

**FAU College of Medicine**  
**Student/Volunteer Access and Training Form**  
To be filled out by Faculty.

This form serves to document what access and training is required prior to any student or volunteer participating in activity in a research laboratory, classroom laboratory, or clinic. Please submit form (type or print clearly) and all training certificates to Melanie Weiss at [mweiss@health.fau.edu](mailto:mweiss@health.fau.edu), 561-297-4557.

Name of Faculty: \_\_\_\_\_

Title of Faculty's Project: \_\_\_\_\_

Grant # supporting research activities: \_\_\_\_\_

Name of Student or Volunteer: \_\_\_\_\_

Student / Volunteer Email and Phone: \_\_\_\_\_

Z Number: \_\_\_\_\_

Med Student

PhD Student

MS Thesis Student

DIS Graduate # of credits: \_\_\_\_\_

DIS Undergraduate # of credits: \_\_\_\_\_ Minor? Y N Dual Enrolled? Y N

DIR Undergraduate # of credits: \_\_\_\_\_ Minor? Y N Dual Enrolled? Y N

Circle One: PCB4915 (regular grading) PCB4916 (satisfactory / unsatisfactory grading)

FAU Volunteer Minor? Y N Dual Enrolled? Y N

Non-FAU Volunteer Minor? Y N Dual Enrolled? Y N

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**Volunteer Information:** All volunteers will undergo a background check.

**Non-Minors:** For both FAU and Non-FAU Volunteers, complete two forms below:

<http://www.fau.edu/leadandserve/pdf/volunteer-risk-waiver.pdf>

<http://www.fau.edu/leadandserve/pdf/volunteer-registration.pdf>

**Minors:** All volunteers under the age 18, complete all forms below:

<http://www.fau.edu/leadandserve/pdf/volunteer-risk-waiver.pdf>

<http://www.fau.edu/leadandserve/pdf/volunteer-registration.pdf>

<https://www.fau.edu/leadandserve/pdf/treatment-minors.pdf>

[http://www.fau.edu/ouri/Minors in Labs Policy and Procedures Final.pdf.pdf](http://www.fau.edu/ouri/Minors%20in%20Labs%20Policy%20and%20Procedures%20Final.pdf.pdf)

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**Section 1: Regulatory and Compliance Requirements**

**Will the student be participating in any activity involving the following? Mark all that apply.**

Human cells / Cell lines Y N If yes, IBC approval #: \_\_\_\_\_

Recombinant DNA Y N If yes, IBC approval #: \_\_\_\_\_

If yes, biosafety training is required.

Visit <http://www.fau.edu/facilities/ehs/info/Biosafety-Committee-Registration.pdf> if you have questions about when IBC approval is required.

Bloods/Other bodily fluids Y N If yes, bloodborne pathogen training is required.

- Radioactive Isotopes            Y N    If yes, radiation safety training is required.
- Human Subjects                    Y N    If yes, IRB approval #: \_\_\_\_\_  
Visit <http://www.fau.edu/research/research-integrity/do-i-need-irb.php> or call 561-297-1383 if you have questions about human subjects research and when IRB approval is required.
- Animal use                            Y N    If yes, IACUC approval #: \_\_\_\_\_  
Visit <http://www.fau.edu/research/research-integrity/about-iacuc.php> or call 561-297-4992 if you have questions about working with animals and when IACUC approval is required.

**Please give a brief description of the responsibilities of the student/volunteer. Be specific in describing what the student/volunteer will be doing, what kind of cells they are working with, etc.** \_\_\_\_\_

\_\_\_\_\_

**NOTE:** It is the Faculty’s responsibility to process an amendment and add the student/volunteer to their IRB/IBC/IACUC protocols when relevant, prior to the start of activity.

**Section 2: Training Requirements**

All students/volunteers must complete the following trainings, regardless of their specific research activities:

**FAU HIPAA Training**

- **Module 1-** HIPAA Security Rule for Covered Entities
  - **Module 2-**HIPAA Privacy Essentials
- Visit <http://www.fau.edu/hipaa/training.php> to initiate HIPAA training.  
Screenshot your completion certificates. Date completed: \_\_\_\_\_

**CITI Responsible Conduct of Research (RCR) Training**

- This training must be renewed every three years. To access the course, follow these steps:
1. Go to [www.citiprogram.org](http://www.citiprogram.org)
  2. As a new user, you will need to click Register Here to register for the training course.
  3. Select “Florida Atlantic University” from the Participating Institutions and click submit.
  4. Create a unique username and password and click “submit”.
  5. Enter your personal information (first name, last name, e-mail) and click submit.
  6. Continue entering additional information (gender, degree, etc.) and click submit.
  7. Choose RCR module to complete.
- Save a copy of your training certificate. Date completed: \_\_\_\_\_

**Laboratory Safety and Hazardous Waste Training**

This training is completed online via Canvas and must be renewed annually. Visit <http://www.fau.edu/facilities/ehs/training/selfenroll.php> to self-enroll.  
Save a copy of your training certificate. Date completed: \_\_\_\_\_

**Additional Trainings**

Below are additional trainings that may be required based on your research activities (you will need to complete these if the PI circled yes in Section 1. Save copies of training certificates. Visit <http://www.fau.edu/facilities/ehs/training/selfenroll.php> to self-enroll.

- **Bloodborne Pathogens Training**            Date completed: \_\_\_\_\_
- **Radiation Safety Training**                    Date completed: \_\_\_\_\_
- **Biosafety Training**                            Date completed: \_\_\_\_\_
- **Human Subjects Training-** In addition to the CITI RCR module mentioned above, you will need to complete additional modules if working with human subjects. You will select the most relevant module to your research

discipline. The choices are: 1) Biomedical Research Investigators, 2) Social & Behavioral Research Investigators or 3) Data or Specimens Only Research. Save a copy of your training certificate; this training must be renewed every three years. Date completed: \_\_\_\_\_

- **Animal Training-** There are multiple steps for personnel to work with animals including online and in person trainings. Visit <http://www.fau.edu/research/research-integrity/animal-research-mandatory-training.php#collapseTwo> for a complete list of requirements, including the CITI program animal module.

- IACUC mandatory training: Contact Helen Munchow at [amunchow@fau.edu](mailto:amunchow@fau.edu)

- Vivarium mandatory training: Contact Carrie List at [clist@fau.edu](mailto:clist@fau.edu)

Date completed: \_\_\_\_\_

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### **Section 3: Personal / Academic Management Plan**

Predicted Start Date: \_\_\_\_\_ Predicted End Date: \_\_\_\_\_

Title of Student's DIS, DIR or Thesis Project: \_\_\_\_\_

# of credit hours: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_

If there is a secondary supervisor involved, please list name and role: \_\_\_\_\_

Will this person be under constant supervision? Y N

**Note:** Any change in project scope requires a new form.

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### **Office Use Only**

HIPAA training-Date completed: \_\_\_\_\_

CITI RCR training-Date completed: \_\_\_\_\_

Lab Safety/Hazardous Waste training-Date completed: \_\_\_\_\_

Bloodborne Pathogens training-Date completed: \_\_\_\_\_

Radiation Safety training-Date completed: \_\_\_\_\_

Biosafety training-Date completed: \_\_\_\_\_

Other: \_\_\_\_\_ Date completed: \_\_\_\_\_

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### **Access**

FAU Volunteers & Non-FAU volunteers are only permitted to receive 8am-5pm weekday access. MD, PhD, Master Thesis, DIS and DIR Undergraduate and Graduate are permitted to receive 24/7 access.

Weekdays 8am-5pm

24 hour / 7 days a week access

Requested access (Mark all that apply):

Building Entrance: \_\_\_ Common Labs: \_\_\_ Faculty Lab: \_\_\_ Comments: \_\_\_\_\_

### **Approvals:**

Faculty Signature and Date: \_\_\_\_\_

Student / Volunteer Signature and Date: \_\_\_\_\_

Assistant Dean of Graduate Program Signature and Date: \_\_\_\_\_

Attending Veterinarian Signature and Date: \_\_\_\_\_

Senior Associate Dean for Research Signature and Date: \_\_\_\_\_