PURPOSE:
To establish a standing process by which Ohio Musculoskeletal and Neurological Institute (OMNI) at Ohio University investigators and research teams will manage student interns and student researchers (including medical students).

Information on OMNI: www.ohio.edu/omni

INSTITUTE PROCEDURE:
Students who are interested in participating in OMNI-related research must submit their resume and a summary of their goals for their internship/research experience. When student assistance is needed, students will be interviewed by the research mentor/principal investigator and a member of the research administrative team as appropriate.

A. Required Paperwork:
All visiting researchers, with the assistance of the principal investigator, will need to complete and submit the following:
   A. CITI training: https://www.citiprogram.org
   B. NIH Good Clinical Practice Training: https://gcp.nihtraining.com/login.php
   C. Special Projects Form, includes time commitment, days of week to work
   D. State of research goals (i.e., what you hope to accomplish from the research experience) and long-term career plans (i.e., where do you want to be professionally in 5, 10, and 15-years).
   E. Resume of visiting researcher
   F. Once steps A-E are compiled please email all required documentation to omni@ohio.edu and in the body of the email state your name and contact information along with your current status (e.g., junior biology major, 1st yr medical student, etc.) and the PI(s) that you are interested in working with.
B. Type of potential visiting researcher:

The research experience should be mutually beneficial towards achieving the primary objectives of both, the student/intern and OMNI. Students/interns will have the opportunity to gain hands-on experience conducting scientific research while the institute gains assistance to advance its broader programmatic research agenda. In order for this to work, a serious time commitment from the student/intern (to attend data collection sessions, research seminars, journal article discussions, meetings with visiting scholars, setting up/repairing lab equipment, lab space cleanup, etc.) is expected to optimize research productivity and experience for the students/interns and the institute. Effectively, considering the aforementioned requirements and expectations, potential researchers will be classified in several different categories based on the number of hours individuals can invest for research involvement during their assignment at OMNI. This way, we can effectively give individuals an appropriate amount and level of work, depending on their time commitment.

A. OMNI Research Intern: Medical, Masters, and/or undergraduate students (>15 hours)

- Students will be required to set “office hours” during their assignment in OMNI.
  - The hours are agreed upon prior to starting and are generally in at least 4 hour increments, totaling at least 15 hours per week.
  - Work will generally be completed during normal business days (8-5 pm) and must have a research staff member and/or principal investigator present to work on his/her assignment/project.

- Note: The majority of these internships are unpaid. However, OMNI will gladly permit paid internships if the intern is able to secure the funding from an external source (i.e., OMNI does not directly fund paid internships). If you have a paid internship opportunity please be sure to inform the Principal Investigator(s) with whom you wish to work that you are seeking, anticipate or have secured funding for a paid internship.

B. OMNI Student Research Volunteer: Medical, Masters, and/or undergraduate students (>4 hours)

- Students will be required to set “office hours” during their assignment in OMNI.
  - The hours are agreed upon prior to starting and are generally in at least 4 hour increments.
b. Work will generally be completed during normal business days (8-5 pm) and must have a research staff member and/or principal investigator present to work on his/her project.

c. It should be noted that since individuals categorized as OMNI Student Research Volunteers commit less time than the OMNI Research Intern that the type of research involvement will, most likely, be different between the two groups of individuals.

C. Training Requirements:
   A. In addition to the CITI and Good Clinical Practices training mentioned in section A, students who will be working in research (either administratively or directly) will also be asked to complete additional training requirements. This additional training will vary dependent on specific project and/or Institutional requirements.
      - All students will abide by Ohio University, Institutional Review Board, and the Clinical and Translational Research Unit (CTRU) and OMNI policies. Violation of these policies can result in immediate removal from the project and/or visiting researcher appointment being revoked.

D. Data Access and Confidentiality:
   All Visiting Researchers understand that no data can be transported away from Ohio University’s campus unless data has been de-identified and statement of use and confidentiality has been signed.
   A. Any data involving patient care, personal health, or deemed high-risk information cannot be removed from Ohio University. All data entry and data analysis must be competed with Ohio University equipment unless noted in accordance to Ohio University Policy and approved by the Ohio University IRB.
   B. No data generated from an Ohio University project will be downloaded onto personal computer or portable device without express permission of the PI. Doing so may result in immediate removal from project and/or visiting researcher appointment being revoked.
   C. The principal investigator recognizes that s/he is ultimately responsible for conduct of the visiting researcher.

E. Designation of Research Project:
All students will work under the guidance and supervision of the research mentor/principal investigator. The principal investigator assumes all responsibilities for the conduct of the visiting researcher. The research administrators and research team can provide support to the principal investigator by providing training, education materials, and consultation.

All students will establish standard work hours with her/her direct supervisor with a cc to the research administrator (as appropriate).

All students must commit to working at least 15 hours per week.

F. Oversight and Responsibility:

Student—it is the responsibility of the student to work within the parameters of the research project. They should maintain communication with the principal investigator regularly and reach out to others as needed. They should follow all Ohio University research policies and procedures. At the completion of the project and/or their time with Ohio University, they should return all required data and equipment (including keys).

Principal Investigator—it is the responsibility of the principal investigator (and/or mentor) to ensure that the student has all required documentation completed, processed and approved; is working within his/her capabilities; received required training; and maintains compliance with all research policies and procedures. It is an expectation that the PI has regular communication and oversight of the student and his/her work while working on the project.
Visiting Researcher Goals

Please have visiting researcher complete his/her personal goals.

Name of visiting researcher: _______________________________________________

Type of visiting researcher:    OMNI Research Intern    OMNI Student Volunteer
Circle most appropriate

Educational Status:  Undergrad    Masters Student    Medical Student    Other
Circle most appropriate. If other please describe:

Telephone: ________________________________________________________________

Email: _________________________________________________________________

Ohio University Research Mentor/Principal Investigator (if you would like to work with
specific individuals, but do not have a commitment from a principal investigator please
just list people you are interested in working with):

Is your work going for school credit?    Yes    No

If yes, what is the program and course you are applying this work toward?
School: _________________________________________________________________
Program: ______________________________________________________________
Course: _________________________________________________________________

Who is your faculty advisor for the program?
Name/Phone/Email: ________________________________________________________

Briefly describe your personal goals for participating as a visiting researcher:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Visiting Researcher Signature   Date
**Special Projects Form**

Please include days and times that you are available.

<table>
<thead>
<tr>
<th>Times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am-9:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00am-10:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00am-11:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00am-12:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00pm-1:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00pm-2:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00pm-3:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00pm-4:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00pm-5:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

__________________________  ____________________
Visiting Researcher Signature  Date