## New Investigator Guidelines

### Suicide Assessments for Research Subjects or Subject Screening

Many researchers often ask about depression and/or suicidal ideation during screening or as part of a research protocol. The IRB’s goal is to protect human subjects; whereas, this guideline was created to ensure that research teams have an emergency plan to address circumstances where a subject or potential subject is suicidal.

For more information referring to the emergency plan elements the IRB is looking for in your protocol; if interactions with (potential) subjects are entirely online; and if the suicidality plan should be mentioned in the informed consent form, please refer to [http://irb.ufl.edu/wp-content/uploads/Suicide-Assessment-for-Research-or-Subject-Screening.pdf](http://irb.ufl.edu/wp-content/uploads/Suicide-Assessment-for-Research-or-Subject-Screening.pdf).

### Social Security Numbers and Research

Social Security Numbers (SSN) can be collected for research; however, the researcher must state such permissions for collection and use and limit the collection to the purpose(s) stated.

**SSNs may be collected for the following:**

- Tax identification and other purposes mandated by state and federal law.
- Use of a unique identifier for a national registry or database where there is a potential for duplicate registration, and no other means of unique identification exists.
- Matching existing records/specimens to those contained in another set (SSNs should be destroyed prior to analysis).
- Studies requiring searches of the Social Security Death Index (SSDI).

**SSNs may NOT be collected for:**

- Use as a unique identifier when other means of unique identification would suffice (i.e., subject ID).
- Labeling of stored biospecimens.
- Convenience.
- An identifier to facilitate future contact with subjects.

Of the approved purposes for collecting SSN for research, tax reporting is the only purpose that DOES NOT require Privacy approval. All other purposes must be approved by the University Privacy Office. The procedure and a link to the form to request permission to collect or use SSNs can be found on the Privacy Office’s website. [Link to http://privacy.ufl.edu/privacy/social-security-number-privacy/](http://privacy.ufl.edu/privacy/social-security-number-privacy/) Approval forms should be uploaded in Miscellaneous Attachments section of myIRB.
Investigators and research staff must comply with all privacy policies regarding the collection and use of SSNs. For more information on collection and use of SSNs, please see visit the Privacy Office’s website. [Link to http://privacy.ufl.edu/privacy/social-security-number-privacy/]


Upcoming Common Rule changes and retrospective chart reviews

The regulations regarding record review approvals are changing with the Common Rule changes being implemented in January 2019. The changes require an update to the IRB submission system. Please note that retrospective record reviews cannot be accepted for review after January 10, 2019 until January 21, 2019. Any retrospective record review that is in the review process must be approved by January 17, 2019 or it will need to be re-submitted after January 21, 2019 following the new path. We will do our best to get all the retrospective record reviews approved prior to January 17, 2019, but please respond to changes requested in a timely manner to assist with the process. Thank you.

Please note after January 17, 2019, any revision to a retrospective chart review that has been approved under exempt category 4 will require a new study submission. Revisions will not be permitted.

New social-medial recruitment guidelines for research teams

Are you interested in using social media to recruit participants to a research study? Guidelines for University of Florida research teams are now available at http://research.ufl.edu/wp-content/uploads/socialmedia.pdf, linked from the Human Research Protection Program page, http://research.ufl.edu/hrpp.html under the first section, HRPP Policies & Guidelines. These guidelines were previewed at the Nov. 7 IRB brown-bag session. The Office of Clinical Research will host a question-and-answer session for anyone interested in learning more, at its regularly scheduled monthly Clinical Research Forum, 9:30 a.m. Tuesday, Dec. 18 at the Shepard Broad Building.

In conjunction with the guidelines, the UF Clinical and Translational Science Institute (CTSI) Recruitment Center has also launched the UF Studies Facebook page as a central resource for study advertising. The Recruitment Center will also be available to answer questions at the information session. A CTSI-facilitated committee convened stakeholders across the institution to develop and pilot the guidelines through a yearlong process. The committee includes representatives from the UF IRB and UF’s general counsel, information security, privacy and research offices. The committee has been supported by a CTSI/UF Health Communications workgroup of subject-matter experts, including communication professionals and researchers, a recruitment coordinator, community-engagement specialists, a regulatory navigator, and a bioethics and legal expert. Feedback sessions with investigators and study coordinators also informed the guidelines.

Workgroup members are available to make presentations to other groups on campus after the Office of Clinical Research session. Contact Meghan Meyer, CTSI Associate Director, Communications if you are interested in scheduling a presentation for your department or unit.
The guidelines are a living document and will continue to evolve in response to feedback, lessons learned and the changing social-media and regulatory landscape. Please do not hesitate to let us know if you have feedback.

Announcement sent on behalf of the Social Media in Research Committee: Andrew Eisman, Dianne Farb, Ira Fischler, Cheryl Granto, David Lewis, Peter Iafrate, Michael Mahoney, and David Wilkens.