

# **NAPRTCS FREQUENTLY ASKED QUESTIONS PAGE**

## **GETTING STARTED**

### **What do I need to get started?**

Once the Chairman of the Recruiting Center receives the Letter of Agreement from the new center, a center number is assigned and a welcome package is distributed by the Data Coordinating Center. This package includes a welcome letter, New Center Form, Center Payment Information Form, Forms Completion Guidelines, Forms, FSGS Data Entry Guidelines and the Annual Report. Many of these items are posted on the NAPRTCS Web page at [www.NAPRTCS.org](http://www.NAPRTCS.org).

### **What do I submit to my IRB to begin?**

Registry documentation posted on the NAPRTCS Homepage may be submitted to your local IRB. These documents include the Annual Report, the Forms set, the Forms Completion Guidelines, and the Manual of Procedures, (which includes a consent form template for reference).

### **Who do I contact if I have any questions?**

If your question concerns data queries, form questions, or any general questions, the primary contact is the Database Administrator.

If your questions concern disbursements or a change in contact information, the primary contact is the Administrative Coordinator.

If they are not available, the Data Manager is a good resources also.

### **Staff at the DCC include:**

Roe Wright – Data Manager  
Gladys Fraser – Administrative Coordinator  
Karen Martz – Statistician

### **What other NAPRTCS resources are available?**

The NAPRTCS Homepage provides many resources. Items listed on the web page include the Registry Roster, Current Registry News, the Manual of Procedures, the Annual Report, Forms Completion Guidelines, Forms Request link, FSGS data entry access, and the FSGS User's Guide and forms set. Please see the Web page first for any questions that you may have about NAPRTCS or e-mail the DCC at [NAPRTCS.DCC@emmes.com](mailto:NAPRTCS.DCC@emmes.com)

## **PAYMENT INFORMATION**

### **How much money per patient do I receive for participation in NAPRTCS?**

\$75 per transplant patient:

(One-time only, and the Registration, Transplant Report and 6 month Transplantation Status forms are required)

\$75 per dialysis patient:

(One-time only, and the Registration, Dialysis Modality Initiation and 30 day Dialysis Status forms are required)

\$75 per CRI patient:

(One-time only, and the Registration, Initial CRI Status and 6 month CRI Status forms are required)

### **What are the payment criteria?**

Study centers are reimbursed twice yearly, in June and December, based on data submitted by the data file closure date of the preceding month. New Center Information forms and the Payment Information forms must be on file at the DCC before disbursements are made.

### **What if I don't receive my check?**

The Data Coordinating Center requires a Taxpayer form be completed and on file at the end of the disbursement cycle for a check to be issued to a site. If there are problems with the tax information submitted, the DCC Administrative Coordinator will contact the site.

The site should verify that all the information (including the names and mailing address) on the NAPRTCS Taxpayer form is correct as reported to the DCC.

Finally, if data that does not qualify has been submitted, a check will not be issued. Refer to the NAPRTCS Forms Completion Guidelines for the payment criteria for each registry. If qualifying data are missing during the current payment cycle and are later submitted, they can be included in the next payment cycle.