

Case Report Participant Authorization Consent Form Procedures

To complete and submit a Case Report Authorization Consent to WVCTSI through iLab, follow the instructions below. *Note that WVU ORHP does not require that the Case Report Authorization Consent Form be attached to the NHR protocol submission.*

Access to the Case Report Authorization form requires WVCSTI membership and access to iLab:

1. Complete the form at [this link](#).

Create an iLab account:

1. Go to <https://wvu.corefacilities.org/account/login>
2. Sign in using your WVU credentials; you will be re-directed to the standard WVU login page.
3. Once logged in, select your lab/PI. If the lab or PI you are affiliated with does not appear in the drop-down list, please select “CTSI Community” as your lab. You will receive an email when your account has been finalized (this may take 1-2 days_.

Request a consultation from WVCTSI:

1. From the iLab home page, open the left menu using the 3 bars and choose “Core Facilities.”
2. From the list of cores, select the WVCTSI Clinical Research Design, Epidemiology, and Biostatistics Core.
3. In the upper right corner of the Core home page, click on the “Request Services” tab.
4. Choose “request service” next to Case Report Authorization Submission.
5. Complete the request form in full; then click “submit.” Please do not enter any payment information. A core staff member will reach out to you if any further information is needed.

Access the Case Report Authorization Consent Form and submit it to the WVCTSI CRDEB core:

1. <https://wvu.corefacilities.org/sc/4374/wvctsi-clinical-research-design-epidemiology-and-biostatistics-core?tab=services>