1. Managed by Eskenazi Health Medical Staff Affairs Department.
2. Research credentialing is required one time (vs. for each research study).
3. Research personnel required to be credentialed include:
   1. Research personnel who will have no patient contact and their research is limited to accessing and/or the collection of Eskenazi Health data, Private Health Information (PHI) or Personally Identifiable Information (PII) for research purposes. This includes chart reviews.
   2. Research personnel who will physically be at any Eskenazi Health site for any portion of their research project.
   3. Research personnel with patient contact for the purpose of conducting research, this includes:
      1. Recruiting subjects
      2. Research discussions such as providing study and/or informed consent information and performing the informed consent process.
      3. Administering questionnaires and/or surveys, collecting data or introducing research related educational tools.
      4. Research study interventions such as vital signs, physical assessments, investigational devices, administration of study related drugs, vaccines, or dietary supplements, and performance of a diagnostic or therapeutic procedures, including biospecimen collection (Tissue, Blood, Swabs, urine etc.).
4. Currently credentialed Medical Staff and Allied Health Staff and IU School of Medicine residents/fellows tracked by Medical Staff Affairs are not required to complete the Medical Staff Affairs research credentialing process.
5. At a minimum, the following will be required for EACH person requesting research credentialing:
   1. Research Credentialing Application
   2. Eskenazi Health Confidentiality and Information Form
   3. Eskenazi Health IRB Projects Template - This document needs to be updated when there are changes to the study team and/or to add or remove studies that study team is conducting.
6. If the applicant's Eskenazi Health research activity will require the applicant to be **PHYSICALLY ON SITE**  
   at any Eskenazi Health facility, the applicant **MUST** also provide:
   1. Tuberculin Skin Test Results (TB) Documentation (Required only once and must be completed within the last 6 months)
   2. Influenza Vaccination Documentation
      1. If a flu shot has not been received within the past 12 months, this requirement will be waived until the subsequent immunization season.
      2. Flu shot documentation is required on a yearly basis.

An Eskenazi Health ID badge will NOT be issued without the Medical Documentation [a, b, c, above]

1. If after the submission of the initial credentialing request(s) for an individual study, the research personnel has new credentialing requests and/or changes to the research personnel (including terminations), these requests and/or changes should be emailed to Eskenazi Health Medical Staff Affairs at [ResearchCredentialing@eskenazihealth.edu](mailto:ResearchCredentialing@eskenazihealth.edu).