URMA

University Records Management Application

Updated October 2015

USING URMA

Section V:

Entering Physical Research Records

ISPRO
Information Security, Policy, and Records Office
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www.virginia.edu/recordsmanagement

ENTERING RECORDS

REMEMBER that records entered into URMA will be classified by **STORAGE TYPE** and then by **RECORD TYPE**.

STORAGE TYPE is either **PHYSICAL** or **ELECTRONIC**.

All records, either Physical or Electronic, must then be classified by **RECORD TYPE**: **Standard** or **Research**. (Another Record Type, Facilities Management, is only used by a small group for specialized purposes so this documentation only details the use of Standard and Research record types.)

While a few users will need to enter both Standard and Research records**,** most URMA users will only be entering one or the other. A lot of the needed information is the same for both, but Research records require additional information about the Sponsor and Study.

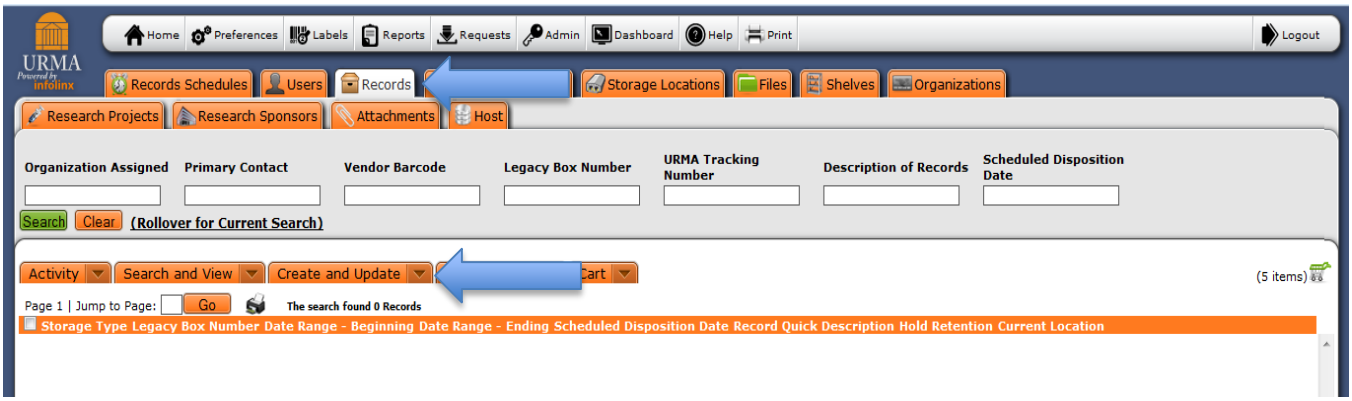
Once you learn how to enter PHYSICAL STANDARD or PHYSICAL RESEARCH records, it is very simple to transfer that knowledge to entering the ELECTRONIC versions of both record types.

ENTERING PHYSICAL RESEARCH RECORDS

When creating **Research** Records, it is important to remember:

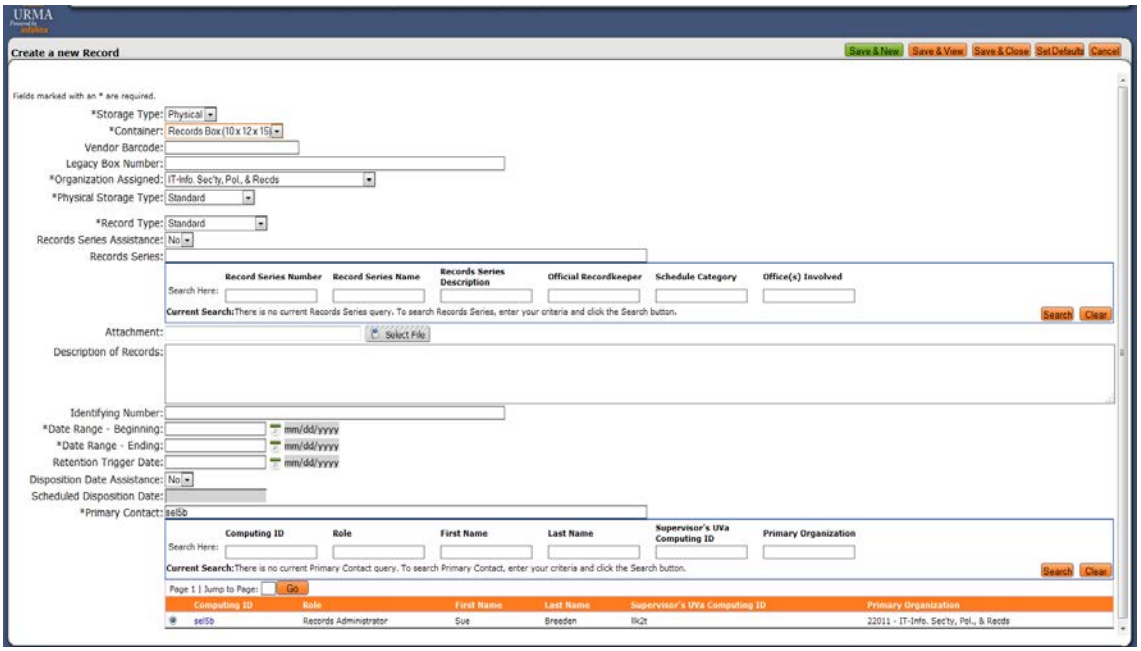
- A **Record** must be assigned to a **Research Project**
- A **Research Project** must be assigned to a **Research Sponsor**
- **One sponsor** may have **multiple projects**
- **Multiple records (**created by **multiple organizations)** may be assigned to any **one project**

To begin, select **RECORDS** on the Item Type tabs menu.



Click the down arrow on the

action button and select CREATE. This screen will be displayed:



COMPLETE THE FIELDS AS FOLLOWS:

Storage Type = Physical

Container = May be a records box, microfilm box, map/drawing tube or archival box. If the container is other than a standard records box, use the drop down box to select the correct option.

Vendor Barcode = The barcode number on the vendor-provided labels placed on boxes being stored with a Records Management Office-approved vendor storage service. Note: This is typically left blank until boxes are moved to storage.

Legacy Box Number = Department/unit box number on the box; could also be the box number from the legacy URMA system located on a label of the box. Leave blank if you do not have one. Will be helpful in future identification of the box.

Organization Assigned: The five-digit ORG number for your unit or unit for the boxes (usually the last five digits of a PTAO); will default to the *Primary Org* listed on user profile, but may be changed to any other ORG also listed on the user profile.

Physical Storage Type: The system defaults to Standard and you should not change this unless you have contacted the Records Management Office at urma-help@virginia.edu and discussed the storage of archival records.

Record Type: Use the drop down arrow to select RESEARCH. The screen will update to include additional fields at the bottom of the screen for SPONSOR/STUDY information.

Record Series Assistance: If unsure which **Record Series** to use, change to **YES**. An email will be sent to the Records Management Office. Someone will respond within two business days to assist you.

Record Series: This area is used to identify the correct records series as identified in the Records Retention and Disposition Schedules. Enter search criteria in any of the fields to locate the correct record series. Be sure to begin and end your search criteria with the % wildcard (place the % symbol on either side of the search term: e.g., %payroll%). Simply click the radio button next to the correct record series and the record series number will be displayed above.

Attachment: A document (created outside the URMA system) which lists specific information on what is included in this URMA record; e.g., a box inventory. Attachments **CANNOT** contain any Personally Identifiable Information (PII), any information protected under HIPAA, or any other highly sensitive data. URMA will be scanned regularly to ensure that all attachments comply with this requirement.

- Allowable formats for attachments are **Excel, Word, PDF, and TXT files**.
- Only ONE attachment per record, however, the same attachment can be attached to multiple records.
- Attachments cannot be added using Bulk Create.
- Access is restricted by ORG (just as when viewing a Record, etc).
- Clicking on the attachment file name may open the document in a second window AND/OR download the attachment to your computer. The behavior is dependent on the browser and the version of the browser you are using.
- See **URMA User Instructions/ATTACHMENTS** for details about adding and deleting attachments.

Description of Records: A short description (in your words) of the records which may include more information on the records housed in the box – including a file listing or other identifying information. Although not required, adding details to this box will help you more easily identify these records (limit of 500 characters).

Identifying Number: Ad hoc field used by department for a specific project number, account number or ID number associated with the records entered; can be left blank.

Date Range – Beginning: Start date for the records in the box – date range should be listed as MM/DD/YYYY. If you only know MM/YYYY, use the first day of the month for the day.

Date Range – Ending: The end date for the records in the box - date range should be listed as MM/DD/YYYY. If you only know MM/YYYY, use the last day of the month for the day (ex. 30, 31).

Retention Trigger Date: The date the retention clock starts. If the selected Record Series has a defined retention, this field is not used. Research-related record series typically require a Trigger Date to be entered, such as the end date of a contract/grant, the close of a project, or a sponsor-issued release that takes place long after the records are stored. This date may not be known until after records have been entered into URMA and stored.

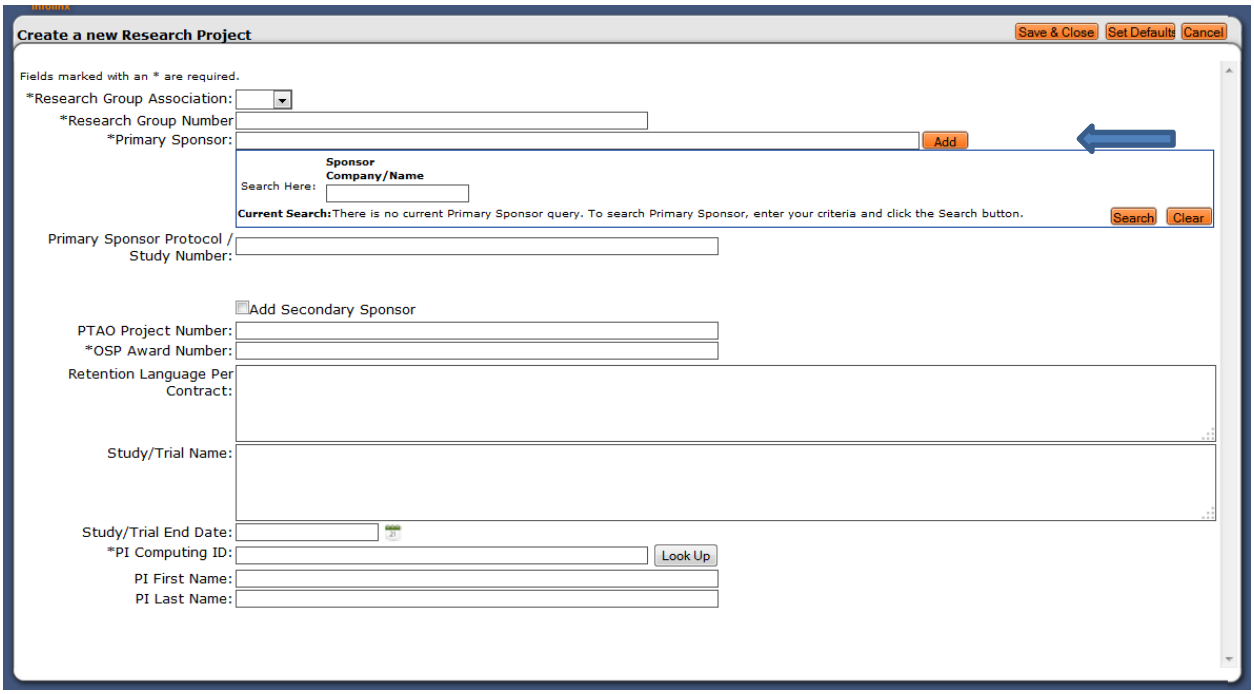
Disposition Date Assistance: If you need assistance with **Scheduled Disposition Date,** change **Disposition Date Assistance** to **YES.** An email will be sent to the Records Management Office. Someone will respond within two business days to assist you.

Scheduled Disposition Date: Will be calculated according to the Retention Trigger Date selected. Information cannot be entered directly into this field.

Primary Contact: Defaults to your computing ID. It may be changed to another person within the same ORGANIZATION by entering criteria in any of the search fields, then selecting the computing ID of the person to whom these records should be assigned. This person will be the responsible custodian for the records and is the first level of approval for destruction of all records.

Sponsor/Study: The funding agency or organization for a research project (including clinical trials) and the specific study to which the files belong. You may have a primary and a secondary sponsor of a research project. You should **always search** before creating a new sponsor or study. Search on any of the fields within the box. If you locate the correct sponsor and study, simply click the radio button on the left to select it.

If the needed sponsor and study are not in the system, you may add them from this screen by clicking the **ADD** button (continued next page).



***Research Group Association** - Please indicate the UVA Internal review board required for the study (if known). Select from drop down list. If there is more than one IRB associated with the same study, select based upon the following priority list: (1)HSR; (2)SBS; (3)IACUC; (4)IBC; (5)Other.

***Research Group Number (IRB Number)** – Enter the IRB or other review board number here. (If you do not know this number, enter 00s to match the format required).

***PRIMARY SPONSOR:** the name of the company or organization who is the sponsor of the project - if a subcontract, indicate the name of the organization contracting with UVA. (Examples: NIH, Komen Foundation, Kaiser-Permanente, etc).

Primary Sponsor Protocol/Study Number – Protocol number assigned by sponsor.

PTAO Project Number: - This is the "P" in the PTAO associated with the project.

***OSP Award Number** – This is the "A" in the PTAO associated with the project.

Retention Language per Contract – This is the language from the contract or protocol with specific instructions for the retention of the records.

Study/Trial Name - The official name of the study given by the sponsor.

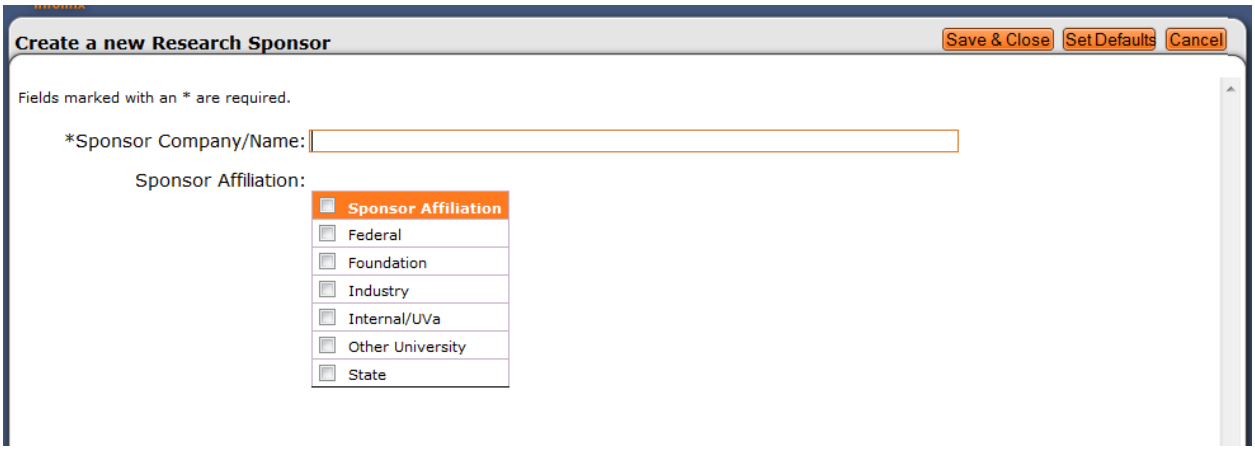
***PI Computing ID** - ID of the Principal Investigator.

PI First Name – First name of the Principal Investigator.

PI Last Name – Last name of the Principal Investigator.

***Sponsor Company/Name** - the name of the company or organization who is the sponsor of the project - if a subcontract, indicate the name of the organization contracting with UVA. (Examples: NIH, Komen Foundation, Kaiser-Permanente, etc).

Within this screen, search for **PRIMARY SPONSOR** before adding a new one. If the correct SPONSOR is displayed, simply click the radio button to select it. If not found, click the **ADD** button and a 3rd window will open allowing you to ADD the PRIMARY SPONSOR information:



Sponsor Affiliation - Indicate a category for the sponsor, such as Federal, UVA/Internal, State, Industry, etc. Please note that most clinical trials/tests of drugs or devices are done by Industry sponsors. Select from the drop-down list.

Click

to complete the addition of a new Research Sponsor. A confirmation screen will be displayed:

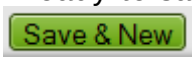
Click OK to be returned to the CREATE A NEW RESEARCH PROJECT screen. Although not all are required, complete these fields with as much detail as possible. Note that you also have the option to add a SECONDARY SPONSOR from this screen. Just follow the steps as outlined above.

Once completed, you will be returned to the CREATE A NEW RECORD screen. The RESEARCH SPONSOR/STUDY information will be updated with the information you just added.

BE SURE TO CLOSE/EXIT THESE EXTRA WINDOWS TO RETURN TO THE 'CREATE A NEW RECORD' SCREEN.

If the additional windows are not displaying correctly, check your browser settings to allow pop-up windows for the Infolinx application.

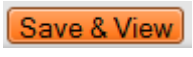
You are now ready to save the record:

Clicking on 

will save the new record and remain on the *Create Record* screen to create a new record.

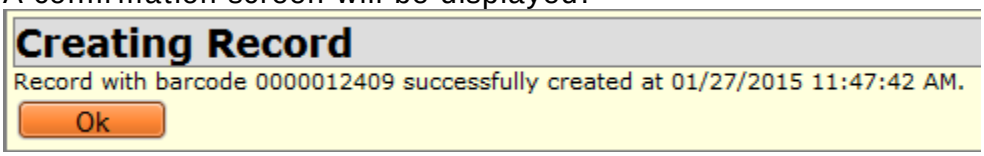
Clicking on

will save the new record and return you to the *Home Page*.

Clicking on 

will save the record and go to the *View* screen for that record. This is useful if your next step is to take an action on this record such as Print Label or Request Pickup to approved vendor storage location. It also gives you the opportunity to review the data entered, a good idea especially if you are a new URMA user.

A confirmation screen will be displayed:



Should anything need to be changed, select

, then UPDATE. Make the necessary changes and be sure to save the record.