UNDERGRADUATE ONBOARDING PROTOCOLS
FOR WORK IN HUMAN SUBJECTS RESEARCH

The Undergraduate Placement Program (UR-UPP) can help streamline undergraduate student recruitment, directly facilitate Steps 1-3 of the onboarding process below, and provide support for questions you may have throughout the remainder of the process and while working with an undergraduate. Contact Teresa Long, project coordinator, with questions or interest at teresa.long@rochester.edu.

Not all onboarding steps presented in this document may be pertinent to your work (e.g., you may not require student eRecord access); however, they are listed in the order in which they will need to be completed, as needed.

Students independently complete requisite safety and ethics trainings.

Students have free online access to CITI trainings, Environmental Health & Safety Laboratory Safety Training, HIPAA training (video and training confirmation), and Fundamentals of Radiation Safety training (for imaging studies; completed through Blackboard). Direct students to Teresa Long (teresa.long@rochester.edu) or this Student Guide should they have any questions.

Complete “hiring” procedures appropriate for the type of position:

- **Paid position**
  A department administrator or PI will need to follow Student Employment’s protocol for posting and hiring a research assistant. Email the Student Employment Office (seo@rochester.edu) with any questions or concerns.  
  *Note: If the student has a Research and Innovation Grant (RIG), payment will be arranged through the Office of Undergraduate Research. The student will need to complete a request for disbursement of funds and meet with Ann Robinson (ann.robinson@rochester.edu) to use the grant.*

- **Student is working for course credit**
  The student will fill in an Independent Study form through River Campus Advising Services. See these Faculty Instructions or visit the Office of Undergraduate Research’s Faculty FAQ for more detail on what information the student researcher will need from the mentor.

- **Student is working as an unpaid intern and is not seeking course credit**
  A department administrator can fill in the SMD Unpaid Internships and Shadowing Form together with the student researcher. Ask Teresa Long (teresa.long@rochester.edu) if you need any assistance during this process.
  *Note: During the summer months, unpaid students can apply for the Discover Grant for Summer Undergraduate Research to support basic living expenses. Applications typically open in early March and close in early April.*
Collect supplementary paperwork from the student researcher, as needed, to keep on file (1 year after departure) for compliance. Students will need to provide a department administrator with a signed Intellectual Property Agreement. If the student will be interacting directly with human subjects, they will need to submit a copy of their immunization record, including note of a flu shot and tuberculosis test within the past year. University Health Services (UHS) should already have student immunizations on file; students can contact UHS for help with this requirement as needed.

Request a URMC Active Directory (AD) account for the student researcher.

A department administrator or staff/faculty member with access to ADTools will need to submit a request using the procedures described in this document. Be prepared to answer the following questions:

1. Describe the position type the student will be serving in at URMC and affiliates (intern)  
   Note: A copy of the approved SMD Unpaid Internships and Shadowing Form may need to be sent to Katie Seidenberg if the student is working with URMC as an unpaid intern and not for course credit.

2. Do you have a process for this user to complete URMC HIPAA training? (student can/should have completed this independently, as per step 1)

3. What applications/network resources will this user need access to?

4. Will this user be using a URMC issued computer or a personal computer? Encryption services can be provided for personal devices as needed.

Contact Katie Seidenberg (katie_seidenberg@urmc.rochester.edu) with questions.

Add student to appropriate project protocols and assign department-specific training as needed.

- An RSRB approval letter will be needed if requesting eRecord access.
- Undergraduate students must request REDCap access before they can be added to any ongoing REDCap projects.
- Department administrators can assist with obtaining any necessary “swipe access” for a student’s U of R ID

Complete an eRecord application packet if the undergraduate researcher requires eRecord/EPIC access.

- A manager/department supervisor can request student access to eRecord using the link provided on this website. Be prepared to detail the extent of access the student will need (view-only, etc.)
- Send the completed eRecord access application and an RSRB approval letter to eRecordSecurity@urmc.rochester.edu.
- Request student e-training through the “Enroll a Learner” link on the left-hand menu on this website.
  
  Note: View-only access will be the quickest to process and require the most straightforward training for the student (all online). If the student requires additional editing privileges, more training may be needed off-site.

Contact Zach Arnold (zachary_arnold@urmc.rochester.edu) or the ISD Help Desk (275-3200) with questions.