

Memo

To: Human Subjects Researchers

From: William M Pierce Jr., PhD, Interim Executive Vice President for Research
Larry N. Cook, M.D., Executive Vice President for Health Affairs
Shirley Willihnganz, PhD, Executive Vice President and University Provost

Date: 03/15/2010

Re: Changes to Human Subjects Protection and HIPAA for Research Training – Effective April 5, 2010

Human Subjects

Successful completion of CITI Basic and Refresher courses will provide a two year certification period. For example, if an individual completes the Basic or Refresher course on April 5, 2010, the next renewal will be due on or before April 5, 2012. Expiration intervals will be assessed based upon the date of training and will no longer added to the last tracked expiration date. When all refreshers for a given CITI group are exhausted, the researcher can either retake the Basic course or complete another approved human subjects protection continuing education offering.

HIPAA for Research

Successful completion of HIPAA Fundamentals and Refresher Courses will also provide a two year certification period. For those who begin either the fundamentals or refresher course before April 5, 2010, but complete the requirement after April 5, 2010, the two year certification will be applied. New refresher courses will be added on two year intervals highlighting areas of emphasis in HIPAA regulations, as applied to research.

Researchers can review personal certification status by running UBM-PI-30 on University reports. You can access the report by following the steps below:

1. Log onto ULink
2. Under the Faculty / Staff Tab, select University Reports (it is in its own self titled box)
3. On the next screen, click on the Folders link
4. On the next screen, click the '+' next to Public Folders to expand the folder list
5. Click the + next to Financials to expand the folder list.
6. UBM-PI 30 exists in the following folders; individuals should select the folder they have access to in order to run the report. If you discover you do not have access and need access to the training information, please send an email with the access request to ori@louisville.edu
 - a. Financials – Launch
 - b. Financials – PI
 - c. Financials – Research Integrity
7. Once you have opened the report, follow the prompts to run and print.