



**The Research  
Foundation for**

The State University of New York



**SUNY  
DOWNSTATE  
Medical Center**

## STANDARD OPERATING PROCEDURE

**Title:** Onboarding Voluntary Faculty – Supplemental procedures

**Responsible Parties:**

[Senior Vice President for Research](#)

Department Chairs / Department Administrators

Office of Compliance and Audit Services

Office of Information Technology

Faculty / Supervisors

State HR

Office of Environmental Health and Safety

**Effective Date:** February 7, 2023

**Intent:** All research volunteers must go through an onboarding process in order to obtain a Downstate ID. The process below outlines the supplemental procedures required to onboard voluntary faculty. The current process for onboarding Faculty with a Voluntary Academic Appointment should continue to go through the State Human Resources office. Now, additionally, this supplemental process will also need to be followed.

**Process:** The following steps are designed to ensure responsible parties have reviewed training requirements and that all voluntary faculty take required trainings to ensure compliance with campus policies and procedures.

**Step 1:** The Department representative (PI/Chair/Department Administrator) must continue to follow HR requirements to onboard faculty with a Voluntary Academic appoint and, in addition, complete the [Research Faculty Voluntary Appointment Supplement form](#).

**Step 2:** The [Research Faculty Voluntary Appointment Supplement form](#) must be submitted to the [SVPRs office](#) for review. It will be the SVPRs office that will facilitate *this part of the process* of onboarding of your research volunteer. Once all requisite screening and trainings are complete, the form will be submitted to State HR and returned to the department.

As part of this supplemental process, the following central offices on campus will provide the following services as part of this process:

**Step 1:** The [SVPRs Office](#) will run a Visual Compliance screening (at no cost to the department) to confirm the volunteer has not been suspended or debarred from doing research.

**Step 2:** The [SVPRs office](#) will ensure completion of State HR onboarding paperwork.

**Step 3:** Requisite training will be requested of the research volunteer in any/all of the below areas, based on the description of responsibilities identified on the form and access to systems as requested or applicable. The [SVPRs office](#) will coordinate these trainings with the individual offices, as applicable, and reach out to the volunteer directly to request they complete the training.

Office of the Senior Vice President for Research (SVPR)

- State HR appointment (confirm completion), including background check
- Visual Compliance
- Responsible Conduct of Research (CITI course)
- Export Control (CITI course)
- IRB CITI training, if applicable
- IACUC CITI training, if applicable

Office of Compliance & Audit Services (OCAS)

- HIPAA training
- False Claims Act training

Environmental Health & Safety (EHS)

- Lab & Safety training
- Fire Hazard training

Information Technology & Services (ITS)

- Access to read-only Electronic Medical Records (EMR)

Step 4: The Department representative will obtain the Volunteers signature on Exhibit A, SUNY Intellectual Property Attestation and return it to the [SVPRs office](#).

Step 5: Once all training has been completed and the above attestation is complete, the form will be reviewed and signed by the [SVPR Office](#) for the completion and onboarding of the Research Voluntary Faculty.

Step 6: The completed form and attestation will be submitted to State HR for their files with a copy to the Department Chair and/or Administrator.