
**Internet-based Conversational Engagement Clinical Trial
(I-CONNECT)**

in collaboration with

**The National Centralized Repository for Alzheimer's Disease
and Related Dementias (NCRAD)**

Contact Information

- Questions?

Please contact NCRAD Coordinators at:

- Phone: 1-800-526-2839 or 317-274-7546
- E-mail: alzstudy@iu.edu or wilmesk@iu.edu
- Website: www.ncrad.org



Training Overview:

- Kit Request Module
- Labeling Instructions
- Saliva Collection Instructions
- Sample Shipping
- NCRAD Website
- Questions?

Kit Request Module

<https://is.gd/ICONECT>





Kit Request Module

- An initial stock of kits will be delivered prior to the designated site specific start date.
- Kits and individual supplies are available to order

NCRAD Kit Request Module

1. Choose your site from the drop down list
2. The coordinator name and contact information will appear
3. Verify that this information is accurate, correct if necessary

Resize font: 



NCRAD

ICONECT Kit Request System

Site Oregon Health & Sciences University ▾
* must provide value

1 - Oregon Health & Sciences University
Hiroko Dodge, PhD
c/o: Elena Goodrich
Oregon Health & Science University
3181 SW Sam Jackson Park Rd CR-131
Portland, OR 97239
goodrice@ohsu.edu

Is the contact name above correct? Yes
 No
* must provide value [reset](#)

Is the shipping address above correct? Yes
 No
* must provide value [reset](#)

Is the e-mail address above correct? Yes
 No
* must provide value [reset](#)

Study Visit Kits

Is the contact name above correct?
* must provide value

Yes
 No

reset

Is the shipping address above correct?
* must provide value

Yes
 No

reset

Is the e-mail address above correct?
* must provide value

Yes
 No

reset

ICONECT Kit Qty

1

Do you need Extra Supplies?
* must provide value

Yes
 No

reset

Comments

Expand

Each ICONECT Kit Contains:

- 1 - Saliva kit
- 1 - Address label
- 1 - Small bubble mailer
- 1 - Saliva kit biohazard bag
- 1 - CryoHold label
- 1 - Human Exempt label
- 1 - Large resealable bag

Submit

- Indicate the quantity needed of each kit
- Kit components of the chosen kit will appear at the bottom of the screen (Pictured)
- Click “Submit” to turn in your request.
- The IU staff will notify you that your request has been received and address any issues.

NCRAD Kit Request Module: When It Must be Used

- Each site will be responsible for ordering kits (labels included) and maintaining a supplies on site for scheduled participants
- To order, sites will use the Indiana University online kit ordering module: <https://is.gd/ICONECT>
- Allow a minimum of **2 weeks** for your order to be processed and delivered.

Labeling Instructions



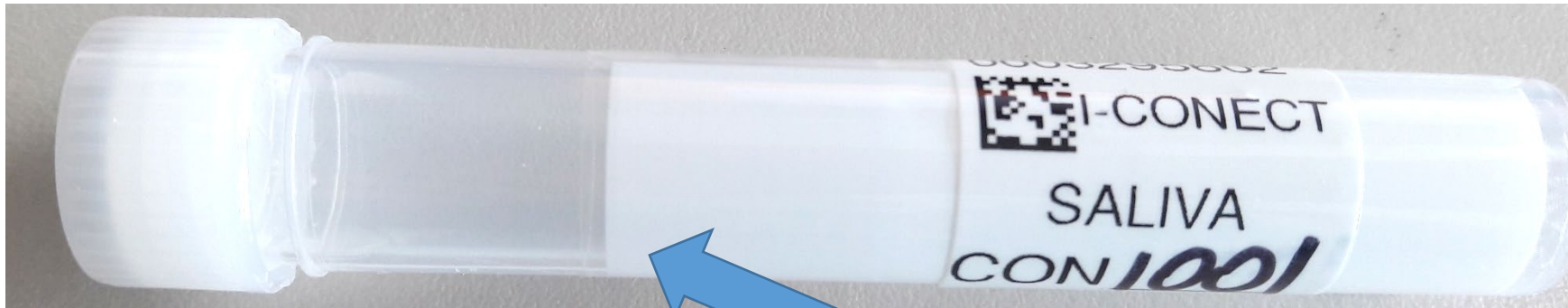
I-CONNECT Tube Labels



- ← Specimen Number (assigned by NCRAD)
- ← Study Name
- ← Sample Type
- ← Subject ID

Using a fine point permanent marker, fill-in label before placing on the tube.

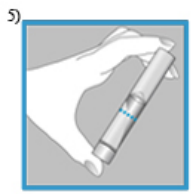
Tube Label



- Place barcode toward the tube cap AND below the “Fill To” line.
- Place label before sample collection

Sample Collection Instructions






NCRAD Saliva Collection Instructions


Preparation for saliva collection:

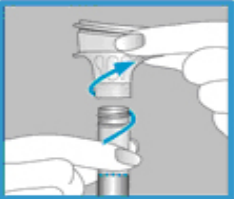
- **Remember:** Do NOT remove plastic film from the lid.
- **Subject should not eat, drink, smoke, chew gum or brush teeth for 30 minutes prior to giving sample.**
- Subject does NOT need to rinse their mouth prior to giving the sample.
- Before spitting, subject should relax and rub their cheeks gently for 30 seconds to create saliva.
- Most people take between 2 and 5 minutes to deliver a saliva sample following steps 1 to 5 below.


NCRAD Saliva Collection Instructions


Collection:

1 1)  Do NOT remove the plastic film from the lid of the container. Spit until the amount of liquid saliva (not bubbles) reaches the fill line shown in picture #1. Do NOT fill above the line.

2 2)  Once the saliva level reaches the fill line, hold the tube upright with one hand. Close the lid with the other hand (as shown) by firmly pushing the lid until you hear a loud click. The liquid in the lid will be released into the tube to mix with the saliva. Make sure that the lid is closed tightly.

3 3)  Hold the tube upright. Unscrew the tube from the funnel.

4 4)  Pick up the small cap for the tube. Use the small cap to close the tube tightly.

5 5)  Gently invert the capped tube 5-10 times. Discard or recycle the funnel. Place sample in provided specimen bag for shipment to NCRAD.

Video of Saliva Collection Procedure:

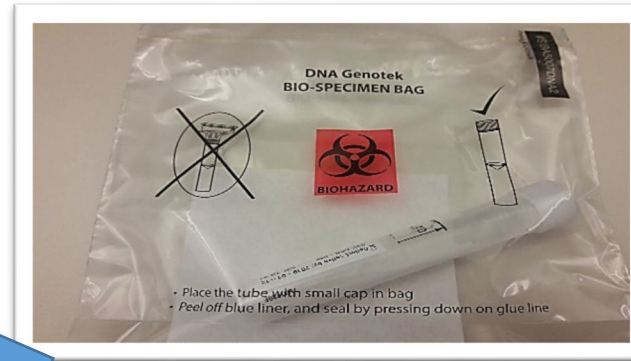
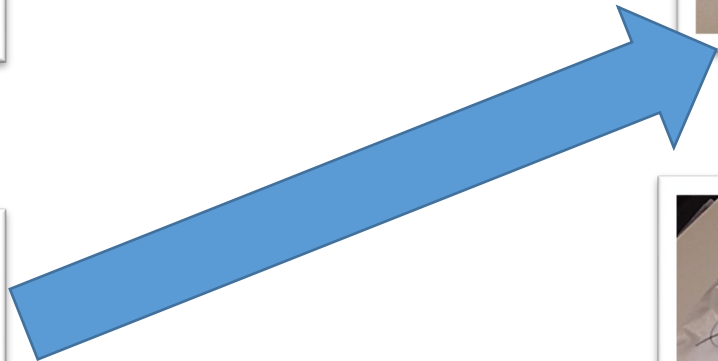
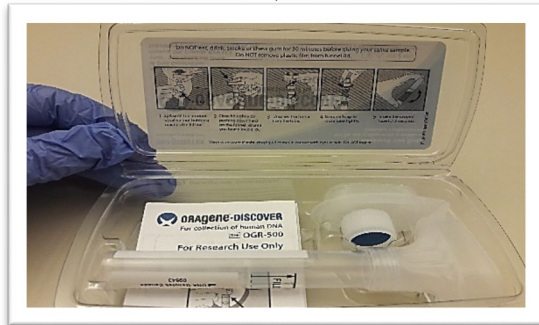
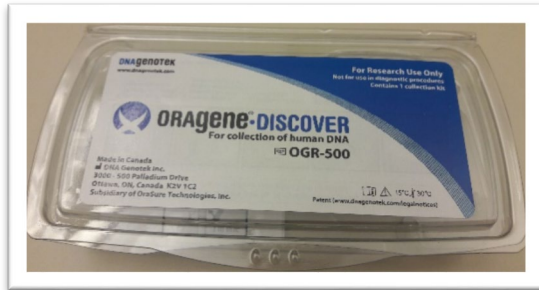
To review a video of the saliva collection procedure, please visit:

<http://www.dnagenotek.com/ROW/support/ciOG500.html>

Sample Shipping



Saliva Kit Shipping Information



Collect saliva, ensure properly closed and place in specimen bag.



Place the sealed specimen bag, with the saliva tube sealed separately inside, into the padded shipping envelope.

****Please send the samples to NCRAD as soon as 5 kits have accumulated or at least quarterly, whichever is sooner.**

Seal padded envelope and ensure shipping address is correct.

Biological Sample and Shipment Notification Forms

- A copy of the sample form *must* be emailed or faxed to NCRAD prior to the date of sample arrival.
- Please include sample forms in all shipments.
- A web-based version will be an option soon.
- Email: alzstudy@iu.edu
- Fax: 317-321-2003



Biological Sample Notification Form



I-CONNECT Biospecimen Collection and Shipping

Biological Sample and Shipment Notification Form

Please email or fax the form on or prior to the date of shipment.

To: Kelley Faber Email: alzstudy@iu.edu FAX: 317-321-2003 Phone: 1-800-526-2839

General Information:

Study Staff Name: _____ Site (circle): UM OHSU

Phone: _____ Fax: _____

Email: _____ Date Mailed: _____

Subject ID #: _____ Subject Year of Birth: _____

Subject Sex: M F

Ethnicity: Does subject report Hispanic/Latino Ethnicity? Y N

Race: White Black or African American American Indian or Alaska Native Asian
 Native Hawaiian or other Pacific Islander Other (specify): _____
 Unknown

Saliva Collection:

Date Collected: _____

Specimen Label #:

Place Specimen Label here

Notes: _____

Internal NCRAD Use-Do Not Complete

Volume (ml)
Saliva: _____

Send by E-mail or Fax prior to shipment, and include a copy in each shipment

NCRAD Website

Helpful Pages



- https://ncrad.org/holiday_closures.html



Holiday Closures

Date	Holiday
January 1	New Year's Day
3 rd Monday in January	Martin Luther King, Jr Day
4 th Monday in May	Memorial Day
July 4	Independence Day (observed)
1 st Monday in September	Labor Day
4 th Thursday in November	Thanksgiving
4 th Friday in November	Friday after Thanksgiving
December 25	Christmas

I-CONNECT Active Study Page

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I-CONNECT Active Study Page

Welcome I-CONNECT Study staff, coordinators, and PI's.

This section encompasses study specific tools for your reference. If you have any questions, comments, or new ideas please contact NCRAD by email or phone (800)526-2839 or directly at (317)274-7546.

Study Resources

[Kit Request Module](#)[Study Specific Sample Notification Forms](#)[I-CONNECT Manual of Procedures](#)[Study Related Video Tutorials](#)[I-CONNECT Training Slides](#) **BANK SAMPLES**
with NCRAD **SAMPLE TYPES**
we Bank

Download Documents

[Downloadable Saliva Sample Form](#)[I-CONNECT Manual of Procedures](#)[I-CONNECT Training Slides
\(May 2017\)](#)

Additional Resources

[I-CONNECT Kit Request System](#)[DNAGENOTEK Saliva
Collection Procedure](#)[Shipping Address](#)[Holiday Closures](#)

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