

**FAU Schmidt College of Medicine
Student/Volunteer Access and Training Form
To be completed by Faculty.**

This form serves to document access and training required prior to any student or volunteer participating in activity within a research laboratory, or clinic. Please submit this completed form and all training certificates in one email to Deb Bradley at dbradley@health.fau.edu, 561-297-2503.

Faculty Name: _____
 Student or Volunteer Name: _____
 Student / Volunteer Email Address: _____
 ZNumber: _____ **Must be supplied for access

Med Student	PhD Student	MS Student	Post-doc			
DIS Graduate	# of credits:					
DIS Undergraduate	# of credits:	Minor? Yes	No	Dual Enrolled? Yes	No	
DIR Graduate	# of credits:					
Select One:	PCB6915 (regular grading)	OR	PCB6916 (satisfactory / unsatisfactory grading)			
DIR Undergraduate	# of credits:	Minor? Yes	No	Dual Enrolled? Yes	No	
Select One:	PCB4915 (regular grading)	OR	PCB4916 (satisfactory / unsatisfactory grading)			
NSF LEARN undergraduate						
FAU Volunteer		Minor? Yes	No	Dual Enrolled? Yes	No	
Non-FAU Volunteer		Minor? Yes	No	Dual Enrolled? Yes	No	

Volunteer Information: All volunteers will undergo a background check.

Non-Minors: For both FAU and Non-FAU Volunteers, complete two forms below:
<http://www.fau.edu/leadandserve/pdf/volunteer-risk-waiver.pdf>
<http://www.fau.edu/leadandserve/pdf/volunteer-registration.pdf>

Minors: Volunteers under the age 18, please contact Deb Bradley to receive the required paperwork.

Section 1: Regulatory and Compliance

Provide a description of the responsibilities of the student/volunteer. Be specific in describing the planned activities (e.g. what type of cells they will work with, types of experiments, equipment). Forms without enough detail will be sent back for further clarification.

Will the student be participating in any activity involving the following? Answer each item yes or no.
 **There are certain experiments exempt from NIH guidelines but these low risk projects must still be registered with IBC for tracking of rDNA protocols on campus.

1. Recombinant DNA / Biological toxins / Human pathogens (human cells/cell lines) / Viruses / Infectious Agents / Formation of transgenic animals / Generation and use of rDNA or synthetic nucleic acid molecules

Yes No

If yes, IBC approval #: _____

2. Bloods / Other bodily fluids

3. Radioactive Isotopes

4. Human Subjects

If yes, IRB approval #: _____

5. Animal use

If yes, IACUC approval #: _____

Visit <http://www.fau.edu/research/research-integrity/index.php> for guidance for human subjects research, animal research and research involving recombinant DNA technology, infectious agents, select agents and biological toxins. **It is the Faculty's responsibility to process amendments, adding students/volunteers to IRB/IBC/IACUC protocols prior to the start of activity.

If Animal use is checked off, student must enroll in the Animal Research Medical Monitoring Program. Please see the link below and discuss with your Principle investigator. <http://www.fau.edu/ehs/safety/medicalmonitoringprogram/>

Section 2: Training

- **2A** - All students must complete the trainings listed below in section 2A, regardless of specific activities. Training certificates should be submitted in a zip file or as a Percipio screenshot (preferred) that shows dates of completion. Access cannot be granted until all trainings are submitted.

CITI Responsible Conduct of Research (RCR) and Information Privacy & Security (IPS) Trainings

To access these courses, follow these steps:

- Go to www.citiprogram.org
 - As a new user, you will need to click Register Here to register for the training courses.
 - Select "Florida Atlantic University" from the Participating Institutions and click submit.
 - Create a unique username and password and click "submit".
 - Enter your personal information (first name, last name, e-mail) and click submit.
 - Continue entering additional information (gender, degree, etc.) and click submit.
 - Choose RCR and IPS modules to complete.
 - Update institution affiliation and email address if you had a CITI account before.
 - Citi Information Privacy & Security for Students & Instructors- initial training only Date completed:
 - Citi RCR- every 3 years Date completed:
- For EH&S training visit <http://www.fau.edu/ehs/training/>. Click "OIT Ticket Link", "Submit a request", copy and paste the list of trainings below in the form, and click on "Request". When trainings appear in Percipio 1-2 days later, complete and save copies of all certificates.
- **Biosafety Hazardous Waste Handling & Disposal** - annually Date completed:
 - **Bloodborne Pathogens** - annually Date completed:
 - **Fire Safety & Prevention** - annually Date completed:
 - **Hazard Communication** - initial training only Date completed:
 - **Hazardous Material Handling & Storage** -initial training only Date completed:
 - **Hazardous Waste Generator** - initial training only Date completed:
 - **Laboratory Safety** - annually Date completed:
 - **Portable Fire Extinguisher** - annually Date completed:
- **2B**- Additional trainings depending on type of research activity indicated in Section 1.

- **CITI Initial Biosafety Training**-required if #1 above in Section 1 is checked Yes. Training is valid for 3 years. Go to www.citiprogram.org under FAU, click Add a Course, select Biosafety/Biosecurity, select Initial Biosafety Training. Date completed: _____
 - **Radiation Safety**-required if #3, Section 1 is checked Yes, renew annually-access at <http://www.fau.edu/ehs/training/>. Date completed: _____
 - **Human Subjects**- complete requirements as guided by faculty mentor and Research Integrity Office
 - **Animals**- complete requirements as guided by faculty mentor and Research Integrity Office
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Section 3: Academic Management Plan

Predicted Start Date: _____ Predicted End Date: _____
 Student's DIS / DIR / Thesis Project Title: _____
 # of credit hours: _____ Direct Supervisor: _____
 If there is a secondary supervisor involved, please list name: _____
 Will this person be under constant supervision? Yes No

****If the student has previously completed DIS/DIR with the same faculty mentor and they are signing up for another semester with no change in project scope, a new form is not required. Please email the Graduate Office at bstatler@health.fau.edu.**

Section 4: Access

FAU Volunteers & Non-FAU volunteers are only permitted 8am-5pm weekday access. MD, PhD, Master Thesis, DIS and DIR Undergraduate and Graduate are permitted 24/7 access.

Select One:
 Weekdays 8am-5pm access ___ 24 hour / 7 days a week access ___

Access (Select all that apply):
 Building Entrance ___ Common Labs ___ Faculty Lab ___ Gross Anatomy Lab ___

Approvals:
 Faculty Signature and Date: _____
 Student / Volunteer Signature and Date: _____

Signature to be obtained after submission of form and all certificates to Deb Bradley:
 Associate Dean of Graduate Programs Signature and Date: _____