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**Required Documentation for Request Processing Emory at Grady Research**

*This document is intended to serve as a checklist for individuals requesting EPIC access, Grady Badge Access, or Research Data. The documents required for successful processing are highlighted in each section. Please send all documentation to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu)

**Note: Sending your requests to** [**EGResearch@emory.edu**](mailto:EGResearch@emory.edu) **will delay the process.**

 Requesting EPIC Initial Access

*You must send the following documents to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu) *in order to request initial EPIC access. Requests will be processed on a weekly basis.*

EPIC Access (Initial):

1. [Completed Form](https://www.gradyhealth.org/office-of-research-administration/#Forms), Typed
2. PI Signature
3. E-IRB documentation adding the referenced study team member to the referenced study
4. CITI GCP Training
5. ROC Approval Letter

 Requesting EPIC Renewal

*You must send an email to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu) *in order to request EPIC access renewal. Include the following information. Requests will be processed on a weekly basis.*

EPIC Access (Renewal):

1. Username
2. Email Address

Requesting Grady Badge

*You must send the following documents to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu) *in order to request a Grady Badge. Requests will be processed on a weekly basis.*

**Note: Sending your requests to** [**EGResearch@emory.edu**](mailto:EGResearch@emory.edu) **will delay the process.**

Grady Badge (Initial):

1. [Completed Form,](https://www.gradyhealth.org/office-of-research-administration/#Forms) Typed
2. PI Signature
3. E-IRB documentation adding the referenced study team member to the referenced study
4. ROC Approval Letter

Next Steps

1. **Complete Grady Online Orientation –** Use the following link to the Grady Online Orientation instructions [Click Here for Grady Onboarding Instructions and Requirements](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DKganOij6hUu8xe95MYChVSnwknJ5twZPnFeeBNknY6lUMUpHQU1UVzRGQ1AzTVVaSDRKTlAzVEUwRS4u&data=05%7C02%7Csamantha.glass%40emory.edu%7Cf65b0972f9fd46b7fa2008dc12216ca2%7Ce004fb9cb0a4424fbcd0322606d5df38%7C0%7C0%7C638405182240259113%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HrCH7o2B7sAT9ThCPRpoPAe5uniDKDf0SPgo9Rzv0ok%3D&reserved=0). Use Option 2.  Send the required signed documents to [onboardingdocs@gmh.edu](mailto:onboardingdocs@gmh.edu) at least 3 days prior to Employee Health Screening. Print sent email receipt as documentation. *(please skip the Grady Online Orientation portion of this step if you are renewing your badge)*
2. **Complete Medical Onboarding Requirements &/or Employee Health Screening** – Employee will send required vaccination records, completed OSHA Respirator Medical Questionnaire, and Tuberculosis Screening Form to [ehsonboarding@gmh.edu](mailto:ehsonboarding@gmh.edu) (forms are attached).
3. **Obtain badge clearance from Grady EHS Onboarding –** you will get an email from [ehsonboarding@gmh.edu](mailto:ehsonboarding@gmh.edu) stating that you are cleared to get your badge. Please follow up with Grady EHS onboarding 2 days after completing step 3 if you don’t get a response. Please notify [EGResearch@emory.edu](mailto:EGResearch@emory.edu) if an escalation is needed. You can also go to the Grady Employee Health office in person, this has been a quicker approach to getting the medical clearance.
4. **Go to the Grady HR badging office (1st floor Pratt Street Side) to pick up the badge –** because you’re cleared by Grady EHS onboarding, you do not need to bring any documents (bring a copy of the email confirmation of the clearance, just in case). You will take your picture at the office.

 Requesting Grady Badge Renewal

*You must send the following documents to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu) *in order to request Grady Badge renewal. Requests will be processed on a weekly basis.*

**Note: Sending your requests to** [**EGResearch@emory.edu**](mailto:EGResearch@emory.edu) **will delay the process.**

Grady Badge (Renewal):

1. [Completed ORA Form](https://www.gradyhealth.org/office-of-research-administration/#Forms), Typed
2. PI Signature
3. ROC Approval Letter

Next Steps

1. **Complete Grady Online Orientation –** Use the following link to the Grady Online Orientation instructions [Click Here for Grady Onboarding Instructions and Requirements](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DKganOij6hUu8xe95MYChVSnwknJ5twZPnFeeBNknY6lUMUpHQU1UVzRGQ1AzTVVaSDRKTlAzVEUwRS4u&data=05%7C02%7Csamantha.glass%40emory.edu%7Cf65b0972f9fd46b7fa2008dc12216ca2%7Ce004fb9cb0a4424fbcd0322606d5df38%7C0%7C0%7C638405182240259113%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HrCH7o2B7sAT9ThCPRpoPAe5uniDKDf0SPgo9Rzv0ok%3D&reserved=0). Use Option 2.  Send the required signed documents to [ehsonboarding@gmh.edu](mailto:ehsonboarding@gmh.edu) at least 3 days prior to Employee Health Screening. Print sent email receipt as documentation. *(please skip the Grady Online Orientation portion of this step if you are renewing your badge)*
2. **Complete Medical Onboarding Requirements &/or Employee Health Screening** – Employee will send required vaccination records, completed OSHA Respirator Medical Questionnaire, and Tuberculosis Screening Form to [ehsonboarding@gmh.edu](mailto:ehsonboarding@gmh.edu) (forms are attached).
3. **Obtain badge clearance from Grady EHS Onboarding –** you will get an email from [ehsonboarding@gmh.edu](mailto:ehsonboarding@gmh.edu) stating that you are cleared to get your badge. Please follow up with Grady EHS onboarding 2 days after completing step 3 if you don’t get a response. Please notify [EGResearch@emory.edu](mailto:EGResearch@emory.edu) if an escalation is needed. You can also go to the Grady Employee Health office in person, this has been a quicker approach to getting the medical clearance.
4. **Go to the Grady HR badging office (1st floor Pratt Street Side) to pick up the badge –** because you’re cleared by Grady EHS onboarding, you do not need to bring any documents (bring a copy of the email confirmation of the clearance, just in case). You will take your picture at the office.

 Requesting Research Data

*You must send the following documents to* [*EGR.Docs@Emory.edu*](mailto:EGR.Docs@Emory.edu) *in order to request research data. Requests will be processed on a weekly basis.*

**Note: Sending your requests to** [**EGResearch@emory.edu**](mailto:EGResearch@emory.edu) **will delay the process.**

Research Data Request Form:

1. [Completed Form,](https://www.gradyhealth.org/office-of-research-administration/#Forms) Typed with requested data elements
2. PI Signature
3. ROC Approval Letter