Office of Sponsored Programs and Research Support (OSPARS)

Guidance:
IMS Requests to Access UPMC Restricted Clinical Applications For Research Purposes (Non UPMC Employees)

Requests to access UPMC restricted clinical applications for non-employees for the conduct of an IRB-approved research study can be made via IMS through MyHub or https://ims.upmc.com/.

To ensure that these research-related IMS requests are correctly routed to OSPARS for review and approval, follow the instructions below:

1) **Choose “Researcher” Category**
   When entering non-employee information, choose “Researcher” category by using the pull down menu under “Non-Employee-Type” (See screen shot below).
2) In the IMS “Requestor Comments” section, provide study numbers, e.g., IRB approved protocol number, OSPARS or CORID number.

Upon receipt of the IMS request, OSPARS reviewers will contact requestor/requestee for addition information. Complete and return the form, **OSPARS Review of IMS Requests for Research Purposes**.

In order to receive approval to access UPMC clinical applications for research purposes, the following requirements must be met:

a) The request is for the conduct of an IRB approved research protocol
b) Requestee has completed HIPAA training module, **HIPAA Researchers Privacy Requirements (Formerly RPF Module 6)**
c) The IRB approved research study:
   a. Is reviewed by or registered with **Center for Assistance in Research Using eRecord** (CARe); OR:
   b. If not reviewed by or registered with CARe, the study meets CARe review exception criteria per **UPMC policy HS-RS0005, Access, Acquisition and Disposition of Electronic Protected Health Information for Research Purposes** (see p. 3 of policy)

- If you have questions on processes regarding IMS requests for research purposes, contact **OSPARS@upmc.edu**.
- For questions regarding IMS requests NOT related to a research project, contact IMS at **imsrequest@upmc.edu** or Help Desk: 412-647-4357.