

New IDEAS Study Site Resource Guide

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

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