

## Request RKS Navigator or STUDIO Support, Example (CTSA-RAPID System)

[Click here](#) to visit our **Request and Progress Information Database (RAPID)**. You will be asked to choose your organizational affiliation. Once you select your affiliation, you will be prompted to sign in with your login information.



### ORGANIZATIONAL AFFILIATION:

EMORY

NON-EMORY WITH EMORY SPONSORED ACCOUNT

NON-EMORY

If you need assistance logging onto RAPID, please contact the Georgia Clinical & Translational Science Alliance (Georgia CTSA) at [GeorgiaCTSA@emory.edu](mailto:GeorgiaCTSA@emory.edu) or (404) 727-9296.

Once you are logged in, click **Create Service Request** under the main Service Request menu on the left-hand side of the webpage.

## My Information

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## Service Requests

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## Rosters

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## RAPID Home

Georgia Clinical & Translational Science Alliance (Georgia CTSA) Administrative Home, Evaluation & Continuous Improvement, and Informatics programs, in conjunction with each of the programs within the Georgia CTSA, developed the Request And Progress Information Database (RAPID) to record the progress of the Georgia CTSA grant award. While it was primarily developed for the Clinical and Translational Science Award (CTSA) Annual Progress Report, RAPID was designed to support the administration and investigators of the Georgia CTSA. As such, serves as the backbone connecting researchers, staff, and community leaders at Emory University, Morehouse School of Medicine, Georgia Institute of Technology, the University of Georgia and other Georgia CTSA member organizations. To get started, please make a selection from the categories listed to the left.

### Mission

Through focused education and training, innovative support of discovery, and ethical community engagement, the collaborative partners of the [Georgia Clinical & Translational Science Alliance](#) rapidly and efficiently translate scientific discoveries to impact all populations of the Atlanta community.

There are three steps required for requesting a service.

## Step 1:

First you will see a screen that says **Information About Requester**. There will be a drop-down menu that allows you to designate whether you are requesting a service for "Me" or "Other Person". Choose the appropriate requester option.

The screenshot shows the RAPID (request and progress information database) web application. The header features the logo and the text "request and progress information database". A left sidebar contains navigation links under several categories: "My Information" (My Profile), "Service Requests" (Create Service Request, View Legacy Service Requests, Manage Service Requests), "Rosters" (Persons, Projects, Publications, Program Support), "Annual Progress Report" (Applied Characteristics, Other Characteristics, Resource Projections), and "Reports" (Report Console). The main content area shows the breadcrumb "Home » Create Service Request" and the title "Georgia CTSA: Submit a Request". Below the title, it indicates "Step 1 of 3" and provides a note: "Please fill out the form below. Fields marked with \* are required." The form section is titled "Information About Requester" and contains a dropdown menu with "Me" selected and "Name Here" as the placeholder text. A yellow "Next" button is located below the form.

**rapid** request and progress information database

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### Georgia CTSA: Submit a Request

Step 1 of 3

Please fill out the form below. Fields marked with \* are required.

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#### Information About Requester

Me  ▼

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[Next](#)

## Step 2:

Next you will see a screen that says **Type of Assistance**, where you can choose your desired request. For RKS assistance, scroll down until you reach the option titled "Regulatory Knowledge & Support (RKS)". For assistance specifically related to IRB topics, select "Other Regulatory/IRB/Compliance question" as your option. Keep in mind that for these requests, you are able to select more than one type of assistance.



### My Information

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### Service Requests

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### Rosters

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### Reports

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**Regulatory Knowledge & Support (RKS)**  
The RKS program advises and educates researchers on ethical dilemmas specifically involving research.

- Regulatory support consultation
- Research ethics consultation service
- Navigator to assist with expansion of studies
- Coordination of regulatory support across Georgia CTSA organizations
- Ethics/responsible conduct of research teaching materials
- Other Regulatory /IRB / Compliance question
- Consult for consent development

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**Pediatrics (Pediatrics)**  
The Pediatrics program supports the conduct of pediatric clinical and translational research that effectively reaches the entire Atlanta pediatric community.

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### Step 3:

Lastly, you will be asked to provide your **Project Information**: 1) Project Title 2) Project Description (what specifically are you trying to do and what do you need assistance with?) and 3) Estimated Start Date.

The screenshot shows the RAPID (request and progress information database) web application. The header features the logo and the text 'request and progress information database'. The left sidebar contains navigation menus for 'My Information', 'Service Requests', 'Rosters', 'Annual Progress Report', 'Reports', and 'General Information'. The main content area shows the breadcrumb 'Home » Create Service Request', the title 'Georgia CTSA: Submit a Request', and 'Step 3 of 3'. Below this is the 'Project Information' section with three required fields: '\*Project Title' (a text input), '\*Project Description' (a large text area), and '\*Estimated Start Date' (a date input).

Once you submit your request, someone from our RAPID response team will follow up with you soon!