Internet-based Conversational Engagement Clinical Trial (I-CONECT)

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
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
Study Visit Kits

• 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-CONECT Tube Labels

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.
Collection:

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

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

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
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.

Seal padded envelope and ensure shipping address is correct.

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

<table>
<thead>
<tr>
<th>General Information:</th>
</tr>
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<tbody>
<tr>
<td>Study Staff Name:</td>
</tr>
<tr>
<td>Site (circle): UM OHSU</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Date Mailed:</td>
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</table>

<table>
<thead>
<tr>
<th>Subject ID #:</th>
<th>Subject Year of Birth:</th>
</tr>
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<table>
<thead>
<tr>
<th>Subject Sex:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Ethnicity:</th>
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</thead>
<tbody>
<tr>
<td>Does subject report Hispanic/Latino Ethnicity? Y N</td>
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<table>
<thead>
<tr>
<th>Race:</th>
</tr>
</thead>
</table>
| White | Black or African American | American Indian or Alaska Native | Asian
| Native Hawaiian or other Pacific Islander | Other (specify): |
| Unknown |

<table>
<thead>
<tr>
<th>Saliva Collection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Collected:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specimen Label #:</th>
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</thead>
<tbody>
<tr>
<td>Place Specimen Label here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
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</table>

| 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
### Holiday Closures

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>3rd Monday in January</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>4th Monday in May</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (observed)</td>
</tr>
<tr>
<td>1st Monday in September</td>
<td>Labor Day</td>
</tr>
<tr>
<td>4th Thursday in November</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>4th Friday in November</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas</td>
</tr>
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For more information, visit [https://ncrad.org/holiday_closures.html](https://ncrad.org/holiday_closures.html)
Welcome I-CONECT Study staff, coordinators, and PIs.

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-CONECT Manual of Procedures
- Study Related Video Tutorials
- I-CONECT Training Slides

**Download Documents**

- Downloadable Saliva Sample Form
- I-CONECT Manual of Procedures
- I-CONECT Training Slides (May 2017)

**Additional Resources**

- I-CONECT Kit Request System
- DNAGENOTEK Saliva Collection Procedure
- Shipping Address
- Holiday Closures

**Questions/Comments**

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