

# Psychology Volunteer Access Information

## References:

[New USF HRPP Policy, Addition of USF Volunteers to Study Teams \(p.46\)](#)  
[Volunteer Guidelines](#)

## Requirements:

HR	IRB	IT & Psychology Department
a. Volunteer Service Application form b. Volunteer Appointment form c. Chart field for Level II background check	a. Signed Volunteer Appointment form b. Verification of background check completion c. CV (Including the required dates of volunteer appointment and the level of background check completed) d. USF ID Number & NetID	a. Copy of Signed Volunteer Appointment form b. Copy of Verification of background check completion c. Copy of CV d. Copy of approved addition of USF volunteer to USF IRB-approved study

## Do the following:

1. The 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.

### Please note:

- o 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.
- o In the Volunteer Appointment form, specify the following:
  - That the volunteer will be engaged in USF System human subjects research
  - Brief description of the study(ies) the individual will be engaged in
  - Description of the individual's proposed role
  - 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. (Level 1 background checks are paid for by the University centrally)

