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 http://it.research.ucf.edu/Forms/AccountRequestForm.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've 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

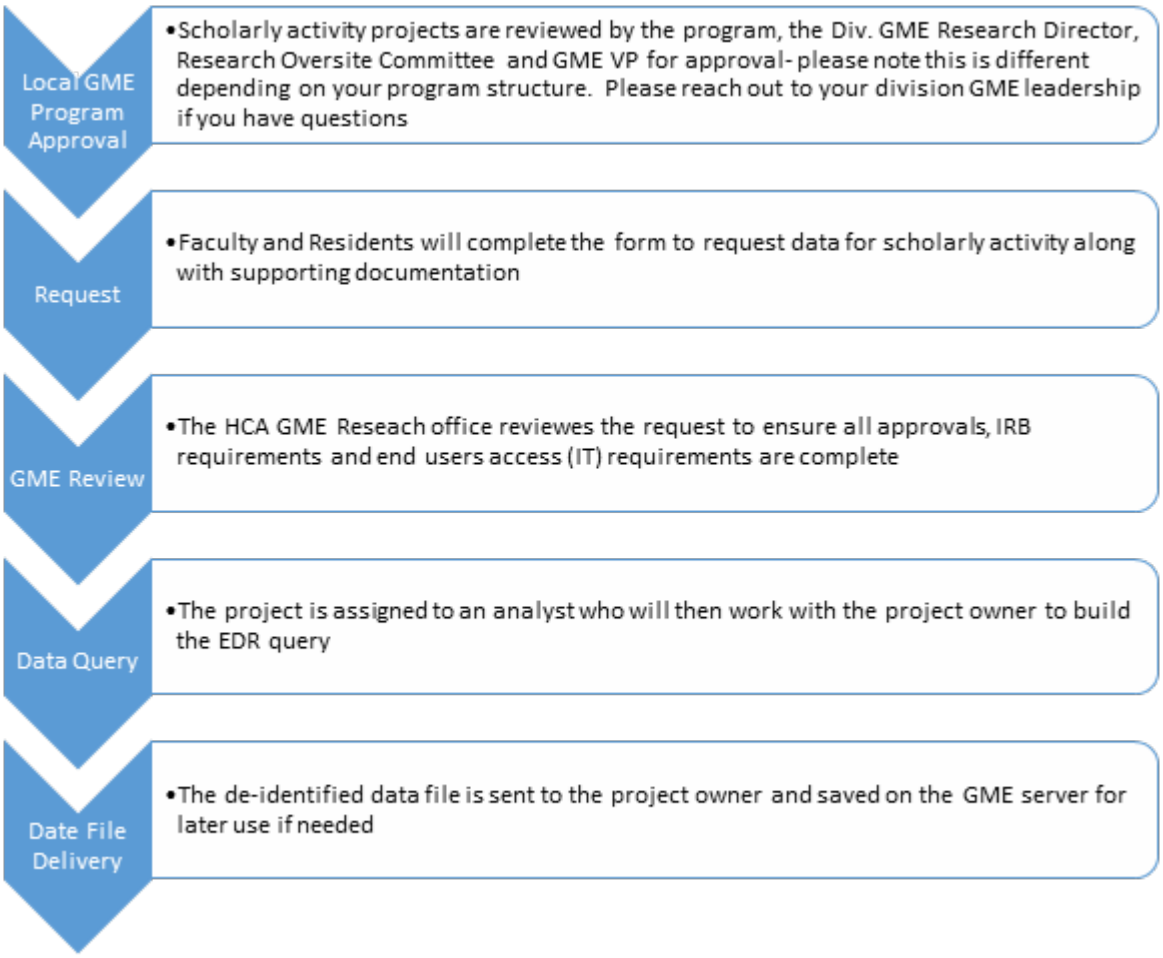
8. I'm interested in clinical research, but am not sure how to get started.

HCA has created a scholarly activity curriculum available through HealthStream on the HCA GME webpage. If you are onsite at HCA, you may access at http://connect.medcity.net/web/gme/faculty-development1. Modules include:

1. Introduction to Clinical Research at HCA
2. Evaluation and Interpretation of Evidence
3. Introduction to Research in the HCA GME Program
4. Research Ethics and Protection of Human Subjects - Part 1
5. Research Ethics and Protection of Human Subjects - Part 2
6. Distinguishing Quality Improvement from Research
7. Clinical Excellence: Impact on the HCA Clinical Agenda
8. Scholarly Presentation and Publication
9. Exploratory Data Analysis
10. Clinical Research
11. Protocol Development
12. Designing IRB Exempt Studies
13. Introduction to Clinical Research

9. I would like to request data from HCA to analyze for research, what is the process?

Please submit your data requests through a short form called DataClear. The GME research analysts will utilize your project outline or protocol to query the Enterprise Data Warehouse. The link to the form is below and is also referenced on the intranet page. A flowchart of the project submission process is described below.



10. How do I request data if I do not have level 3-4 ID access?

You may place a request if you do not have this ID access level. You will sign the confidentiality and security agreement that goes along with the request and then you will be given access to the virtual desktop instance (VDI) where the data is loaded for you. Please contact Angel.Zachel@hcahealthcare.com for access.