



Scholarly Project Submission and Review Guideline

RGO@ahu.edu

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1. Terminologies

AHU = AdventHealth University

HSR = Human Subject Research

NHSR = Non-Human Subject Research

PI = Principal Investigator

QI/QA = Quality Improvement/Quality Assessment

RGO = Research and Grants Office

SubI = Sub Investigator

WPE = Whole Person Education

2. Research and Grants Office Mission, Functions, and Responsibilities

2.1 Mission

The mission of the AdventHealth University (AHU) Research and Grants Office (RGO) is to coordinate and facilitate the development and execution of research studies and other scholarly projects that are consistent with AHU's overall mission, including Whole Person Education (WPE).

2.2 Functions and Responsibilities

AHU personnel will initiate and conduct research and scholarly projects that may include, but are not limited to, education, basic science, clinical, Whole Person Education, technological

advancement, and business. The RGO, with the recommendations of the Research Oversight Committees, is responsible for and holds final authority over the administration, management, direction, and conduct of all research and scholarly projects within AHU campuses.

The RGO personnel assist faculty, staff, students, and field scientists who wish to collaborate with AHU investigators.

2.3 AHU Personnel Responsibilities

AHU personnel are required and responsible for submitting all research studies and scholarly projects involving data collection (whether retrospective or prospective) to the RGO for the appropriate Oversight Committees.

These projects can involve the following, but are not limited to:

- Research study (Human Subject Research - HSR and Non-Human Subject Research - NHSR)
- Scholarly projects (Quality Improvement/Quality Assessment – QI/QA, Case-Study/Case-Scenario)
- Projects where AHU personnel (staff, faculty, students, and Hope Clinic patients) are used as the sample
- Projects where data collection occurs at AHU facilities (all campus locations, laboratories, classrooms, and Hope Clinic)
- Student scholarly projects/capstones conducted as partial fulfillment of graduation responsibilities.

Note that scholarly projects that do NOT involve data collection are not required to be submitted to the review of the RGO and the Oversight Committees. These projects involve the following, but are not limited to:

- Literature review (traditional, systematic, scope, etc.)
- Creation of educational modules, without data collection.

Data collection without formal approval from the AHU Research and Grants Office (RGO) and the Oversight Committees will be considered "Non-compliance in Research".

Data collection is the systematic process of gathering and measuring information on specific variables to answer questions, test hypotheses, and evaluate outcomes using methods such as surveys, interviews, observations, or sensors.

2.4 Misconduct in Research and Non-Compliance in Research

"**Misconduct in research**" refers to deliberate acts of fabrication, falsification, or plagiarism in Research.

"**Non-compliance in research**" means failing to follow established research protocols, regulations, or policies, which can be serious but may not necessarily involve intentional deception; essentially, misconduct is a more severe form of non-compliance involving deliberate manipulation of data, whereas non-compliance is simply not adhering to proper procedures.

2.5 Research Culture and Communication and Publication Repository

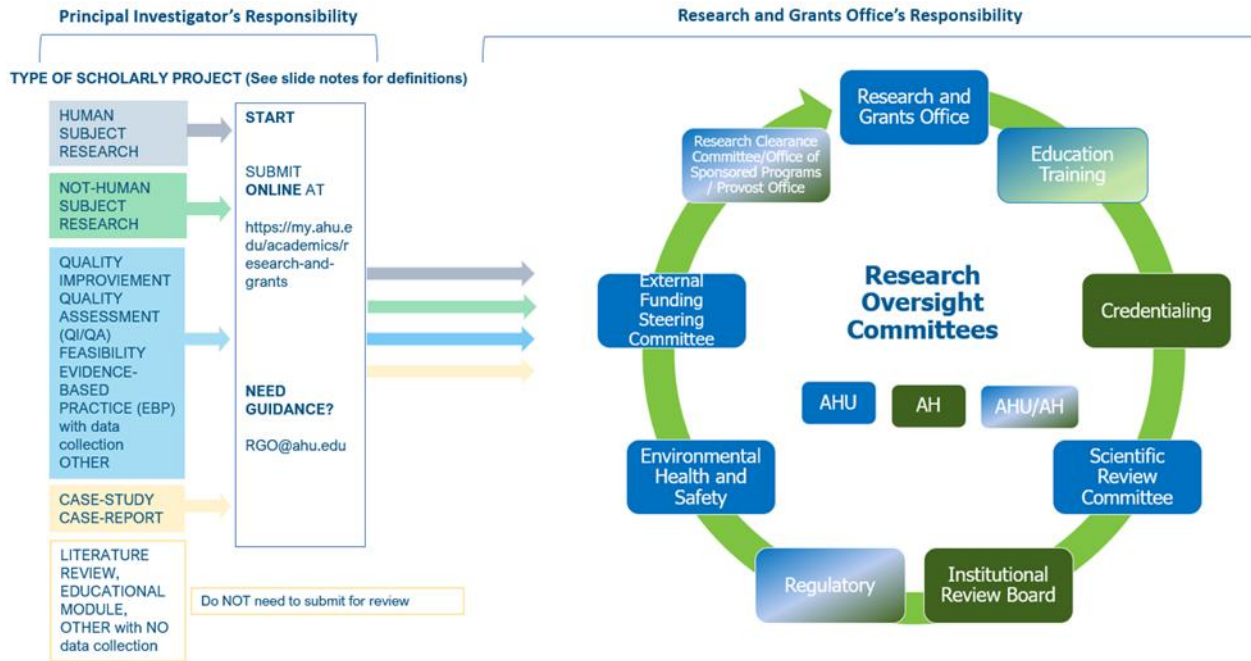
Research and scholarly activities at AHU are part of both the graduate program's curriculum and undergraduate efforts. Project development may be part of a faculty-independent effort in scholarship or of faculty mentorship for other faculty or students' capstone requirements. In addition, AHU recommends disseminating results through various university, regional, national, and international conferences, journals, and book publications. All disseminations are recorded on the **AHU Scholarly Repository** on the Library webpage.

2.6 Eligibility for Research and Other Scholarly Projects

Research at AHU is open to faculty, administration, staff, and students. The non-professional staff and students need a faculty sponsor or mentor to conduct research or scholarly projects. Professionals in private practice who wish to pursue research or scholarly projects that fit the mission of the AHU may request support from the RGO and/or find an AHU faculty or staff collaborator as the PI.

3. Scholarly Project Review Process

3.1 Workflow



3.2 Timeline

There is an **open submission system**, meaning any investigator may apply online at any time. The Research Oversight Committees will **conduct reviews during working days (WD)**. Holidays and school breaks are not considered working days.

The following is the average time to review a proposal **deemed completed when submitted online** (no need for any extra information or documentation from the Research Oversight Committees):

- RGO, Education and Training Team, Credentialing Team – 3 WD
- SRC – 10 WD
- Regulatory Team, IRB, EHS – 10 WD
- EFSC – 10 WD
- RICC, Provost Office, OSP, and RGO post-award communications – 3 WD

Totalizing 36 WD, when internal grants applications are included, and 26 WD for applications without internal grants.

3.3 Research Oversight Committees

The AdventHealth University (AHU) Scholarly Project Review involves several Research Oversight Committees, including:

- The **Research and Grants Office (RGO)** manages scholarly studies and website information applications and serves as a resource for investigators.
- The **Education and Training Team** checks specific education and training requirements.
- The **Credentialing Team** checks credentialing completion.
- The **Scientific Review Committee (SRC)** grants approvals based on the scientific merit of proposed studies. The SRC has four types of approval:
 - Approved as submitted (score 30-40)
 - Approved with recommendation(s) (score 20-29).
 - Approved pending required change(s) (10-19).
 - Change(s) required for resubmission (0-9).

Detailed information on the SRC review criteria is available in the document "AHU SRC Evaluation Rubric" at <https://my.ahu.edu/academics/research/guides-and-forms/application-documents>, under "General".

- The **Environmental Health and Safety Office (EHS)** ensures environmental protection, fire and life safety, emergency management, laboratory, chemical, biological, and radiation health and safety. The EHS has two types of approval:
 - Approval
 - Disapproval
- The **Regulatory Team** reviews administrative, terminology, billing, and injury-related information prior to submitting applications in IRBNet for IRB review and determination.
- The **Institutional Review Board (IRB)** grants approval based on the ethical merits of studies involving human subjects and determination of non-research for Quality

Improvement-Quality Assessment and non-HSR for Non-Human Subject Research. IRB has three types of review for HSR:

- Full Board:
 - applied for more than "minimal risk" to subjects.
 - not covered under other review categories.
- Expedited:
 - not greater than minimal risk.
 - fits one of the 9 Expedited Review Categories (defined by federal regulations 45 CFR 46).
- Exempt:
 - Less than "minimal risk."
 - Fits one of the 6 Exempt Categories (defined by federal regulations 45 CFR 46)
- The **External Funding Steering Committee (EFSC)** grants approvals for requested funds deemed necessary for study completion.
- The **Research Institutional Clearance Committee (RICC)** works in collaboration with the **Provost Office** and the **Office of Sponsored Programs (OSP)**, granting clearance for scholarly studies to ensure they are conducted in compliance with ethical and professional standards. They also ensure that contracts are in place when needed.

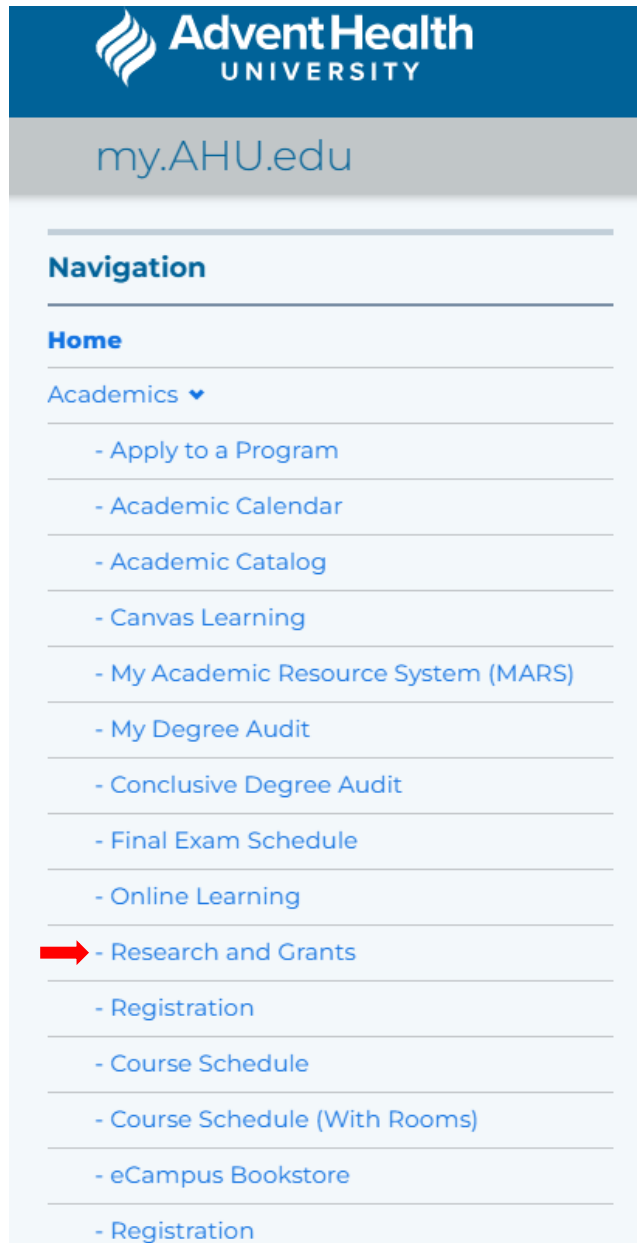
Once applications are submitted online, **the RGO is responsible for submitting the applied documents to the appropriate Research Oversight Committees.** The RGO will notify the PI of the committee's decisions and, when appropriate, email the approval letters.

Data collection cannot commence until all approval letters are obtained. The RGO will inform the investigators when the study has received approvals from all required parties.

4. AHU Research Website

Log in to **my.ahu**. On the left side of the screen, click on "**Academics.**" Scroll down until you find, in alphabetical order, the "**Research and Grants**" webpage.

Or use the **link** <https://my.ahu.edu/academics/research-and-grants>.



4.1 Research and Grants Office Contact

On the "Research and Grants" page at <https://my.ahu.edu/academics/research-and-grants>, the first subpage is the "**Contact page.**" There, you will find the RGO general contacts and other support contacts.

Advent Health UNIVERSITY
my.AHU.edu

my.AHU.edu Home ←

Research and Grants

Contact

Video Resources

Guides and Forms

- Application Documents
- Environment, Health and Safety
- Library Research Resources
- Poster Presentation Toolkit

View Revisions

Home » Academics

Research and Grants

Research and Grants Office (RGO): RGO@ahu.edu

Research Officer: leana.goncalvesaraujo@ahu.edu

Grants Manager: sheri.baeza@ahu.edu

4.2 Guides and Forms

The subpage "Guides and Forms" at <https://my.ahu.edu/academics/research-and-grants/guides-and-forms> is subdivided into the following:

Guides and Forms

- Application Documents
- Environment, Health and Safety
- Library Research Resources
- Poster Presentation Toolkit
- Regulations
- Scholarship Repository

4.2.1 Application Documents and Requirements

The application documents templates can be downloaded at <https://my.ahu.edu/academics/research/guides-and-forms/application-documents>.

Templates are separated by **type of scholarly project**:

- Human Subject Research (HSR)
- Non-Human Subject Research (NHSR)

- Quality Improvement/Quality Assessment (QI/QA)
- Case-Study/Case-Scenario
-

In the boxes below, you will find some definitions to help you categorize your study type.

Research: *Definition:* Under the federal Common Rule, "research" means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. In addition, if your project includes the use of a drug, device, or biologic, it may be subject to FDA regulations and require IRB review. While some activities are typically outside the realm of Research (e.g., operational activities such as defined practice activities in public health and medicine, or internal management activities such as quality improvement, quality assessment, and program evaluation), some of these activities may constitute Research in circumstances where there is a clear intent to contribute to generalizable knowledge.

Human Subject Research (HSR): *Definition:* According to 45 CFR 46, a human subject is "a living individual about whom an investigator (whether professional or student) is conducting Research:

- Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or
- Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens. "

Intervention includes both physical procedures for gathering information or biospecimens (e.g., venipuncture) and manipulations of the subject or the subject's environment performed for research purposes.

Interaction includes communication or interpersonal Contact between the Investigator and subject.

Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information that has been provided for specific purposes by an individual and that the individual can reasonably expect will not be made public (e.g., a medical record).

Identifiable private information is private information for which the identity of the subject is or may readily be ascertained by the Investigator or associated with the information.

An identifiable biospecimen is a biospecimen for which the identity of the subject is or may readily be ascertained by the Investigator or associated with the biospecimen."

IRB oversight: Human Subject Research (HSR) is governed by federal regulation under IRB oversight. *Examples* of this type of Research include drug trials, internet surveys, research involving risky behaviors or attitudes, and open-ended interviews with minors that contribute to generalizable knowledge.

Non-Human Subject Research: *Definition:* Any study that does not involve a human subject, or a clinical investigation as defined according to 45 CFR 46 as Human Subject Research.

IRB oversight: Studies that do not involve human subjects do not require IRB oversight. However, the IRB may provide a formal determination that the project does not involve human subjects.

Examples of this type of Research include studies in which there is no interaction or intervention with living individuals, and neither the provider of the specimens/data nor the recipient can link the specimens/data to identifiable individuals (living or dead); animal experiments; and cell culture studies.

QI/QA and Feasibility study:

Definition: There is no regulatory definition, but often QA/QI is described as "systematic, data-guided activities designed to bring about immediate (or nearly immediate) improvements in health care delivery, educational settings, and other systems to make changes that will potentially lead to better patient outcomes, better system performance, and better professional development.

IRB oversight: QI/QA is NOT subject to review as Research, as defined under federal regulation and IRB oversight. However, the IRB may provide a formal determination that the project is not Research.

Examples of this type of Research include ensuring new evidence-based interventions are incorporated into practice, improving an educational curriculum, and reducing inpatient admissions and length of stay.

Case-Study/Case Series and Case Report:

Definition: A case study is an intensive, systematic investigation of a single individual, group, community, or other unit, in which the researcher examines in-depth data on several variables. If information on more than three individuals is included, the case series is considered Research and therefore requires submission to the IRB.

IRB oversight: IRB does not oversee case studies.

Examples of clinical case reports or case studies include descriptions of an individual patient's rare diagnosis, history, and medical treatment.

Evidence-Based Practice (EBP):

Evidence-Based Practice (EBP), including literature review (traditional, systematic, or meta-analysis), educational module development, or other types of studies that do not have data collection, are NOT required to submit to the Research and Grants Office and receive approval from the Research Oversight Committees.

If you are unsure of the type of project, please contact the RGO at RGO@ahu.edu for an academic mentorship consultation.

Step-by-step to ensure you have all documents completed prior to the online submission:

- 1- Access the Application Document page at <https://my.ahu.edu/academics/research/guides-and-forms/application-documents>.
- 2- Choose the "type of project" you are developing.
- 3- Find the group of documents by project type.
- 4- Download the "1- INSTRUCTION Checklist," which lists the documents and requirements that must be completed prior to online submission.
- 5- Download and save all the templates listed in the checklist to your computer.
- 6- Complete the documents and requirements.

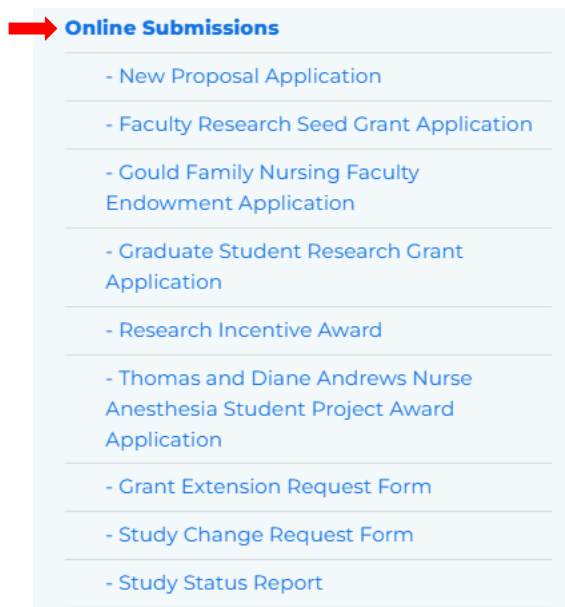
In addition, on this page, you will find the documents to apply for an **internal grant**.

- 1- Access the Application Document page at <https://my.ahu.edu/academics/research/guides-and-forms/application-documents>.
- 2- Find the group of documents called "Submission to Internal Grant".
- 3- Download the specific guideline.
- 4- Complete the Budget Excel Spreadsheet

If a student is completing the documents, ensure the PI/Faculty Mentor reviews them prior to submission.

4.3 Online Submissions Page

All applications (new proposal and internal grant) are submitted online at <https://my.ahu.edu/academics/research/online-submissions>.



4.3.1 New Proposal Application Page

To submit a new proposal, access the link: <https://my.ahu.edu/academics/research/online-submissions/new-proposal-application>.

Follow the step-by-step instructions to submit a new scholarly project.

- 1- Click on "New Proposal Application."
- 2- Select the type of project.

Research

Contact

Video Resources

Guides and Forms

- Application Documents
- Regulations
- Environment, Health and Safety
- Poster Presentation Toolkit

Online Submissions


- **New Proposal Application**
- Faculty Research Seed Grant Application

New Proposal Application

Select the type of study *

Definitions and additional information will be displayed below when you select a study type.

- Not sure
- Human Subject Research (HSR)
- Non-Human Subject Research (NHSR)
- Quality Improvement/Quality Assessment (QI/QA), Evidence-Based Practice
- Case Study/Case Report
- Literature review, educational modules development, or other types of projects with no data collection

- 3- Select 
- 4- The form is self-explanatory. Complete the form and upload all previously completed documents.
- 5- The Principal Investigator will receive an automatic email confirming the submission.
- 6- The RGO will notify the Principal Investigator of the Research Oversight Committees' decisions.

Note: Students may not be the Principal Investigator (PI).

4.4 Internal Grant Application

- 1- Access the application forms at <https://my.ahu.edu/academics/research/online-submissions>.
- 2- Select the internal grant page that you are applying for.

Online Submissions
- New Proposal Application
- Faculty Research Seed Grant Application
- Gould Family Nursing Faculty Endowment Application
- Graduate Student Research Grant Application
- Research Incentive Award
- Thomas and Diane Andrews Nurse Anesthesia Student Project Award Application
- Grant Extension Request Form
- Study Change Request Form
- Study Status Report

- 3- The Principal Investigator will receive an automatic email confirming the submission.
- 4- The RGO will notify the Principal Investigator of the Research Oversight Committees' decisions.

4.5 Information on Internal Grants

The "**Funding Resources**" subpage is located at <https://my.ahu.edu/academics/research/funding-resources>. It contains grant guidelines and deadlines, research expense terminology, and purchasing procedures.

Funding Resources
- Grant Guidelines and Deadlines
- Research Expense Terminologies and Human Resources Approved Rates
- Faculty Research Seed (FRS) Grant Award Purchasing Procedures
- Graduate Student Research (GSR) Grant Award Purchasing Procedures

4.6 Active and Archived Studies and Grants

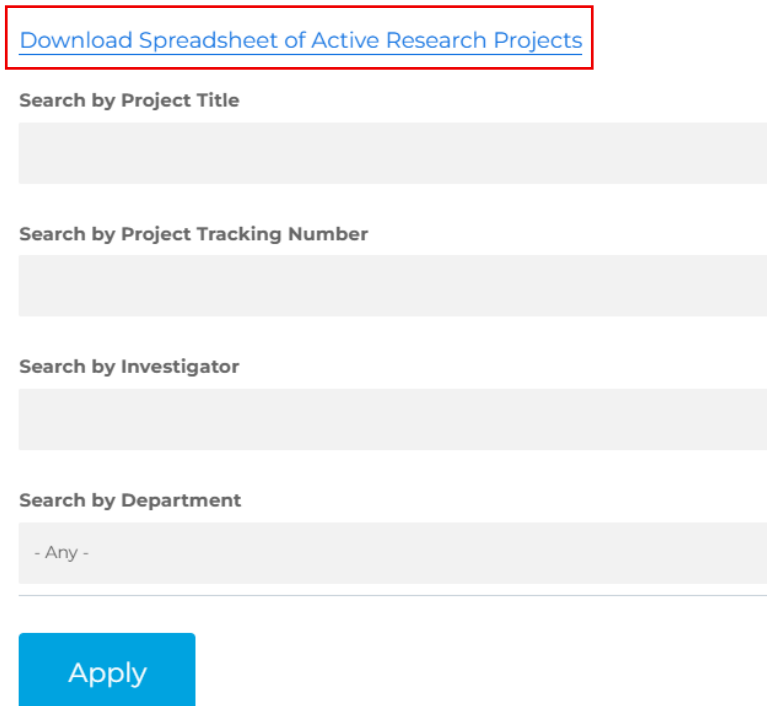
At <https://my.ahu.edu/academics/research/active-and-archived-studies-and-grants>, you can see and download the list of projects completed by AHU personnel that are still active or already archived. Access the pages "**Active Studies**" and "**Archived Studies**".



Active and Archived Studies and Grants

- Active Studies
- Archived Studies
- Grant Projects
- Scholarship Productivity Reports

Download all project information or search to find a specific one.



[Download Spreadsheet of Active Research Projects](#)

Search by Project Title

Search by Project Tracking Number
Search by Investigator
Search by Department

Apply

For each project, you can find the following information:

Project Tracking Number	Project Type	Project Title	Investigator Names	IRB/ACUC/EHS Data Approved	Department	Awarded Grant	Grant Amount	Grant Expiration Date
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You may filter the Excel spreadsheet by any of this information, such as Department Name or Project Type.

The subpage "**Grants Projects**" lists the submitted external grants.

Active and Archived Studies and Grants
- Active Studies
- Archived Studies
- Grant Projects
- Scholarship Productivity Reports

This list can also be downloaded in Excel format.

[Download Spreadsheet of Grants](#)

For each grant project submitted, the following information will be shown:

Title	Grant Amount Submitted	Grant Amount Awarded	Date Submitted	AHU Department	Funder Type	Funding Period	Submission type	Status
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5. Creation of an IRBNet account

Follow the steps for creating an IRBNet account:

- 1- Access www.IRBNet.org.
- 2- Click "New User Registration."
- 3- Follow the instructions:
- 4- Accept the terms of use.
- 5- Add affiliation → Choose **AdventHealth Orlando**.

Welcome to IRBNet

Register Now

Don't have an existing account? Registering is a simple two step process:

1. Complete the registration information below. Once you register you will automatically be sent an activation email to verify that your email address is valid.
2. Click on the link contained within your activation email to verify that your email address is valid and to activate your account.


First Name:

Last Name:

Email Address:

Verify Email Address:

Phone Number:

Your Research Institution or Organization: 

If you do not see your organization listed you may [add a new organization](#).

Choose a Username and Password for your new account. You can use this Username and Password to access all IRBNet services.

Username:

Password:

Verify Password:

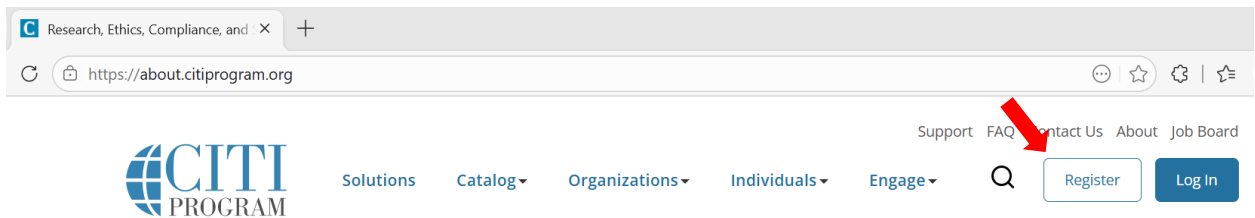
6- Fill in and confirm your contact information and click "Register."

7- Upon registration, you will receive an activation email. Complete activation of your account by using the link received in this email.

6. Completion of the Collaborative Institutional Training Initiative (CITI) research training requirement

Follow the steps for creating a CITI Program registration:

- 1- Access www.citiprogram.org.
- 2- Click Register



- 3- Click on "Select Your Organization Affiliation".
- 4- Add "AdventHealth Orlando" and check the boxes.

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 🗨

AdventHealth Orlando

AdventHealth Orlando only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of AdventHealth Orlando.

Create a CITI Program account

- 5- Click on "Create a CITI Program account".
- 6- Complete all the information asked.
- 7- Submit.

6.1 CITI Training Requirements and Expiration

To see the specific **CITI training requirements for each type of project**, download the "1-INSTRUCTION Checklist" at <https://my.ahu.edu/academics/research/guides-and-forms/application-documents>.

AdventHealth Orland CITI training expires every 3 years. AdventHealth University CITI Training expires every 5 years. You must renew them to maintain your education credentials.

DO NOT upload CITI certificates into IRBNet.


6.2 Affiliate with another institution

- 1- Click on the box "Add Affiliation."
- 2- Type the affiliation, for example, AdventHealth University.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

AdventHealth Orlando	<input type="button" value="View Courses"/>
AdventHealth University	<input type="button" value="View Courses"/>
Would you like to affiliate with another Institution?	<input type="button" value="Add Affiliation"/>
Would you like to remove an existing affiliation?	<input type="button" value="Remove Affiliation"/>



6.3 Choose the courses/training

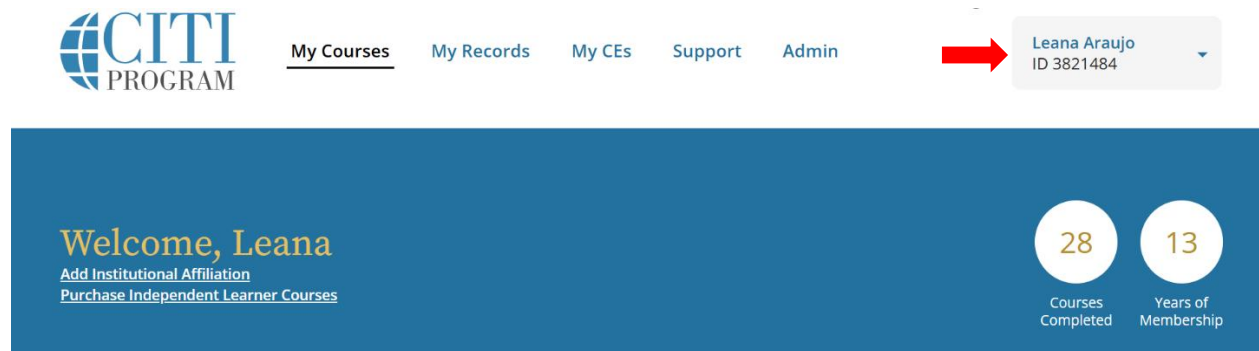
- 1- Click the institution, for example, AdventHealth Orlando.
- 2- Scroll to the bottom of the page.
- 3- Select "Add a Course".



- 4- The Courses/Training are divided by Questions. Choose all that apply.

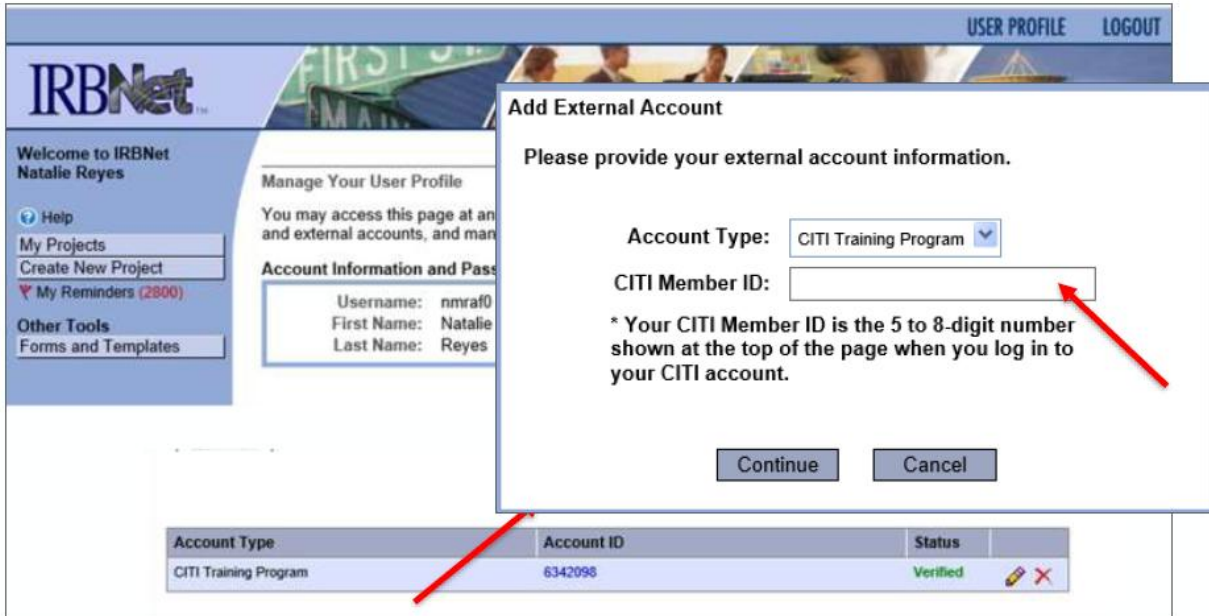
7. Linking the AdventHealth Orlando CITI account with the IRBNet account

- 1- Log in to your CITI account at www.citiprogram.org.
- 2- Get your ID number.



- 3- Log in to IRBNet at www.IRBNet.org.
- 4- Navigate to your "User Profile" (on the top right side of your screen).

- 5- Go to the third section down ("External Accounts") and click the link to "add an external account" – you'll need your CITI Member ID number.



- 6- A verification email will be sent to your email. **It may take up to 24 hours for you to receive this email. Make sure you click on the second link in the verification email.** Once you have verified this email, your account will be linked, and your IRBNet external account status will change to "Verified."

[Add an External Account](#)

Account Type	Account ID	Status	
CITI Training Program	6342098	Verified	

- 7- Your CITI certificates will automatically be imported into IRBNet **within 24 hours.**