

# Psychology Volunteer Access Information

References:

- [New USF HRPP Policy, Addition of USF Volunteers to Study Teams](#)
- [HR Volunteers](#)
- [Volunteer Guidelines](#)

Requirements:

HR	IRB	IT (records may be requested)
<ul style="list-style-type: none"> <li>a. Volunteer Service Application form</li> <li>b. Volunteer Appointment form</li> <li>c. Chart field for background check</li> </ul>	<ul style="list-style-type: none"> <li>a. Signed Volunteer Appointment form</li> <li>b. Verification of background check completion</li> <li>c. CV (Including the required dates of volunteer appointment and the level of background check completed)</li> <li>d. USF ID Number &amp; NetID</li> </ul>	<ul style="list-style-type: none"> <li>a. Copy of Signed Volunteer Appointment form</li> <li>b. Copy of Verification of background check completion</li> <li>c. Copy of CV</li> <li>d. Copy of approved addition of USF volunteer to USF IRB-approved study</li> </ul>

Do the following:

1. The faculty PI of the study needs to obtain Volunteer Appointment from USF Division of Human Resources.
2. Complete and submit [Volunteer Service Application Form](#) and [Volunteer Appointment Form](#) to Division of Human Resources, SVC2172 or Email [volunteerservice@usf.edu](mailto:volunteerservice@usf.edu) for review and approval. Use [Volunteer Extension/Renewal Request Form](#) if extending volunteer appointment.

Please note:

- Restrictions on Use of Volunteers from HR:
  - An employee may not volunteer to perform the same types of duties that the individual is otherwise employed to perform.
  - Volunteer service may not displace a paid position.
- In the Volunteer Appointment form, specify the following:
  - That the volunteer will be engaged in USF System human subjects research
  - If research supports either department research or University sponsored research
  - Brief description of the study(ies) the individual will be engaged in
  - Adequate description of the individual’s proposed role and duties
  - Whether the volunteer will have access to PII, PHI, or Sensitive Identifiable Information
  - Whether the volunteer will be interacting with vulnerable populations
  - The level of background check requested, consistent with the USF HRPP Policy
    - **Level I background check required** - Individuals who will have access to Personally Identifiable Information (PII) or who will interact with study participants who are not members of vulnerable populations.  
(The cost for a Level I background check is approximately \$56/applicant.)

**These charges are the faculty's responsibility via Grant, RO, or Startup funds.)**

- **Level II background check required** - Individuals who will have access to Sensitive Personally Identifiable Information (SPII), Protected Health Information (PHI) or who will interact with vulnerable populations including, but not limited to, children or individuals with disabilities. **(Level II background check is paid for approximately \$43/applicant. These charges are the faculty's responsibility via Grant, RO, or Startup funds.)**
  - **Note:** HR initiates the background check. Advise the volunteer to check their email for instructions to complete the background check.
  - Volunteer appointments will all expire at the end of each calendar year (12/31).
3. You will be notified by an HR representative when the volunteer appointment is approved.
  4. To sponsor and request for a Guest ID account to be created ([Guest System documentation](#)):
    - Go to <https://my.usf.edu> and log in using your NetID
    - Select **Business Systems > Archivum**
    - Click on the Faculty Portal
    - Under My Faculty Portal Actions, click on Guest Account
    - Complete the information for your new guest and click submit
      - Please add information that you will be sponsoring the Guest in the justification section and all USF resources the Guest needs.
      - Please note that "No" should remain selected for the Primary Global Department
  5. The volunteer will complete required training as needed.
    - [CITI Training](#)
    - [HIPAA Training](#)
  6. Submit the **signed Volunteer Appointment form, verification of background check completion**, and a **copy of the volunteer's CV** to the ARC Help Desk when requesting an Applications for Research Compliance (ARC) account. The CV should include the dates of volunteer appointment and the level of background check completed.

ARC Help Desk: (813) 974-2880 | [RSCH-arc@usf.edu](mailto:RSCH-arc@usf.edu)

7. If Box folder access is needed, faculty data owner manages his/her folder access now and able to add/remove new individuals with USF Box accounts.
8. In cases of faculty PI having a HIPAA folder, the faculty PI needs to send the folder access request to IT ([help@usf.edu](mailto:help@usf.edu)) directly. This request requires HIPAA certificate, CITI certificate, and volunteer added to IRB protocols.
  - The IT request for HIPAA folder access should include the statement that you are the faculty PI, the network path for the HIPAA folder, the user's name, and NetID.

## FAQs

- Do all volunteers require a background check?
  - Volunteers that are involved in human subjects research require a background check. This is a requirement for IRB research.
- When is the background check initiated?
  - HR initiates the background check after reviewing a volunteer application and determining that it is appropriate to proceed.