

Herbert Wertheim College of Medicine (HWCOC) Students in Research Laboratory – Policy

HWCOC supports student's participation in research laboratory activities which are conducive to a rich learning experience under the mentorship of a member of the HWCOC faculty. The following guidelines should be followed when considering having students work in a HWCOC research lab.

1. Personnel safety is of utmost concern
2. For PhD Graduate Students, who are designated Research Assistants; they will register through the University Graduate School office and identify HWCOC as their lab assignments (see section below).
3. For all other Student Volunteers who will be working in an HWCOC lab, the HWCOC Student Volunteer Process Checklist Form A2 must be followed and forms A and B (see section below) must be processed and approved by the appropriate levels, including Environmental Health and Safety (EH&S). These forms must be completed before any Student is allowed to work in the lab.
4. Proper training on all aspect of an individual lab shall be provided PRIOR to any student beginning to work in a lab (See item 6 on Form A2)
5. Supervision shall be provided at all times based on the level of student as mandated by the following:
 - a. PhD students may be permitted to work alone in a research lab. An experienced senior member of the laboratory (such as a laboratory manager, postdoctoral fellow, or faculty member); must be physically present with high school students, undergraduates, masters-level graduate students and medical student at all times, unless the student is otherwise deemed exempt from this requirement by the Dean. A written request should be submitted to the Dean with justification for exemption.
6. Adequate lab resources/supplies/space must be available to each student prior to acceptance into the lab.

Priority of accepting students is in the following descending order:

1. HWCOC Biomedical Science PhD Students
2. Other FIU PhD Students who are being mentored by HWCOC faculty
3. HWCOC Medical Student
4. FIU Undergraduate students who are sponsored/funded by approved programs – MBRS, RISE, MARC U*STAR, QBIC
5. Unfunded FIU undergraduate students
6. High school students who are at least 16 years of age

PhD Graduate Students Approval Process:

The Graduate student and advisor will sign the appropriate Research Advisor Selection Form (either the HWCOR or Non-HWCOR one depending on their college). This signed form will be forwarded to HWCOR Research Office for approval by the Dean and then forwarded to Assistant Dean for Graduate Programs.

Student Volunteer– Approval Process

When requesting a student in your lab please use attached HWCOR Student Volunteer Process Checklist Form A2 to guide you through the flow.

Initially the lab manager or PI designee will fill out FIU Volunteer A with the candidate getting personal information and description of the proposed activity. This form requires signature by the volunteer and their legal guardian (if under 18 years) as well as concurrence of the PI to provide training and supervision.

Following completion of Form A, the PI will complete FIU Volunteer Application Form B which requires the signature of the direct supervisor accepting responsibility to provide adequate training and supervision. Once the supervisor has signed, it will be forwarded to the Department Chairperson who will authorize this candidate for acceptance in the lab. Form B is then sent to the HWCOR Research Office for review and approval by the Associate Dean for Basic Research.

Once it is approved by the college, the application (with confirmation of training completion) will be forwarded to EH&S for approval and HR for processing.

In addition, student must complete the Person of Interest (POI) Form with HWCOR HR. Once all forms are approved and POI form is complete, the lab will be notified to permit student volunteer to start.

PRIOR TO ANY PERSON WORKING IN A LAB THEY MUST COMPLETE ALL REQUIRED TRAINING MODULES SPECIFIED BY THE PI

NOTE: The following student forms will be available on the HWCOR website

<http://medicine.fiu.edu/research/index.html>

FIU Volunteer Application (A)

FIU Volunteer Application (B)

HWCOR Student Volunteer Process Checklist Form A2

Research Advisor Selection Form (PhD students in Programs outside the College of Medicine)

Research Advisor Selection Form (PhD students in the HWCOR Program in Biomedical Sciences)