

INSTRUCTIONS FOR CREATING A SPARC REQUEST

Thank you for your interest in receiving biostatistics support. To initiate support, we request you fill out a SPARC request. Once we receive the request, we will contact you to clarify details of the support needed, and the project will be assigned to someone who will be able to provide you the necessary support.

Initially, you will need to register and create a username and password. To do so, go to the [CTSI SPARCRequest Portal](#). Click on **“Don’t have an account? Sign up.”** Enter the required information and click on **“Create Account.”** Once created, allow 24 hours for approval. After your account has been approved, log into the [CTSI SPARCRequest Portal](#) by entering the correct username and password.

STEP 1: Add/Update Services

1. The SPARCRequest tab should be open. Click on the blue tab **“CTSI-CN Module”**.
2. Select **“Biostatistics, Epidemiology and Research Design.”**
3. (If you are requesting a sample size or power calculation, we encourage you to follow the link provided to learn more about the subject and provide information that will assist the consultant in preparing for the consultation. You may do this before or after completing your SPARC request as described below.)
4. Choose between the **“One Hour Consult”** button, for a quick one-off question, or the **“Add”** button, to set up the Initial Consultation for your project.
5. Option 1. If you choose the **“One Hour Consult”** you will be sent to a calendar program to pick a date and time and choose your biostatistician if you have a preference. **GW Investigators:** this One Hour Consult is provided by biostatisticians based at Children’s National. If you would like a one-hour consultation with a GW statistician instead, sign up for a BECS Quick Clinic appointment [here](#).
6. Option 2. For support that would go beyond a one-hour consult, click the **“Add”** button. In the pop-up dialog box, choose **“Yes”** to enter a new study. You will then see “Initial Consultation” in the “My Services” box on the right. Click on the green **“Continue”** button.

STEPS 2-6:

7. Click on **“New Research Study or Project”** and enter the required information (noted with asterisks) including the Primary PI. Then **Save** the form.
8. Use the **“Save and Continue”** button on the lower right to proceed through Steps 2-5, providing specific information about your request and attaching any additional documentation if needed. Ignore the section on Cost / Pricing. There are a specific set of questions associated with Initial Consultation where you can explain more of what you need by clicking on the **“Complete Form”** button. You can also add a Note if needed. **GW Investigators:** where the Initial Consultation form asks for your Division, please enter “GW Dept of ...”.
9. In Step 6, you will be able to review your request and make changes if necessary. You may also “Save as Draft” and complete later. When you are ready, click on **“Submit Request.”**

If you have any questions when filling out the request or after the request has been submitted, email CTSINavigator@childrensnational.org for assistance.