University of Kentucky

Center for Clinical and Translational Science

Biospecimen Core

External Investigator Request for Specimens

Instructions

UK Chandler Medical Center

Pavilion H

800 Rose St., Rm C300  
Lexington, KY 40536-0293  
phone 859 323-2615  
www.ccts.uky.

1. Request a link blue ID

Please complete the information here:

<https://redcap.uky.edu/redcap/surveys/?s=zHCKxW>.

When asked why you need an account, please select “CCTS membership”.

Once that account is enabled (2-4 days, you will receive an email from Tamela Harper), you will be able to activate your LinkBlue ID and request membership and services. The email will include additional instructions.

1. Researcher becomes a CCTS member at <https://cctsdata.uky.edu/membership/>. A LinkBlue ID is required to become a member.
2. Select the “Click to Enter LinkBlue ID” button.
3. Once the LinkBlue ID is entered, the researcher is redirected to the membership data entry page.
4. Researcher provides current office phone number and email address.
5. Researcher must agree to the attestation statement at the bottom of the data form.
6. Click Submit
7. Email confirmation with PDF of membership form will be sent to member.
8. Member is redirected to the service request form to submit a request if needed.
9. Once the researcher is redirected to the SERVICE REQUEST page, fields are prepopulated with CCTS membership data in the Principal Investigator (PI) fields.
10. If the contact person is different than the PI, enter the demographic information for the point of contact.
11. Enter study information: study title (mandatory), summary of study (mandatory), upload protocol and IRB information (optional), how project is funded if applicable (optional).
12. Select services needed from the CCTS. If you are unsure of the service needed, select Learn More link for additional information.
13. Select Biospecimens as the service that you need from the CCTS
14. Evaluation and Tracking questions are mandatory to assist in the continued funding of the CTSA.
15. Click Submit.
16. If you want a confirmation email, please enter email address in box provided.
17. You will be contacted by a Research Navigator within 2 working days. If you do not hear from the CCTS within 2 working days, you can email [cctsnavigator@uky.edu](mailto:cctsnavigator@uky.edu) to check the status of your request.
18. Someone from the Biospecimens Core will contact you for detailed information regarding the specimens you are requesting.
19. Submit the following information:

For the Material Transfer Agreement

Principal Investigator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Institution Address:

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Principal Investigator Shipping Address (if different than Institution Address):

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator Phone Number: ( ) \_\_\_\_\_-\_\_\_\_\_\_\_\_

Official Authorized to Execute MTA on Behalf of Principal Investigator

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Research:

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1. Signed Data Use Agreement
2. Fed-Ex Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_