



IMACS REGISTRY ENROLLMENT REQUIREMENTS (COLLECTIVE)

IMACS Institutional Enrollment Form

A completed Enrollment Form with basic contact information is the initial requirement in the enrollment process. This form plus a letter on letterhead by collective's program director must be emailed to the IMACS program manager at imacs@uab.edu.

IMACS Memorandum of Agreement- Collective

The Memorandum of Agreement must be completed and signed by a representative of the collective that has contractual or **signing authority**.

Regulatory or Ethics Board Approval

IMACS requires documentation from the hospital's regulatory or ethics board that all local requirements for participation in the registry have been met. It is the responsibility of the collective to determine and adhere to those requirements. For participating groups, or collectives, IMACS will require documentation of regulatory procedures required of the collective.

Note: All documentation must be provided from an authority or representative on the Ethics Board in writing (preferably on official letterhead), rather approval is needed or not.

Informed Consent

It is the responsibility of the participating site to determine if Informed Consent for participation is required. Documentation is required from the regulatory or ethics board as to their policy on the Informed Consent process.

Note: All documentation must be provided from an authority or representative on the Ethics Board in writing (preferably on official letterhead), rather approval is needed or not.

Data Transfer

After all of the regulatory requirements and paperwork have been completed satisfactorily, a data transfer will be coordinated. The collective will not be asked to enter data directly into the web based data entry system, but will be asked to provide electronic datasets that will be transferred securely to IMACS.

For questions regarding enrollment, please send an email to imacs@uab.edu.