

Research Checklist for **New Researchers, Residents, Fellows & Students**

- REQUIRED- CREC Program Certification**
 - ✓ Required for all study staff and investigators. The CREC Program provides documented training in the protection of human subjects in research. Visit the following webpage for complete information:
 - <https://case.edu/research/faculty-staff/education-and-training/continuing-research-education-credit-crec> or search “CWRU CREC” in your web browser.
 - **CITI Human Subjects Protection Training (CITI Biomedical Group 1 Basic course).** Non-UH employees also need to complete the CITI HIPS course.
- REQUIRED- UH Research Credentialing**
 - ✓ For **non-employees of UH** who plan to access UH PHI, patients, property or equipment. Also grants the user a UH title and email address. Read [SOP GA 103: Research Credentialing](#).
- REQUIRED- UH Investigator Training**
 - ✓ Available via UH GPS. [UH Investigator Training](#) is required training for all investigators and recommended for all others.
 - ✓ UH Investigator training is a series of videos across five modules that serves as an introduction and detailed overview of the research process at University Hospitals.
- REQUIRED- Clinical Research Orientation**
 - **OPTION 1- for Principal Investigators (PIs) and Physicians**
 - **OPTION 2- for all Staff & Non- Employees involved in Research**
 - ✓ Contact ResearchCompliance@UHhospitals.org to register.
- Sign up for the **UH Research Listserv**
 - ✓ Email ResearchCompliance@UHhospitals.org.
- Use the **UH Research Roadmap** Navigation Guide to help learn the [UH research process](#).
 - **Accessing PHI for research requires prior IRB approval.**
 - **Accessing PHI for preparatory to research requires prior Privacy Office approval per UH Research [SOP GA 102: Use and Disclosure of Protected Health Information Preparatory to Research](#).**
 - **If you are involving information from four (4) or more individuals that constitutes a chart review and requires IRB review and approval before collecting data. If you have any questions about whether an activity is research, you must contact the IRB before conducting that activity.**
- Check out our [education catalog](#) and sign up for classes.
 - ✓ Identify sessions of interest, sign up and block your schedule before it fills up, or reach out to schedule one-on-one or group sessions that work with your team’s schedule.
 - ✓ We can also customize education based on your needs and interests, and come to your location.
- Set up your account in the **SpartaIRB** electronic IRB submissions system.
 - ✓ Visit the [SpartaIRB Info page](#) and click on SpartaIRB New User Request.
- Come to **IRB Walk-In Hours** to receive one-on-one project specific help or to ask about the SpartaIRB system. The schedule is available on the main [IRB Webpage](#) or contact the IRB at 216-844-1529.
- Contact me for help developing a customized learning plan; or add a meeting to my outlook calendar to discuss.

Carrie O’Neill, Manager, Office of Research Compliance, Education & Outreach
Carrie.O’Neill@UHhospitals.org | 216-286-2283

www.UHhospitals.org/Clinical-Research/For-Researchers