

## PROCEDURE GME 41

**Subject:**  
RESEARCH CREDENTIALING

**EFFECTIVE DATE:**  
July 2023

**Applies to:**  
HOUSTON METHODIST HOSPITAL SYSTEM—GME

**Date Revised:**  
July 2023

**Originating Area:**  
GRADUATE MEDICAL EDUCATION COMMITTEE

**Target Review Date:**  
July 2026

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### **I. GENERAL STATEMENT**

Houston Methodist Research Institute (“HMRI”) has a responsibility to its research subjects, federal agencies, and the scientific community to ensure that any and all research conducted under the auspices of HMRI is undertaken by qualified individuals who meet institutional and regulatory eligibility requirements. To fulfill this responsibility, HMRI has established Procedure RE-44 to delineate who is eligible to conduct clinical, animal, and basic science research at a Methodist hospital and/or through HMRI.

Prior to working on approved projects at Methodist, Research Personnel must complete the HMRI Credentialing process, as defined in Procedure RE-44. Research Personnel may not engage in Research at Methodist or under the auspices of HMRI if he/she has not taken and passed all required training, or did not meet all of the criteria to be credentialed by HMRI.

### **II. SCOPE**

This Policy applies to all ACGME accredited and non-ACGME accredited post-graduate training programs sponsored by Houston Methodist Hospital System.

### **III. DEFINITIONS**

Resident refers to all interns, residents, and fellows participating in HMH postgraduate training programs.

### **IV. PROCEDURE**

To initiate the Credentialing process, all Researchers must contact the Office of Governance and Faculty Affairs. Researchers are required to complete the HMRI Credentialing Application available via the Methodist Online Research Technology Initiative (MORTI). In addition to completing the form, all Research Personnel must complete certain training dependent upon whether the Applicant will be conducting Animal, Human, or Basic research, working with radiation/lasers, or shipping infectious substances and/or dry ice. Upon successful completion of the credentialing process, an approved researcher will be eligible to initiate or be added to a research study in MORTI.

Once the Residents and fellows have completed the required training, then they may participate in subject research under the supervision of a qualified Principal Investigator.

### **V. COMMITTEE REVIEWING OR APPROVING PROCEDURE:**

1. Graduate Medical Education Committee [09 August 2023]