



SOP Preparatory to Research			
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## PURPOSE

To define the procedures necessary to access Protected Health Information (PHI) for reviews preparatory to research.

## REVISIONS FROM PREVIOUS VERSION

1. Effective date: 10/10/2005
2. Revision #1 date: 6/12/2014
3. Revision #2 date: 5/6/2020

## SCOPE

This procedure applies to all investigators who desire access to PHI for reviews preparatory to research at the University of South Florida (USF) and to USF health care providers who use PHI for reviews preparatory to research.

## RESPONSIBILITIES

All investigators are responsible for following the procedures stated in this standard operating procedure (SOP). Prior to giving access to PHI belonging to a USF covered component, USF health care providers, and USF covered component workforce members must take reasonable steps to ensure that the procedures stated herein have been followed by the Investigator.

## PROCEDURE

The Investigator who has the need to access PHI belonging to a USF covered component for



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A copy of the approved preparatory to research request must be maintained with the Investigator's study documentation in the event a decision has been/is made to conduct the research study.