Advance-CTR Service Request Form Guidelines

This document provides instructions on how to effectively complete the Advance-CTR Service Request Form for services related to the Biostatistics, Epidemiology, and Research Design (BERD); Biomedical Informatics, Bioinformatics, and Cyberinfrastructure Enhancement (BIBCE); and Community Engagement and Outreach Cores. Go to our website to learn more about the Service Cores.

Step 1:
Confirm that you are eligible for an Advance-CTR service request by reviewing our Service Policy.

Step 2:
If you are eligible for a service consultation, go to the Advance-CTR Schedule a Service Consultation page on the Advance-CTR website.

● Select the “Schedule a Service Consultation” button.
● This will take you to the Advance-CTR Service Request Form.

Step 3:
Complete the required fields in the form. Fields including an asterisk (*) are required. Questions are listed below and in subsequent steps:

● Q1: What service do you require?*
  o Note: Select what best aligns with your particular project needs.
● Q2: What is your primary affiliation?*
  o Note: If your affiliation is ‘Other’, please describe it in the ‘Project Details’ section.
● Q3: Please select your role*
  o Note: Students and trainees are not eligible to receive research services unless they are part of a faculty project.
● Q4: If you indicated faculty please select your Investigator level below:
  o Note: Only complete this if you are faculty, otherwise,
● Click “Next”

Step 4:
● Q5: A list of resources will display in correlation with your chosen Service Core.
● Please indicate which resources you are interested in:*
Step 5:

Provide detailed information regarding your request so we may best direct you.

- Q6: First Name*
- Q7: Last Name*
  - Note: If you are completing this form on behalf of a faculty lead, please include their first and last name. Provide a detailed description of your request in the Project Details section.
- Q8: Preferred Email Address*
- Q9: Do you need assistance from another Service Core?
  - Note: If your request requires cross-discipline expertise, please indicate the other Service Core you need support from.
- Q10: Please describe your Service Request*
  - Note: Include the following information
    - Specific service requested and why
    - Upcoming times (up to 2 weeks out) when you are available for a consult
    - Deadline of grant submission (if applicable)
- Q11: Deadline for Service Request
  - Note: Include the date you are requesting a meeting by.
- Q12: Project Title*
- Q13: Project Details*
  - Note: Please briefly describe your project and its goals
- Q14: Does this request relate to a CTR award?*
  - Note: If you have received or are applying for a CTR award, select the relevant award type.
- Q15: Does this request relate to another IDEaA award project?*
- Q16: What is your target product for this request?*
- Q17: If you selected 'Other' for the target product, please specify below. (Otherwise, please enter N/A) *
- Q18: What is your target journal and/or funding mechanism?*
- Q19: Biosketch Upload
  - Note: This is encouraged for requests related to the Community Engagement and Outreach Core, in particular.

Step 6:

- Check the reCAPTCHA and select “Submit”

Step 7:

You will be contacted by a member of the Advance-CTR administrative team upon receiving your service request form.