

GME Research FAQ

1. Do researchers have to complete HIPAA training?

HIPAA is addressed as part of the CITI program training required of all researchers. An IRB application can be submitted in iRIS prior to completing the CITI training, but final IRB approval cannot be granted until all key study personnel have successfully completed the required training. To access CITI, go to <https://www.citiprogram.org/?pageID=668> and click on "University of Central Florida". You will then be taken to the UCF Federated Identify page. You may login with your NID and NID password as provided on your affiliated faculty approval letter or contact volunteerfaculty@ucf.edu for assistance.

2. I would like to write a retrospective case report utilizing several patient cases. Given that case reports are not considered human subjects research (and do not need to be submitted to the IRB) would I need to submit a protocol for a case series incorporating several files?

Case series need review or clearance by the IRB asking for a waiver, expedited review or direction to go through the whole process.

3. How do I gain access to the URB IRB system to submit a protocol?

Faculty **who are not directly employed** by UCF must complete the Research Systems Account Request form available at https://med.ucf.edu/media/2017/06/IRISAccountRequestForm_COM-6.2017.pdf. If you do not know your PID/employee ID, please contact volunteerfaculty@ucf.edu.

If you are employed by UCF (resident or chief resident), you **do not** need to complete the account request form. Login to iRIS at <https://iris.research.ucf.edu/>. You must go to the ID management application (link at the bottom of the iRIS page) to reset/create your username and password. After following the steps, you will be able to immediately access the system.

4. Why does the Research Systems Account Request form request a department and college? Are there fees associated with using the system?

No, the reason RIS asks for this information is to verify your affiliation with the university.

5. Are there protocol and consent templates that the university expects researchers to utilize?

Yes, templates for studies are available at <http://www.research.ucf.edu/Compliance/IRB/Investigators/forms.html>.

6. Now that I have completed the CITI training and have developed the required documents, how do I submit my application to the IRB?

UCF's IRB utilizes the Integrated Research Information System (iRIS). To submit materials, login to the system at <https://iris.research.ucf.edu>. Instructions for setting your username and password are available on the entry page.

7. How do I access the UCF library resources?

Open the library's homepage at <http://med.ucf.edu/library>; click on "off-campus login"; click on the yellow button that says "COM Login"; Enter your NID and NID password, then click the "login" button. Once logged in you will automatically be returned to the Health Sciences Library's homepage. From here, you have access to all of our resources, as well as those from the Main Campus Library. If you have any trouble signing in, contact medlibrary@ucf.edu or call 407-266-1400