**Requesting a Guest Account &
Initiating Onboarding (Including Background Checks) for
College of Medicine Research Contributors and Youth Research Observers**

Part 1 of this document provides information for Principal Investigators (PI) who wish to request a guest account and initiate onboarding for College of Medicine Research Contributors and Youth Research Observers (as applicable).

Part 2 provides step-by-step instructions for requesting a guest account and initiating the onboarding process.

Part 1 Information

Definitions

1. **Research Contributors:**

   a. Persons under the age of 18 who are currently enrolled for academic credit or accepted for enrollment at Ohio State; or currently employed by Ohio State; or

   b. Current Ohio State students and employees; or

   c. Non-Ohio State-affiliated researchers collaborating on an Ohio State research study via an Individual Investigator Agreement (IIA), Institutional Review Board (IRB) Authorization Agreement (IAA), or Memorandum of Understanding (MOU) (e.g., a researcher at the University of Miami collaborating on a COM research study or a researcher not affiliated with a home institution and collaborating on a COM research study)

2. **Youth Research Observers (YRO):**

   a. Youths (16 and 17 only) that are part of the COM Youth Research Observation Program; and

   b. Not enrolled for academic credit and not accepted for enrollment at Ohio State; and

   c. Not employed by Ohio State; and

   d. Not currently participating in other COM youth programs (e.g., Explorations in Neuroscience Summer Camp); and

   e. Not permitted to actively participate as research study personnel but are permitted to assist in the support of research, as observers.

For more information about COM Research Contributors, Youth Research Observers and the COM Youth Research Observation Program, please read the Guidelines for Research Contributors and Youth Research Observers.

Guest Accounts

Research Contributors and Youth Research Observers (in limited circumstances) may require a guest account to access certain research resources (e.g., Online Risk Assessment Tool [ORAT]). A guest account only provides a username and password for accessing Ohio State systems and not access to specific systems (e.g., IHIS) that would require additional approvals.

The Ohio State University (Ohio State) Guest/Non-Employee Population (NEP) Information form found at my.osu.edu, is used to create a new guest relationship or non-employee at Ohio State (i.e. contractor, vendor or individual affiliated with but not paid by Ohio State or Ohio State University Wexner Medical Center [OSUWMC]).

All non-employees requiring access to electronic resources determined to involve restricted institutional data or a critical system are required to have cleared a background check before access is considered in accordance with (IAW) The Information Security Control Requirements (ISCR) and Human Resources policy Background Check, 4.15.

The following pertains to the NEP:

1. Research Contributors and Youth Research Observers (in limited circumstances) with a need to access systems, must be sponsored by a current Ohio State employee. The Principal Investigator (PI) of the study will serve as the Primary Sponsor of the guest account. A Secondary Sponsor (different from the Primary) is also required. Both the Primary and Secondary Sponsors will be notified upon submission of the guest account request (even if performing the request themselves). At least one Sponsor is responsible for extending or terminating guest account privileges as appropriate.

2. Both the Primary and Secondary Sponsors are responsible for the accuracy of the information provided on the NEP Information form.

3. The direct supervisor of the Sponsors will be required to approve guest account requests within 14 calendar days. The supervisor will receive an email notification with instructions to provide approval.

There are two types of OSUWMC guest accounts:

1. Ohio State affiliated (employee or student)
2. Non-Ohio State affiliated (also, non-employee population [NEP])

Sponsors must carefully consider if the Research Contributor, whether Ohio State affiliated or not, requires a guest account to perform their assigned duties. Guest accounts should not be requested without a legitimate reason. Below are some examples:

Example 1

Lily is an employee in the College of Engineering and has been added to an Ohio State College of Medicine (COM) Institutional Review Board (IRB)-approved study as study team personnel. Their role/responsibilities on the research team will require them to have access to an OSUWMC system such as IHIS, Ohio State's electronic health record (EHR). Does Lily's role/responsibilities on the study team provide for a legitimate reason to request a guest account?

Yes! Lily's role/responsibilities on the study warrant a guest account request because Lily does not, in their employment position, have access to OSUWMC systems, such as IHIS.

Example 2

Joaquin is a researcher at the University of Hawaii. Dr. Jordan, a COM researcher at Ohio State, has added Joaquin to their Ohio State Institutional Care and Use Committee (IACUC)-approved study as study personnel. An online risk assessment, via the online risk assessment tool (ORAT) is required of Joaquin, since their role/responsibilities on the study will include experimentation on animals and access to animal labs and the vivarium. Does Joaquin's role/responsibilities on the study team provide for a legitimate reason to request a guest account?

Yes! Joaquin's role/responsibilities on the study warrant a guest account request because the ORAT cannot be accessed without a username/password, and because they are not an Ohio State affiliated researcher with current access to Ohio State systems.

Example 3

Maryn is an Ohio State student who has been added to a COM IRB-approved study as study team personnel. Their role/responsibilities on the research team will not require them to have access to an OSUWMC system. Does Maryn's role/responsibilities on the study team provide for a legitimate reason to request a guest account?

No! Maryn's role/responsibilities on the study does not warrant a guest account request because Maryn will not have a need to access information from an OSUWMC system.

Principal Investigator (PI) Responsibilities

1. Do not submit a request for a guest account until after the IRB, IACUC and/or Institutional Biosafety Committee (IBC) has approved addition of the Research Contributor onto the study team (as applicable).

2. Serve as Primary Sponsor of the Research Contributor's guest account.

3. Ensure that the Research Contributor completes any required training IAW IT policies and procedures, and retain documentation of training.

4. Ensure that the Research Contributor completes any required onboarding IAW Ohio State policies and procedures.

5. Comply with any IT point of contact (POC) request for information (RFI) in relation to the Research Contributor's guest account.

6. Ensure that authorized guest accounts are not abused or otherwise used in a manner inconsistent with approval.

7. Notify the appropriate IT POC when the Research Contributor's guest account is no longer required if earlier than expiration date.

Research Contributor Responsibilities:

1. Comply with any IT POC request for information (RFI) in relation to your guest account.

2. Ensure completion of any required training IAW IT policies and procedures, and retain documentation of training.

3. Ensure that the authorized guest account is not abused or otherwise used in a manner inconsistent with approval.

Part 2 Instructions

Process for Ohio State-affiliated Research Contributors (Guests):

1. <u>PI or Designee:</u> Login to <u>Identity and Access Management</u> (ext. link)

    1.1 Add New Guest → Continue

    1.2 Enter Guest's Relationship Role → e.g., Ohio State employee at OSUWMC, Ohio State Student

          1.2.1 Ohio State employee at OSUWMC

               1.2.1.1   Enter Guest's Detailed Role → Other Ohio State employee

          1.2.2 OSU Student

               1.2.2.1   Enter Guest's Detailed Role→ College of Medicine

    1.3 Enter Guest's Ohio State Username → (i.e., Name.#)

    1.4 Enter Guest's Name → (i.e., First/Last)

    1.5 Enter Guest's Ohio State Email Address → Name.#@osu.edu

    1.6 Enter Guest Account Start Date → (e.g., today or within 30 days from today)

    1.7 Enter Guest Account Expiration Date

          1.7.1 End date may be 364 days or less (e.g., Guest Account Start Date is 11/15/2021, expiration is 11/14/2022).

          1.7.2 PI or Designee sponsor will receive an email prior to guest account expiration and must respond as to whether the guest account should be deactivated or renewed. Failure to respond will result in deactivation at the time of expiration.

    1.8 Enter Primary Sponsor Name → (i.e., PI or Designee lastname.#)

    1.9 Enter Alternate Sponsor Name → (i.e., PI or Designee lastname.#)

    1.10 Enter Guest Administrator Name → (e.g., Department Administrator Last/First from pull-down menu)

1.11 Approver → (i.e., select Primary Sponsor's manager from pull-down menu)

1.12 Enter Campus Name → (e.g., Columbus)

1.13 Is Clinical → YES if access for REDCap is in a clinical setting

1.14 Is Research → YES

1.15 Title → Research Contributor (see Note in 1.15.2).

> 1.15.1 Note: May be Youth Research Observer in very limited cases, confirm with College of Medicine Office of Research Compliance Team (COMOR-CT) at COMResearchCompliance@osumc.edu if unsure
>
> 1.15.2 Note: Do NOT use the title Research Collaborator or Research Volunteer. The only valid titles are Research Contributor or Youth Research Observer (in limited circumstances).

1.16 Enter Business Reason → Enter Study ID Number(s) (e.g., 2021H1234) and systems to be accessed (e.g., REDCap)

Process for Non-Ohio State-affiliated (NEP) Research Contributors (Guests):

1. <u>PI or Designee</u>: Login to [Identity and Access Management](#) (ext. link)

1.1 Add New Guest → Continue

1.2 Enter Guest's Relationship Role → Contractor/Vendor/Other

1.3 Enter Guest's Detailed Role → Medical Center (MC) Other

1.4 Enter Guest's Name → (i.e., First/Last)

1.5 Enter Guest's Email Address→ Non-OSU email address

1.6 Enter Guest Account Start Date → (e.g., today or within 30 days from today)

1.7 Enter Guest Account Expiration Date

> 1.7.1 End date may be 364 days or less (e.g., Guest Account Start Date is 11/15/2021, expiration is 11/14/2022)
>
> 1.7.2 PI or Designee sponsor will receive an email prior to guest account expiration and must respond as to whether the guest account should be deactivated or renewed. Failure to respond will result in deactivation at the time of expiration.

1.8 Enter Primary Sponsor Name → (i.e., PI or Designee lastname.#)

1.9 Enter Alternate Sponsor Name → (i.e., PI or lastname.#)

1.10 Enter Guest Administrator Name → (e.g., Department Administrator, Last/First from drop-down menu)

1.11 Approver → (i.e., select Primary Sponsor's manager from pull-down menu)

1.12 Job Management Organization

    1.12.1 Use drop-down to indicate Name/Cost Center Number/Department/Division

1.13 Enter Campus Name → (e.g., Columbus)

1.14 Is Clinical → YES if in a clinical setting

1.15 Is Research → YES

1.16 Title → Research Contributor

    1.16.1 Note: May be Youth Research Observer in very limited cases, confirm with College of Medicine Office of Research Compliance Team [COMOR-CT] if unsure

    1.16.2 Note: Do NOT use the title Research Collaborator or Research Volunteer. The only valid titles are Research Contributor or Youth Research Observer (in limited circumstances).

1.17 Enter Business Reason → Enter Study ID Number(s) (e.g., 2021H1234) and systems access to be accessed (e.g., REDCap)

Background Check and Onboarding Process:

1. Access to Systems other than REDCap:

    1.1 PI or Designee: Submit a Background Check Request (ext. link) in eServices (ext. link).

    1.2 Complete fields for:

        1.2.1 Sponsor (PI) Information: MedCtrID, Name, Phone, Email Address

    1.2.2   Applicant Information: First Name, Last Name, Legal Name, Affiliation (College of Medicine), Date of Birth

    1.2.3   Working Details: Department Name, Job Title (Research Contributor (or occasionally, Youth Research Observer), Copy to Credentialing? (No)

    1.2.4   Sponsor's Email Address

1.3 Click Submit

    1.3.1   Submitter will receive emails from eServices with an ID Processing ticket number, Badge Application Request number, and a Background Check Request number

    1.3.2   Approvals can be checked in eServices used the ID Processing ticket number and/or Background Check Request number.

2.   <u>Access to REDCap</u>:

   2.1 <u>PI or Designee</u>: Submit request via [eServices Onboarding](#) ([ext. link)](#)

   2.2 Click Onboarding Guide

Background Check for Ohio State-affiliated Individuals (Employees Only):

1.   If the guest account request is for a current COM employee whose background check was performed greater than one year ago, a new background check is required.

   1.4 <u>PI or Designee</u>: Submit a [Background Check Request](#) (ext. link) in [eServices](#) (ext. link).

   1.5 Complete fields for:

    1.5.1   Sponsor (PI) Information: MedCtrID, Name, Phone, Email Address

    1.5.2   Applicant Information: First Name, Last Name, Legal Name, Affiliation (College of Medicine), Date of Birth

    1.5.3   Working Details: Department Name, Job Title (Research Contributor (or occasionally, Youth Research Observer), Copy to Credentialing? (No)

    1.5.4   Sponsor's Email Address

   1.6 Click Submit

1.6.1 Submitter will receive emails from eServices with an ID Processing ticket number, Badge Application Request number, and a Background Check Request number

1.6.2 Approvals can be checked in eServices used the ID Processing ticket number and/or Background Check Request number.

Background Check for Non-Ohio State-affiliated Research Contributors (and Ohio State Students):

1 <u>PI or Designee</u>: Submit a <u>Background Check Request</u> (ext. link) in <u>eServices</u> (ext. link).

1.1 Complete fields for:

1.1.1 Sponsor (PI) Information: MedCtrID, Name, Phone, Email Address

1.1.2 Applicant Information: First Name, Last Name, Legal Name, Affiliation (College of Medicine), Date of Birth

1.1.3 Working Details: Department Name, Job Title (Research Contributor (or occasionally, Youth Research Observer), Copy to Credentialing? (No)

1.1.4 Sponsor's Email Address

1.2 Click Submit

1.2.1 Submitter will receive emails from eServices with an ID Processing ticket number, Badge Application Request number, and a Background Check Request number

1.2.2 Approvals can be checked in eServices used the ID Processing ticket number and/or Background Check Request number.

<u>Questions:</u> For questions about this document, please contact COMOR-CT at COMResearchCompliance@osumc.edu. For questions about the Guest Account Request Process, please contact COMRTS at COMRTS@osumc.edu.