



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:*

- o *Note: Only select the resources that are needed for your service request.*

Step 5:

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

- Q6: First Name*
 - Q7: Last Name*
 - o *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?
 - o *Note: If your request requires cross-discipline expertise, please indicate the other Service Core you need support from.*
 - Q10: Please describe your Service Request*
 - o *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
 - o *Note: Include the date you are requesting a meeting by.*
 - Q12: Project Title*
 - Q13: Project Details*
 - o *Note: Please briefly describe your project and its goals*
 - Q14: Does this request relate to a CTR award?*
- o *Note: If you have received or are applying for a CTR award, select the relevant award type.*
- Q15: Does this request relate to another IDeA 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
 - o *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.