Office of Clinical Trials Research

Renewal Procedures for UVM Faculty and Staff

For the purposes of this guideline, clinical research activities include all research projects utilizing human tissues that are acquired within UVM Medical Center, in addition to projects involving direct patient interface or health record data review. Overall, if UVM research personnel are inside UVM Medical Center for research purposes (even if this does not include subject contact), they are required to be credentialed.

As the current UVM Medical Center Identification badges for UVM Research staff expire annually on June 30th, it is imperative that researchers complete credentialing to obtain a new badge prior to June 30th. To renew an employee's credentials, please submit the following documents through the research credentialing portal:

- Documentation of completed UVM Medical Center mandatories for the current year. Completion of the UVM Medical Center mandatories is an annual requirement.
- Documentation of annual job performance
- Any updated documentation of licensure or certifications
- Current competency checklists and safety training logs
- Human Subjects Research Training (IRB Tutorial) AND Good Clinical Practice Training

We recommend this process be started early to ensure that new badges can be distributed prior to the June 30th expiration.

Once all the documentation is submitted to OCTR, materials will be reviewed to confirm the requirements have been met. Upon successful review, the employee will be notified that a new UVM Medical Center badge has been approved. UVM Medical Center Human Resources will issue a new research badge and it will be sent to the employee via interoffice mail.

Failure to comply by June 30th could result in denied IT access and UVM research staff will not be allowed to participate in UVMMC research activities until they have successfully fulfilled the credentialing requirements.

Link to FY'20 UVM Research Credentialing - Renewal Checklist