To Begin...

SPARC Request is SCTR’s online software to provide fast and efficient support for researchers and their staff across the MUSC campus.

To begin...

- Proceed with option to sign in with NetID and password
- Browse for services related to your study by locating them under the service providers on the left-hand side of the page or
- Use the search feature at the top left of the page and type in the service you are looking for
- Click "Add" to add service to "My Services"
- Click "Submit" when ready to proceed.

Step 1...

Associate your selected services to a study or project...

Select an existing study/project from the drop-down list OR
If you have a new study/project, click to create a "New" study/project

A Title, Short Title, Funding Status, Funding Source, PI, and Billing/Business Manager are required to move forward to Step 2.

Steps 2 & 2B...

- To begin...
- Enter the appropriate quantity for any one time/lab fees
- Note that the field will already be set with the minimum quantity required
- For clinical, per patient/visit services, enter total # of patients, how many visits each of those patients will have, and study start/end date for each ARM
- Create new ARM by clicking "Add ARM"
- Click "Save and Continue" to proceed
- Click to indicate at what visits each per patient/visit services will occur
- Toggle to the Billing Strategy Tab
- Click to indicate quantity of service and source of funding per service (sponsor, % effort, or third party payer)
- With all of this information, the following Total Study Costs page will generate an overall direct cost for the study.

Step 3...

- To share a document with a service provider...
- Choose a service provider to share the document with by clicking "Allow Access"
- Choose a document type (protocol, budget, etc.)
- Upload a document and click "Submit".
- Click "Save and Continue" once all documents have been uploaded.