



## Division of Research Services Initial Consultation Request Form

The University of Illinois College of Medicine at Peoria Division of Research Services offers a wide variety of resources to our faculty, staff, and students. We can provide assistance in study design, statistical analysis, access to laboratory resources and training on equipment, writing and editing, and grant development and submissions. Please take a moment to provide us with a little information in advance of our first meeting so that we are better prepared to help you.

Once you have completed the items on this form, please save a copy to your desktop and submit it as an attachment in an e-mail to Becky Hubbard, Research Services Office Administrator, [rlhub9@uic.edu](mailto:rlhub9@uic.edu).

Your information will be reviewed and an initial consultation will be arranged with the appropriate staff members to accommodate your needs.

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Name

E-mail

Phone

What is your current position at UICOMP?

Who is your advisor?

For faculty

Principal investigator:

PI's UICOMP department or program

Other investigators working with you on this project

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Please indicate the services you anticipate needing. Check as many as apply.

Developing a Research Question

Study Design

Statistical Analysis

Abstract Development

Manuscript Development

Grant Submission

Lab Resources (Access/Training)

Help Writing/Editing a Research Proposal

Other, please describe:

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**Study title**

Please provide a brief description of your project or research interests - character limit 1200.

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**If applicable, what is your grant submission deadline?**

**Is this study sponsored?**

No

Yes

If yes, please list sponsors.

**What plans do you have for disseminating the results of your project? Check as many as apply**

Poster Presentation

Presentation at a Conference

Meeting Abstract

Academic Dissertation

Case Report

Journal Article

Meta-Analysis

If known, name of Journal you are submitting to

**Deadline for abstract/poster/paper submission:**

If you do not have a known deadline for submission, give us an idea of the completion date you are working toward.

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**What stage are you at in terms of data collection?**

Not Started

In Progress

Complete

**Please indicate the format you have your data in (i.e. excel, SAS, SPSS, Qualtrics Survey, other):**

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**Does your Project Need Institutional Review Board (IRB) Review?**

Yes

No

Not Sure

If yes, check the items you have completed

CITI Training Complete  
IRBNet Account Created  
COI Training Complete  
Copy of CV to Office of Human Research Oversight (OHRO)  
Project Protocol Review Form OR Request for Exemption Form Completed  
Project Package submitted to IRB  
IRB approved

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**Does your Project Need Institutional Animal Care and Use Committee (IACUC) Review?**

Yes

No

Not Sure

If yes, check the items you have completed

In Person Training with IACUC Staff  
CITI Training  
IRBNet Account Created  
Protocol Submitted to IACUC  
Protocol Approved by IACUC

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**Do you need to use UICOMP laboratory equipment for your project?**

Yes

No

Not Sure

If yes, check the items you have completed

Space has been assigned to me in the lab  
I have my access card and key to the lab  
New Hire Training complete (required for all lab users)  
Bloodborne Pathogen Training Complete  
Lab Self Audit Created  
Lab Safety Plan Created  
Equipment Specific Training Completed

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**If available, please attach a copy of the following items to your e-mail:**

Most relevant journal article(s)

Proposal (rough drafts are welcome)

Survey instrument(s)

List of laboratory equipment needed

**Any Additional Information you would like us to have before we meet?**

Thank you for providing this information. We will be in touch shortly to schedule a meeting with the appropriate staff in our department. Please feel free to contact us anytime with additional information or questions!

Becky Hubbard  
Division of Research Services

Phone 309-671-8454  
Email rihub9@uic.edu

**For Office Use Only**

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Date Received

Initial Meeting

Project Number

Staff Assigned      Yanzhi Wang, PhD

Estimated # Hours

Additional Notes

Approved By

Date

Department

C-FOAPAL

Comments