

## New IDEAS Study Site Resource Guide

Resource Category	Document/Contact	Description	Recommended Uses
<b>Staff Training Materials</b>	<a href="#">Case Registration and Data Entry for Referring Dementia Practices</a>	Tutorial of New IDEAS Portal	<ul style="list-style-type: none"> <li>Recommended database training for new site staff</li> </ul>
	<a href="#">Protocol Training for Referring Dementia Physicians and Practice Staff</a>	Overview of study protocol	<ul style="list-style-type: none"> <li>Recommended for new site staff.</li> </ul>
	<a href="#">New IDEAS Study Pocket Card</a>	Brochure-style w/ study information (e.g. schema, consent tips, eligibility, etc.)	<ul style="list-style-type: none"> <li>Best printed and placed in exam rooms for reference during visits.</li> </ul>
	<a href="#">Case Report Form Packet</a>	Data entered in New IDEAS Portal	<ul style="list-style-type: none"> <li>Print to use as source documentation, reference prior to data entry from EMR</li> </ul>
<b>Informed Consent Discussion Documents</b>	<a href="#">Study Information Sheet</a>	Patient-facing study summary	<ul style="list-style-type: none"> <li>Print, and review with patient during informed consent discussion.</li> </ul>
	<a href="#">PET Scan Information Sheet</a>	Patient-facing PET scan overview	<ul style="list-style-type: none"> <li>Print, and review with patient during informed consent discussion.</li> </ul>
	<a href="#">PET Scan Reminder Sheet</a>	Patient reminder for PET scan appt.	<ul style="list-style-type: none"> <li>Print, and review with patient during informed consent discussion.</li> <li>Fill in fields for patients prior to appt departure.</li> </ul>
	<a href="#">Blood Draw Information Sheet</a>	Instructional sheet for completing the optional blood draw.	<ul style="list-style-type: none"> <li>Print, and review with patient during informed consent discussion.</li> </ul>
	<a href="#">Transportation Assistance Information Sheet</a>	Instructional sheet for scheduling transportation to PET scan appt.	<ul style="list-style-type: none"> <li>Print, and review with patient during informed consent discussion.</li> <li>Instruct patients to keep in visible place for future use.</li> </ul>
<b>Operational Support</b>	New IDEAS Portal/Database <a href="https://app.ideas-study.org/">https://app.ideas-study.org/</a>	Study database for data entry	<ul style="list-style-type: none"> <li>Administrators responsible for adding new site users, managing study notifications, delegating data entry tasks.</li> </ul>
	Advarra IRB <a href="#">CIRBI Portal</a> ✉ <a href="mailto:cirbi@advarra.com">cirbi@advarra.com</a> 1-866-992-4724	Central IRB Vendor for New IDEAS IRB Portal for regulatory documents	<ul style="list-style-type: none"> <li>Obtain updated copies of regulatory-specific documents (e.g. consent form)</li> <li>Submit continuing review, protocol deviations, termination reports.</li> <li>CIRBI IT support</li> </ul>
	New IDEAS Operations Team ✉ <a href="mailto:newideas@acr.org">newideas@acr.org</a> 215-574-3156	Study Sponsor, American College of Radiology (ACR)	<ul style="list-style-type: none"> <li>Site trainings, New IDEAS Portal IT support, data management requests, contracts, other operational support</li> </ul>
	New IDEAS Recruitment Team <a href="mailto:newideas_recruitment@vumc.org">newideas_recruitment@vumc.org</a>	Study recruitment specialist team at Vanderbilt University Medical Center	<ul style="list-style-type: none"> <li>Contact for discussing best practices for informed consent and support with recruitment efforts.</li> </ul>

Contact the New IDEAS Operations Team at [newideas@acr.org](mailto:newideas@acr.org) for additional study resources or visit <https://www.ideas-study.org/>.