Logging In

To log into Clara, use your UAMS credentials.

Submitting a New Study

Once you have logged into Clara, click the large “Create…” button.

You will be directed to a window that provides the following options: Submit a New Study, Create a New Contract, or Find Help.
To create a new study, click **New Study**. You will be directed to a new window that will prompt you to start entering details about the study you are creating.

You will enter information that is specific to your study for the following fields if applicable to your study:

- Start (nature of study, what is included in study, responsible parties, etc.)
- Basic Details (title of study, party who initiated study, funding sources, location, etc.)
- Sites (location and contact information for study)
- Staff (staff members, roles, and responsibilities)
- Subjects (number of subjects, demographic information for subjects involved, advertising information, compensation details, etc.)
- HIPAA
- Consent (consent process information)
- Risks (study procedures, security resources, research details, testing details, etc.)
- Data and Safety Monitoring (information about data and safety monitoring plan)
- Miscellaneous
- Drugs and Devices (information about included drugs and devices used in study)
- Funding Sources (funding source details, contact information, etc.)
- Budget and Coverage (budget determination questions)
- Contract (contract information)
- Documents (a place to upload documents to support your study)

Once you have entered all the required information for the study, your study will go to **Review**. If the review detects any
missing information, you will have to go back and enter that information before you can sign-off on your new submission. If your review shows that you have entered the required information, you will submit your study by signing off using your UAMS credentials as shown below. Then, click **Sign and Submit for Review** to complete your submission.