## Tip Sheet: The Radiology Research Support Request Process and OnCore

*The Radiology Research Support Process ensures that necessary resources and personnel are in place to complete your study. Follow these steps to complete the process.*

### 1. Access the MGUH Radiology Research Support Request Form in OnCore

1. When logged into OnCore, access the dropdown under your username, and choose the **Help** menu, and select the **Georgetown Radiology Support Request Form** option.



### 2. Complete the MGUH Radiology Research Support Request Form and send the completed form to GUH-RadiologyResearch@gunet.georgetown.edu

### 3. The radiology team will review the support request and sign off if all requested services are feasible.

### 4. Upload the signed form to the Protocol Documents in OnCore.

1. Navigate to the **Menu> Protocols> PC Console**. Select your study and access the **Documents/Info tab**.
2. Click **Update**, then **Add**.
3. Choose the Document Type of Radiology Services Support Request, and enter the date signed as the Version Date. Choose to attach a file and select the signed form from your documents. Click **Add**.

