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 Eric Neuhaus from ICTS-Informatics, eric-neuhaus@uiowa.edu, 384-9694.