

Office of Clinical Trials Research

Job-Aid for UVM Research Credentialing Database (New, Renewal & EMRAP Students)

UVM Researcher Credentialing – New

Initial credentialing for UVM personnel engaged in clinical research at the University of Vermont Medical Center.

Link to UVM Research Credentialing - New Checklist,
<https://comis.med.uvm.edu/Checklist/default.aspx?guid=219FCC0C-9182-4285-B617-82FDB4E445F3>.

Please log in using your COMIS net id/password (as CAMPUS\netid) or M number.

Campus Address, Campus Phone, email Address:

Please enter this information as text.

Research Title – We are limiting the research titles for consistency, please choose the one that is most appropriate for your research position.

Please choose from the drop down box.

Department:

Please choose from the drop down box.

Principal Investigator:

Please enter the Principal Investigator you are conducting research with, if multiple, please separate by comma.

Position Description,

CV (Resume or Biosketch),

2017 Performance Evaluation (Offer Letter or Appointment Letter):

For each category, please upload the appropriate pdf documents.

2017 Mandatories:

Please upload the summary pdf document showing completion of UVM Medical Center mandatories. Printing instructions,

http://contentmanager.med.uvm.edu/docs/how_to_print_the_uvmmc_mandatories0f6aece4b8896cc59be4ff0000359472/clinical_trials_documents/how_to_print_the_uvmmc_mandatories.pdf?sfvrsn=4

UVM Human Subjects & Research Training:

Please upload pdf showing completion certificate for **both** Human Subjects in Research and Good Clinical Practice Training:

Link to print Human Subjects Tutorial & Good Clinical Practice Training certificate of completion,
<http://www.uvm.edu/irb/education/TutorialCOMPLETION.htm>

Licensure and Certifications:

Please upload pdf copies of any position-specific credentialing and licensure as appropriate. Due to the limitations of the system, all fields are required. If this is not applicable, please upload a pdf that indicates not applicable.

UVM Medical Center Non-Employee Confidentiality Agreement:

Please print the UVM Medical Center Non-Employee Confidentiality Agreement, http://contentmanager.med.uvm.edu/docs/non-employee_confidentiality_form_11-18-14/clinical_trials_documents/non-employee_confidentiality_form_11-18-14.pdf?sfvrsn=2, sign/date and then upload the pdf to the database checklist.

Please read the UVM Medical Center Grievance Policy:

http://contentmanager.med.uvm.edu/docs/grievance_policy_customer_feedback/clinical_trials_documents/grievance_policy_eff_9_30_16.pdf?sfvrsn=4, and affirm that you agree with the terms.

UVM Researcher Credentialing – Renewal

If you are currently credentialed by OCTR and will be renewing your UVM research credentialing.

Link to UVM Research Credentialing - Renewal Checklist,

<https://comis.med.uvm.edu/Checklist/default.aspx?guid=E3DBED09-D3C6-41D8-BFD7-1C0DF0C81129>

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2017 Performance Evaluation/Appointment Letter:

Please upload pdf evidence of annual evaluation with documentation of ongoing competency or an appointment letter.

2017 Mandatories:

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http://contentmanager.med.uvm.edu/docs/how_to_print_the_uvmmc_mandatoriesOf6aece4b8896cc59be4ff0000359472/clinical_trials_documents/how_to_print_the_uvmmc_mandatories.pdf?sfvrsn=4

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UVM Researcher Credentialing – EMRAP Students

Link to UVM Research Credentialing – EMRAP Students Checklist,
<https://comis.med.uvm.edu/Checklist/default.aspx?guid=9C8C15AA-177D-4214-870C-C9750CA89476>

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Position Description:

Please upload the pdf document provided by Michael O’Keefe.

2017 Mandatories:

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http://contentmanager.med.uvm.edu/docs/how_to_print_the_uvmmc_mandatoriesOf6aece4b8896cc59be4ff0000359472/clinical_trials_documents/how_to_print_the_uvmmc_mandatories.pdf?sfvrsn=4

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