT MICROGRANTS



- Designed to foster innovation and expansion of clinical service
- Budgets of \$5,000 to \$15,000
- Work must be started and completed in 3-4 months max
- Applications must include IRB-approved protocols
- Criteria include (but not limited to):
 - Clinical need
 - Potential for significant return on investment
 - Involvement of residents and/or fellows and multiple faculty
 - Likelihood of leading to a peer-reviewed publication

DEPARTMENT MICROGRANTS



ANYONE can apply – Excellent opportunity to get involved in research

Applications accepted until July 15th, 2014

Next round in mid-late August

Association of histologic and immunophenotypic features of cervical dysplasia with infection by various HPV genotypes

- Dr. Yimin Ge and colleagues (Drs. Steve Zhou, Christi Perez, Dina Mody, and Michael Deavers)

Prognostic and predictive biomarkers in metastatic rectal adenocarcinoma

- Dr. Suzanne Crumley and colleagues (Drs. Mary Schwartz, Alexandria Phan, Randall Olsen, and Bryce Portier)

Additional information/tools to help with your research:

1. The light purple “Getting Started” cheat sheet
2. Reference manager software
3. The OAD website “Resources” page

GETTING STARTED

- “Getting Started” cheat sheet
 - A step-by-step guide to getting started with your research project
 - Contact information
- Keep it available for frequent reference

REFERENCE MANAGER SOFTWARE



Use for your manuscripts - **ALWAYS**

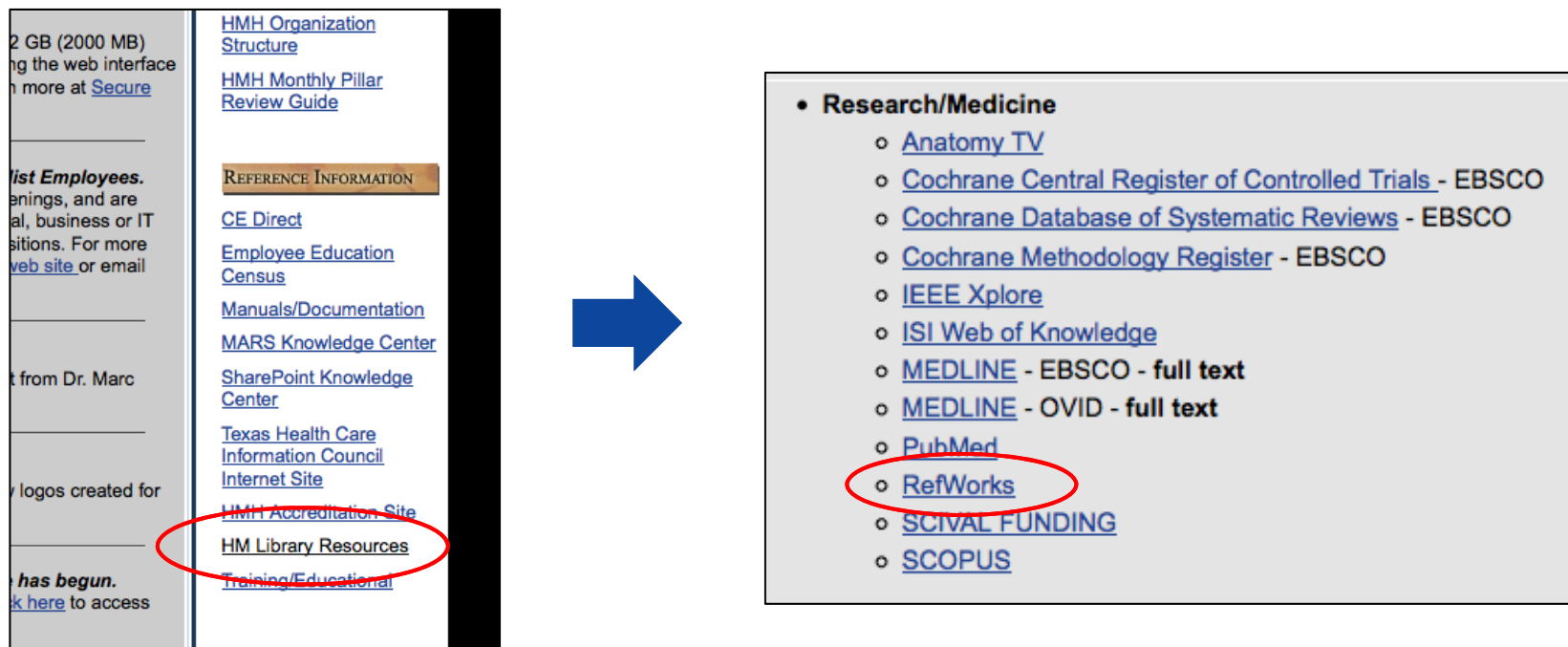
Two main reference managers available through Methodist: **EndNote and RefWorks**

EndNote

- IT can push a copy onto your workstation
- Student copy available for ~\$100

REFWORKS

- Also free and available on the HMH Intranet site



- Step-by-step instructions posted on the OAD website

OFFICE OF ACADEMIC DEVELOPMENT



<http://www.houstonmethodist.org/OAD>

HOUSTON
Methodist
LEADING MEDICINE

About UsCareersNewsroomFor Health Professionals

SEARCH

713.790.3333

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Office of Academic Development

> PATHOLOGY AND GENOMIC MEDICINE

> Houston Methodist Diagnostic Laboratories

Message from the Chair

> Academic Programs

Academic Services

Administration

Clinical Services

Faculty

Grand Rounds

Office of Academic Development

Overview

The mission of the Office of Academic Development (OAD) in the Department of Pathology and Genomic Medicine is to assist and increase the scholarly activity of faculty and trainees in the department. OAD staff will provide grant, manuscript, and poster editing services, assist in identifying new funding opportunities, and present seminars and training in areas such as grantsmanship and scientific writing.

Services

The services provided by the OAD are free to department faculty and trainees.

The staff of the OAD will assist faculty and trainees with:

- Editing and revising posters, manuscripts, and grant applications;
- Preparation of regulatory protocols (IRB, IACUC, etc.);
- Identification of potential sources of funding for research and training;
- Present workshops on identifying funding sources, proposal writing, structure of a manuscript, etc.
- Please visit our Resource page for information related to grant and manuscript writing, scientific presentations, and available funding opportunities.

RESOURCES: OAD WEBSITE

[Home](#) > [Pathology and Genomic Medicine](#) > [Academic Services](#) > [Office of Academic Development](#) > **Academic Services Resources**

Academic Services Resources

> **ACADEMIC SERVICES
RESOURCES**

Upcoming Conferences

Cancer Research
(General)

**Breast Cancer
Research**

Pediatric Cancer Research

Hematology and
Oncology

Heart and Cardiovascular Diseases

Brain and Neurodegenerative Diseases

Kidney and Urinary System Disease

Gastrointestinal Diseases

Lung and Pulmonary System Diseases

Gynecologic Diseases

Microbiology and
Infectious Diseases

Academic Services Resources

Upcoming Conferences and Symposia

Writing and Presentation Resources

- [Abstract Writing](#) by William E. Fisher, M.D.
- [Academic Inquiry and Manuscript Writing](#) by Philip T. Cagle, M.D. and Philip Randall (presentation and notes)
- [How to Write a Patient Case Report](#) by Henry Cohen, M.S., Pharm.D.
- [How to Write a Scientific Masterpiece](#) by Ushma S. Neill, Ph.D.
- [Me Write Pretty One Day](#) by William A. Wells, Ph.D.
- [The "Getting Started" Guide for RefWorks, an Online Reference Manager](#)
- [The Research Paper: Writing a Manuscript and Getting it Published](#) by Kathryn Stockbauer, Ph.D. (presentation)
- [Writing Readable Prose](#) by Amin S. Bredan, Ph.D. and Frans van Roy, Ph.D.

Available Funding Opportunities

- Cancer Research (General)
- Breast Cancer Research
- Pediatric Cancer Research
- Hematology and Oncology
- Heart and Cardiovascular Diseases
- Brain and Neurodegenerative Diseases
- Kidney and Urinary System Diseases
- Gastrointestinal Diseases
- Lung and Pulmonary System Diseases
- Gynecologic Diseases
- Microbiology and Infectious Diseases
- Transplant Biology



CONTACT INFO

Contact Information:



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“OFFICE HOURS”: Tuesdays, 4:30 – 5:30, B5-029



QUESTIONS?