

## Documents needed for completing the NextGen BMI Intake Form

- The non-human-subject determination letter: NHS2125967\_DeidDataforEducation.pdf
- Your CITI certificate on human subject research training (Biomedical/Social Behavioral)

## Start NextGen BMI Intake Form

1. Go to <https://showmeportal.missouri.edu/redcap/surveys/?s=MCY9TRFEFPWDJ3EF>
2. Complete personal information and check “i2b2” and “MU’s De-identified database +Remote Desktop” under the “Requesting for” field:

**Requester's Department**  
\* must provide value: Biomedical Informatics, Biostatistics and Medic

REDCap has open access, anyone with university credentials can login without approval.  
If you don't have university credentials contact your department HR to get one.

**Requesting for:**  
\* must provide value

- ☐ REDCap
- ☒ i2b2
- ☐ Research Data Request
- ☒ MU's De-identified database + Remote Desktop
- ☐ Corner Health Facts/ Real World Data
- ☐ Training
- ☐ Develop/Deploy new technology with Tiger Institute and/or MU Healthcare
- ☐ Other

To answer REDCap questions we are having office hours on every, Wed 3:00-4:00pm and Fri 9:00-10:00am. There is a charge for support outside of office hours. REDCap system issues can be reported through the Intake Form. In case of REDCap downtime email us at [informatics@health.missouri.edu](mailto:informatics@health.missouri.edu).

3. Select “i2b2 Access” under the “Purpose of the i2b2 Request” field:

**Purpose of the i2b2 Request**  
\* must provide value

- ☒ i2b2 Access
- ☐ Reporting i2b2 system issue

To answer REDCap questions we are having office hours on every, Wed 3:00-4:00pm and Fri 9:00-10:00am. There is a charge for support outside of office hours. REDCap system issues can be reported through the Intake Form. In case of REDCap downtime email us at [informatics@health.missouri.edu](mailto:informatics@health.missouri.edu).

4. Choose “MUHC i2b2” for Type of i2b2.

**Purpose of the i2b2 Request**  
\* must provide value

- ☒ i2b2 Access
- ☐ Reporting i2b2 system issue

**Type of i2b2**  
\* must provide value

- ☒ MUHC i2b2
- ☐ ENACT i2b2

ENACT is a national network of CTSA hubs

5. Choose your **Role** as “**Student**” and fill my name (**Xing Song**) and email address (**xsm7f@umsystem.edu**) as your sponsoring faculty:

The screenshot shows a form with two sections. The first section, titled "Role", has a red asterisk and the text "\* must provide value". It contains a list of radio buttons: Faculty, Student (selected), Post Doc, Resident, Fellow, Staff, and Other. A "reset" link is at the bottom right. The second section, titled "Sponsoring faculty member's name", has a text input field containing "Xing Song". The third section, titled "Sponsoring faculty member's email address", has a text input field containing "xsm7f@umsystem.edu". A yellow arrow points from the "Sponsoring faculty member's name" field to the "Sponsoring faculty member's email address" field.

6. Hit **Next Page** will prompt you to two subsequent forms for the two requested items:
  - a. Intake form for “I2b2 Access”
  - b. Intake form for “MU's De-identified Database through Remote Desktop”

### Intake form for “I2b2 Access”

1. Choose “**Class Project**” under the field “**Purpose for i2b2 account**”

The screenshot shows a form with two sections. The first section, titled "Requestor Information:", contains the following text: Name: Doe, Jane; SSO Username: abcd; MU/UMKC Email: abcd@umsystem.edu; Primary Purpose: i2b2, MU's De-identified database + Remote Desktop; MU/UMKC Role: Student; Faculty Email: xsm7f@umsystem.edu. The second section, titled "Purpose for i2b2 account", has a red asterisk and the text "\* must provide value". It contains a list of checkboxes: Class Project (checked), Grant Proposal, Outcomes Review, Patient Recruitment, Presentation, Publication, Retrospective Chart Review, and Other. A yellow arrow points from the "Primary Purpose" field to the "Class Project" checkbox.

2. For the two i2b2 training questions, make the selections as below as we will be going through basic i2b2 training in class:

The screenshot shows a form with two sections. The first section, titled "Have you attended the i2b2 training before?", has a radio button for "No" selected. The second section, titled "Have you signed up for future i2b2 training?", has a radio button for "Yes" selected. Both sections have a "reset" link at the bottom right. A yellow arrow points from the "Have you attended the i2b2 training before?" section to the "Have you signed up for future i2b2 training?" section.

3. Read the “**Terms of Agreement**” and sign your full name at the bottom.
4. Hit “**Next Page**” will take you to the next form

## Intake form for “MU's De-identified Database through Remote Desktop”

1. For “**Do you have a DeID snowflake account**”, most of you will choose “**No**”. However, for those who already had an account, choose “**Yes**” and provide your account name (which should be the same as your pawprint)
2. Choose “**Academic Class**” as the Purpose of the Access

Do you have a DeID snowflake account?  
\* must provide value

☐ Yes  
☒ No

Purpose of the Access?  
\* must provide value

☒ Academic Class  
☐ Test the tool/ Just for Fun  
☐ Research Project

3. Copy the following paragraph for both the “**Project Title**” and “**Project Description**” field:

Project Title  
\* must provide value

BBME8550

provide the title of the project you are willing to have access

Project Description  
\* must provide value

class project for BBME8550

provide the project description you are willing to have access

4. You will need to upload the Non-Human Subject Research Determination Letter as required. The letter can be found on Canvas under the same module of this instruction, named “**NHS2125967\_DeidDataforEducation.pdf**”

Project Description  
\* must provide value

class project for BBME8550

Upload file

Upload the Non-Human Subject Research Determination letter  
\* must provide value

Select a file then click the 'Upload File' button

Choose File NHS212596...ducation.pdf

Upload file Max file size: 22 MB

5. You will then need to upload your CITI HSR training certificate

CITI Training Certificate  
\* must provide value

Upload file

6. Read the “**Terms of Agreement**” and sign your full name at the bottom.
7. Hit “**Next Page**” will take you to the conclusion of all the forms