

Keenan Research Summer Student Program 2017 Registration Package for PIs/Managers

VOLUNTEER STUDENTS

PIs/Managers CHECKLIST:

(Steps 1 & 2 should be done immediately upon receiving this package)

1. Choose a start date for your student(s) – MUST be on a Wednesday
2. Send your student(s) the below pre-registration link and ensure they complete it **at least two weeks before their start date**. Students **MUST** pre-register to be assigned a Registration Session and receive the Registration Package for Students. **NB: Inform your student whether or not they will be conducting Wet Bench or Dry Bench Research.**

<https://www.surveymonkey.com/r/KRSS2017>

3. Fill out and sign the remaining pages:

- A:** Conflict of Interest Disclosure Form
- B:** Access I.D. Card Request
- C:** Research Project Description

4. Ensure your student receives this **fully completed & signed** package **before** the student's assigned Registration Session date (your student(s) will inform you of this date). They cannot register and begin their placement without this completed package.

5. If you require Research Ethic Board Approval, the forms need to be sent to the REB 1 month prior to your KRSS start date. Link to the website and forms: <http://www.stmichaelshospital.com/research/rebforms.php>

FYI - REMAINING STEPS FOR YOUR STUDENT(S):

(To be arranged by the ORA)

1. **Pre-Register** - Your student(s) will pre-register online **at least two weeks before their start date**. Once they have completed pre-registration they will receive a Registration Session date and time as well as the Registration Package for Students.
2. **Registration Session** - Students will bring BOTH the completed Registration Package for Students AND Registration Package for PIs/Managers to their assigned Registration Session. Students will receive their name badge, complete Corporate Health and Safety and be given details regarding the program and mandatory events.
3. **Biosafety Training** - If the student hasn't done so already this year, the student **MUST** complete biosafety training. If the student is missing the biosafety training after their start date, **their access will expire and will not be renewed until they complete training.** Training is required to be renewed annually.
4. **KRSS General Orientation** - Students will be required to attend a mandatory, 2-hrs orientation to be arranged by the ORA either at the beginning or end of June.

If you have any questions, contact Nicole Bindoo (KRSS Coordinator) at KRSS@smh.ca

Conflict of Interest Disclosure Form

Please check the **Conflict of Interest Disclosure** for hiring this Candidate:

1. Is the Keenan Research Summer Student a family member of the supervisor (or the individual responsible for the decision to engage this incumbent)?
 Yes No
2. Is the Keenan Research Summer Student affiliated with an organization in which the supervisor or the supervisor's family member has financial or ownership interest?
 Yes No

Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists.

Please note that if you check "Yes", before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy. Marianna Betro will be in contact with you (416-864-6060 x 5521; BetroM@smh.ca).

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|---------------------------------|--------------|
| Investigator/Manager Signature: | Date Signed: |
|---------------------------------|--------------|

Bar Code I.D. Form

Please print clearly

| | | | | |
|--|------------------------------------|-------|------|---------|
| Last Name | | | | |
| First Name | | | | |
| Department Name | | | | |
| Email | | | | |
| Job Title | Keenan Research Summer Student (V) | | | |
| Department/Lab extension | | | | |
| Start Date | | | | |
| End Date (MANDATORY) | | | | |
| Area(s) of access (Manager or designate must initial each entry) | Area Name | Floor | Wing | Initial |
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| | | | | |
| | | | | |
| Department PI/Manager Name (Print) | | | | |
| Department PI/Manager Signature | | | | |

For Renewal Only: reason why volunteer is being renewed beyond initial end date (1 year max):

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| For Office Use Only | |
| Access Card Number | |

Research Project Description

Please provide a research project description for your summer student (you may use your Keenan Lotto application if applicable). It is the Investigator's responsibility to ensure research facilities are available to support the student's project.

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|--|
| Title of Research Project |
| Is this Wet Bench Research or Dry Bench Research? (Please select ONE): <input type="checkbox"/> Wet Bench <input type="checkbox"/> Dry Bench |
| Brief description of the Research Project that the Summer Student will work on: |
| Please describe the Summer Student's specific role on the Research Project and include their daily activities: |

****PIs/Managers: Please read****

Research Ethics Board & Keenan Research Summer Students

If you are **submitting a protocol amendment** - such as adding a student or questionnaire – please complete the appropriate form* and **submit to the REB (do not submit with the student registration) 1 month before your student's start date**. Any changes to the study, including changes to:

- study personnel
- the way the study is being conducted
- the types of information being collected
- the analysis being conducted
- study population, including sample size

MUST be reported to the REB via the request form. Each change must be accompanied by a relevant explanation, as well as updated copies of all relevant documents, with the changes from the previously approved documents highlighted. Protocol amendments are processed on a first-come basis and can take 15 to 30 business days for approval. **Please submit 30 days before the student's start date and clearly indicate that it involves a Keenan Research Summer Student**.

If you are **submitting a new REB Application** for delegated/expedited review that your summer student will be working on, please ensure that the application is submitted at minimum **1 month before the student's start date**. Please indicate that this project will be completed by a Keenan Research Summer Student so that the Research Ethics Office is aware. To further facilitate review and approval of the submission, you can arrange for a consult with the Research Ethics Office prior to submission.

All REB forms can be found here (also included at the back of this document for your reference):
<http://www.stmichaelshospital.com/research/rebforms.php>

Please be reminded that the mandatory training in Good Clinical Practice (GCP) and Tri Council Policy Statement 2 (TCPS2) also applies to Summer Students.

General inquiries should be directed to:

Dharmista Patel, Administrative Assistant in the Research Ethics Office
pateld@smh.ca or (416) 864-6060 x2557

If submission of the REB application is part of the summer student's work experience, please encourage your student(s) to arrange a consult with the Research Ethics Office.