Instructions to submit a research study build in Epic

1. Go to the Enterprise Service Center (ESC) at https://service.healthcare.uiowa.edu/CherwellPortal/UIHCPortal#0
   (If you begin your request in I-CART, you will be taken directly to the ESC web site)

2. Click on “Epic Assistance” (sign in) …then click on “More Epic Services” …then click on “Request a Research Study”

3. Enter the 9-digit IRB number of your study in the “IRB #” field (for WIRB/external IRB studies, also enter any Study Coordinators and Contacts in the description box) and click Submit

Please note:

- The information from HawkIRB to build the study in Epic is not pulled until IRB approval. It is recommended you do not submit the ESC ticket until your study is approved by the IRB.

- Allow an average of two business days for study build (if the study is IRB-approved), but it is recommended you allow one week prior to consenting your first subject.

- Once your study is in Epic, you will be notified via email.

- If you have questions, please contact Izzy Neuhaus from ICTS-Informatics, isabelle-neuhaus@uiowa.edu, 384-9694.