

# Renal Research Internship Program

## PROGRAM DESCRIPTION

The Emory Renal Research Internship Program (RRIP) provides a unique opportunity for qualified medical, undergraduate and post-graduate students to receive valuable experience in basic, clinical and translational research. The program's goals are to expose interns to various elements of research and provide them with hands-on experience in the conduct and administration of basic science and clinical research studies. Interns will work directly with experienced investigators, research coordinators, and nephrology fellows to gain experience in all aspects of research including animals, human subjects' safety, data analysis, research ethics, and regulatory requirements.

The program is designed to enrich the interns' understanding of and interest in pursuing all dimensions of research, from bench to bedside. This 10 week to 12 month unpaid research internship will expose participants to a diverse spectrum of basic, clinical and translational research investigations. This experience will allow the student to develop basic research skills. Internship participants will support efforts in data collection, data entry, organizing paperwork, and helping to create and maintain databases. In addition, interns will have access to basic science courses, grand rounds, seminars, and conferences on a host of topics providing continuing medical and basic science education. The RRIP also incorporates externally funded structured summer high school and undergraduate interns in renal medicine such as STEPUP which is administered by the NIH.

The director of the internship program will be Jeff M. Sands, MD, Juha P. Kokko Professor of Medicine and Physiology, Renal Division Director. Dr. Sands has been involved in research for more than 25 years and is an experienced teacher and mentor. Any Renal faculty member with active funding is eligible to serve as a mentor. Interns may also have contact with other faculty in the SOM.

**This program is not to be used as a substitute for a paid position and in no way guarantees a future paid position.**

## PROGRAM ADMINISTRATION

Program administration will be overseen by **Melanie Elder**, Department of Medicine, Renal Division, Emory University School of Medicine. Archival documentation for the program and participants will be housed in the Renal Division, WMB room 338. The internship program is overseen by the Program Coordinator and the Division Administrator.

## PROGRAM OBJECTIVES

The objectives of the Renal Research Internship Program support Emory University School of Medicine's three-part mission of teaching, scholarship, and service, as well as the individual intern's progress toward a career in Nephrology basic and clinical research. To that end, this program will:

1. Provide educational opportunities and research experience not available in a traditional academic setting by exposing interns to a multidisciplinary research environment that is driven by real-world basic science and clinical needs.
2. Facilitate the education of the next generation of scientists.
3. Build a pipeline of well-trained and knowledgeable research professionals.

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## STAFFING CONCERNS

The Nephrology Research internship program is not intended to enhance or replace project staff. In accordance with Federal Regulations and Emory University Policy, all decisions related to the conduct of basic and clinical research are aligned with Good Clinical Practices, which dictates that every member of the research team shall be qualified by experience or training to perform his or her respective role. The work of the project staff would continue without interns present.

## ELIGIBILITY

To participate in the Renal Research Internship Program, applicants must meet the following minimum qualifications:

- High school student applicants must be in an established mentoring program such as STEP UP.
- Undergraduate, graduate and postdoctoral applicants must be in one of the following major fields of study: medicine, biology, chemistry, nursing, public health, biomedical engineering.
- Advanced proficiency in English is required and will be validated via in person or web conference interview.

## PROGRAM TIMELINE

Interns will be asked to commit to the program for a period of 10 weeks to 12 months. At the end of the initial 12 month period and upon a satisfactory performance review, the intern may be given an option to re-commit to the program for another 6 to 12 months. **The maximum length of the program is 24 months and cannot be exceeded.**

## APPLICATION PROCESS

Applications consist of:

- Application form including stated career goals and current transcripts.
- Three letters of reference from sources familiar with applicant's academic or professional work (i.e. Supervisor or Professor). Peer or family references are not acceptable
- Current CV and/or application from a approved program i.e., SUPERR, SURE, STEPUP

Final selection is made by a Renal Division faculty member. Acceptance into the internship program is based upon the applicant's academic credentials, extent of relevant training or experience, letters of recommendation, and the congruence of the applicant's expressed goals with those of the internship program. The Renal Division Director reserves the right to review applicants, selected candidates, and the program at any time. **Applications will be accepted on a rolling basis. Start dates of internships will be the first working business day of the month.**

## TRAINING AND COMPLIANCE

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Prior to beginning the internship program, new interns will be required to complete all safety trainings as listed/applicable on the EHSO volunteer registration form. Completion, submission and EHSO approval of this form is required before participation in the program may commence.

Interns will also be required to submit University's Volunteer Information form, as well as the "Covenant Not to Sue" form before beginning any lab activities. All forms will be sent to approved interns after acceptance into the program.

Interns will be required to complete the following on-line training within the first 2 weeks of their internship:

- Collaborative Institutional Training Initiative (CITI) Biomedical Research Basic/Refresher Course
- CITI Biomedical Responsible Conduct of Research Course
- CITI Good Clinical Practices Course
- Emory Office of Research Compliance (ORC) HIPPA in a Hurry (Privacy)
- ORC HIPPA and Research
- ORC HIPPA Security

Additionally, interns will be required to attend the following live courses within the first 30 days of their internship:

- Emory Office of Clinical Research (OCR) course "How to conduct clinical research at Emory: The Basics"
- OCR course "ERMS Training"
- Emory Institutional Review Board (IRB) course "eIRB Training"

Throughout the program, interns will be expected to attend OCR's ongoing bi-monthly "Research Matters" course which provides updates to the clinical research community on new regulations, policies and procedures. Also, interns will be required to complete any additional training required by Emory policy or study sponsor and wear proper identification at all times.