

## **Policies & Protocols for Students Participating in the Conduct of Research in the Department of Radiology & Imaging Sciences**

Effective Date: July 1, 2018

New vs. Revised: New Policy

Reason for Policy: 1) to ensure fair, compliant, and safe processes for engaging students in the conduct of imaging research; 2) to ensure fulfillment of our obligation to Emory students and other learners

Brief Background: These policies and procedures apply to students (Emory and non-Emory) seeking to participate in the conduct of research with faculty members in the Department of Radiology & Imaging Sciences. The conduct of research encompasses all types and aspects of research including but not limited to retrospective and prospective studies, laboratory-based basic sciences research, technology development projects (hardware and/or software), literature reviews, and research with animals and/or humans. All research in which students participate must be supervised by a faculty member who accepts accountability for oversight of the research experience in compliance with all applicable institutional, state, and federal guidelines.

General policies for all categories listed below:

- a. All students (paid & volunteer) must be approved by the Department Chair prior to receiving an offer and onboarding
- b. It is not permitted to have high school students as employees/volunteers
- c. It is not permitted to have anyone under the age of 18 as employees/volunteers
- d. Expectations regarding authorship on publications, letters of recommendation, and related products from employment/volunteer experience should be discussed and agreed upon (preferably in writing) prior to starting any project work
- e. All students shall be informed regarding who the Vice Chair for Research is, how he/she can be reached, and that all concerns the student might have at any point in time shall be referred to the Vice Chair for Research without fear of retribution or jeopardy of losing position
- f. Department policy regarding scanning of subjects for research purposes shall be followed at all times
  - i. Under no circumstances shall any volunteer student undergo any type of imaging or be enrolled as a subject in a research study for which an Emory Radiology faculty member serves as an investigator

Guidelines:

- 1) Funded research
  - g. Investigators with funding for student positions (undergraduate, graduate, post-doctoral) are permitted to hire Emory and non-Emory students per standard posting and hiring procedures

- i. Details & Emory policies can be found at <http://hr.emory.edu/eu/managers/hiring/hiringstudents.html>
  - 2) Emory Discovery Phase Medical Students
    - a. The Discovery Phase is a graded course which is 5 months dedicated full time to research and related activities
    - b. The program requires the Discovery mentor (faculty member) to submit project descriptions during the call for projects and interested students make contact the mentor if interested
      - i. Current mentors who have successfully mentored Discovery students may continue as mentors once they have updated their materials at the website. New prospective mentors may meet Discovery requirements in one of two ways:
        - 1. Track A:
          - a. At least 5 peer-reviewed, research publications.
          - b. Status as the PI on a peer-reviewed research grant or contract within the past 3 years. This can be a grant from a federal agency such as the National Institutes of Health or National Science Foundation, a private foundation such as the American Cancer Society or American Heart Association, an industry grant, or an internal Emory grant.
        - 2. Track B:
          - a. At least 5 peer-reviewed, research publications.
          - b. Formal commitment of an experienced, senior Discovery Co-Mentor ([Responsibilities doc](#)), ideally from the same department, who will agree to advise on program expectations, co-sign the [Student/Mentor contract doc](#), and commit to, along with the Mentor, review and provide feedback on the Discovery student's required documents including Research Proposal and Final Discovery paper.
      - ii. After successfully directing two Discovery students under this system, the Mentor may direct students with full independence.
      - iii. The expectations of Discovery mentors are described on the Mentor's Web Page and in the [Student/Mentor contract doc](#). Mentors will be evaluated periodically to ensure that they are meeting the expectations and creating an excellent learning and research opportunity.
    - c. Additional Discovery Program information can be found at [https://secure.web.emory.edu/med/prod/FMA/index\\_stu.cfm](https://secure.web.emory.edu/med/prod/FMA/index_stu.cfm)
- 3) Emory School of Public Health REAL (Rollins Earn and Learn) program
  - a. Students are hired as Emory University employees
  - b. Students work an average of 10 to 12 hours/week (maximum of 20)
  - c. Students can be hired for fall and/or spring semesters only
  - d. Students can work up to 208.33 hours/semester

- e. Students have the option of working remotely/virtually with supervisor/employer permission.
  - f. Students are paid at \$12/hour. Half of the student's hourly rate is paid by the REAL Program (\$6) and the other half (\$6) is paid by the partnering organization or department
  - g. Additional details about the program and hiring process can be found at <https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html>
- 4) Georgia Tech students
- a. Required documents (as applicable) are available from the Department and/or Emory Human Resources
    - i. Emory-GA Tech Education Affiliate Agreement Workflow
    - ii. Emory-GA Tech Affiliation Agreement Template
    - iii. Emory Healthcare Doctor of Nursing Practice Program Affiliation Agreement & Data Use Agreement
  - b. Emory Goizueta Business School Affiliation Agreement & Data Use Agreement
- 5) Other Emory student research programs
- a. Other schools may have student hiring opportunities
  - b. All relevant policies and procedures must be followed
- 6) Students conducting research for course credit
- a. Many departments offer courses (e.g., independent study) for credit in which students can pursue research opportunities
  - b. It is necessary to check with the student's department to determine what the requirements are as it might be necessary to have a faculty appointment or similar arrangement in that department in order to qualify as someone the student can take the credit course with
- 7) Students conducting research as volunteers
- a. Volunteers are only permitted to work during standard business hours Monday – Friday 9:00 am – 5:00 pm
  - b. Volunteers may only work a maximum of 20 hours per week
  - c. Volunteers are not permitted to work with chemicals, radiation, heavy machinery or any other hazardous materials
  - d. All volunteer proposals must be reviewed by the Vice Chair for Research and approved by the Chair of Radiology and Imaging Sciences
  - e. Relevant policies
    - i. Emory Volunteer Policy can be found at <http://policies.emory.edu/4.83>
    - ii. Emory Volunteers & Minors Environmental Health & Safety Office Training Requirements & Policies can be found at <http://www.ehso.emory.edu/research-safety/volunteers-minors.html>
    - iii. Procedure for establishing an Unpaid Research Internship Program for Clinical research (SOM, SON) for Non-Emory Students can be found at <https://med.emory.edu/research/resources/Establishing%20a%20Research%20Internship%20Program-Multi%20School%20201804.pdf>

- iv. All students (employed or volunteers) must complete CITI training prior to conducting any research
- v. If relevant all students (employed or volunteers) must complete HIPAA training prior to conducting any research
- vi. If relevant all students (employed or volunteers) must complete IACUC training prior to conducting any research
- vii. If relevant all students (employed or volunteers) must be added to IRB protocols
- f. Hiring forms
  - i. Volunteer Request Form (to be completed by volunteer) can be found at <http://www.hr.emory.edu/eu/docs/volunteer-request-form.pdf>
  - ii. Volunteer Release, Covenant Not to Sue and Assumption of Risk Form (to be completed by volunteer) can be found at <http://www.hr.emory.edu/eu/docs/volunteer-covenant-not-to-sue.pdf>
- 8) Required volunteer training & other requirements
  - a. All Environmental Health & Safety Office requirements must be fulfilled and can be found at <http://www.ehso.emory.edu/research-safety/volunteers-minors.html>
    - i. All volunteers who intend to participate in activities within a research laboratory must a) have the PI, Supervisor or Lab Contact request a guest account for volunteers at <https://apps.hr.emory.edu/elms/external>
    - ii. Complete the Volunteer in Research Lab Registration Form found at <http://www.ehso.emory.edu/research-safety/volunteers-minors.html> and [submit to biosafe@emory.edu](mailto:submit to biosafe@emory.edu)
    - iii. Provide documentation of Hepatitis B vaccine (3 doses and antibody titer) if working with any human source material
    - iv. Complete the required ELMS courses
      - 1. Research Lab Safety Training Course (course code: 240150)
      - 2. BBP training (course code: 240100) if handling human source materials
      - 3. Biosafety training (course code: 240120)
  - b. IRB CITI training can be found at <http://www.irb.emory.edu/Training/courses/citi.html>
  - c. HIPAA training can be found at <http://compliance.emory.edu/hipaa/HIPAA-training.html>
  - d.

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Approved by: Executive Committee, Department of Radiology and Imaging Sciences; June 25, 2018