Required Training Related to Research (11/08/2016)

NOTE: For full functionality, myUFL must be accessed using Internet Explorer.

NOTE: The myIRB electronic protocol submission system is accessible only through the UF Virtual Public Network (VPN) for the Health Science Center. Please submit a work order to the College IT office to have Cisco AnyConnect installed on your work computer. For your personal computer, see http://irb.ufl.edu/myirb/accessing-myirb.html for download instructions.

Institutional Review Board (IRB):

*** While Board 01 is titled Biomedical and Board 02 is titled Behavioral/Psychological, all research projects that collect or access Protected Health Information require Board 01 review.***

Most protocols for Boards 01 and 02 require electronic submission via myIRB. As of 08/16/2016, the only exception is Board 02 full review, which is very rarely used (only 1-2% of all Board 02 protocols).

The myIRB Researcher Manual explains registration and submission. After you complete training (below), go to http://irb.ufl.edu/wp-content/uploads/myirbresearchermanual.pdf for details. The IRB will not accept your protocol submission if you have not completed required training for the pertinent board.

- o A UF-provided HIPAA module is required of all UF employees. For faculty and staff who are conducting research, PRV801: HIPAA & Privacy – Research is the correct module. It is accessed via myTraining at myUFL www.my.ufl.edu. Main Menu → My Self Service → Training and Development → myTraining.
- ➤

Board 01 (Biomedical) http://irb.ufl.edu/irb01/irb-01/trainreq.html

- F_IRB800_OLT: IRB01 Mandatory Local Training is accessed through www.my.ufl.edu. Main Menu → My Self Service → Training and Development → myTraining
- CITI initial course for biomedical research OR NIH Extramural training
  - o CITI is accessed through www.my.ufl.edu. Main Menu → My Self Service → Training and Development → CITI Training
  - o NIH Extramural course: http://phrp.nihtraining.com/users/login.php.

Board 02 (Behavioral/Psychological)

- CITI initial course (social-behavioral-educational is acceptable for Board 02) OR NIH Extramural training

- CITI is accessed through [www.my.ufl.edu.](www.my.ufl.edu) Main Menu → My Self Service → Training and Development → CITI Training
- NIH Extramural course: http://phrp.nihtraining.com/users/login.php

UF will not release funding awards until the Principal Investigator completes:

RSH220: Effort Fundamentals

RSH260: Cost Principles

DSR810: Financial Conflict of Interest (FCOI)

These modules are accessed via myTraining at myUFL. Main Menu → My Self Service → Training and Development → myTraining

See next page for Human Subject Payment (HSP) System.

Human Subject Payment (HSP) System

Sandy Dunham administers security roles for HHP. Before you contact her, complete the required training module(s) for the role(s) you need. Go to myTraining at www.my.ufl.edu. Main Menu → My Self Service → Training and Development → myTraining

UF_FI_HSP_INITIATOR

This security role is for the study's Custodian for Human Subject Payments. This role allows the Custodian to create, update, modify and submit Study Fund Requests for approval.

- PRV801 – HIPAA & Privacy for Research (must be taken first)
- PRV804 – Protecting Social Security Numbers
- RSH320 – Human Subject Payment

UF_FI_HSP_SFR_VIEWER

Faculty or Researchers who are study team members, but not Custodians, may request this study role. They may view Study Fund Request, Replenishment and Team Member pages. They may not create or modify Study Fund Requests. This is the appropriate role for a PI who has a Study Coordinator or Research Assistant initiating his/her payments.

- PRV801 – HIPAA & Privacy for Research (must be taken first)
- PRV804 – Protecting Social Security Numbers
- RSH320 – Human Subject Payment

UF_FI_HSP_PAYMENT_PROCESSOR

Study team members who enter participant information and record payments need this role.

- PRV801 – HIPAA & Privacy for Research (must be taken first)
- PRV804 – Protecting Social Security Numbers
- RSH320 – Human Subject Payment

The **UF_FI_HSP_APPROVER** role is not for study team members. Financial or administrative employees use this role to approve or deny Study Fund Requests. **Kathy Jones holds this role for the Department of Health Education and Behavior. Always list her as a study team member when setting up an HSP account.**