



The Research
Foundation for

The State University of New York



SUNY
DOWNSTATE
Medical Center

STANDARD OPERATING PROCEDURE

Title: Onboarding Research Volunteers (i.e. lab technicians, postdocs, students: external PhD, Medical and H.S.)

Responsible Parties:

Senior Vice President for Research
Department Chairs / Department Administrators
Office of Compliance and Audit Services
Office of Information Technology

Faculty / Supervisors
Office of Research Administration
Office of Environmental Health and Safety
ID Office

Effective Date: November 1, 2020

Intent: All research volunteers must go through an onboarding process in order to obtain a Downstate ID. The process below outlines the procedures required to onboard research volunteers as identified above. Faculty with a Voluntary Academic Appointment should continue to go through the State Human Resources office. Voluntary appointments will be in effect for a period of 1 year, which can be renewed annually by submitting a new form. If the volunteer moves to a different department or ends up working with a different supervisor within the current year, a new form will be required. Requisite training must be repeated every three (3) years for existing volunteers. It is the responsibility of the Department Chair and/or Department Administrator to request an extension of a voluntary appointment at least 30 days in advance of the end date, by submitting a new form, in order to avoid suspension of the ID and network services.

Process: The following steps are designed to ensure responsible parties have reviewed training requirements and that any necessary background checks have been completed.

Step 1: The Department representative (PI/Chair/Department Administrator) must complete the Voluntary Appointment Form. In completing this form, an account number must be identified where the cost of the Background check will be applied. This account number must be a State account number.

Step 2: The Voluntary Appointment Form should be submitted to the SVPRs office for review. It will be the SVPRs office that will facilitate the onboarding of your research volunteer. Once all requisite screening and training are complete, an ID number will be issued and the voluntary request form will be returned to the department. It will be this form that the voluntary researcher will take to the ID office in order to obtain the ID (red ID card).

The following central offices on campus will provide the following services as part of this process:

Step 1: 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: Human Resources (RF) will run a simple background check of the individual. The cost associated with this will be assigned to the aforementioned account number identified on the Voluntary Appointment form.

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. It is the

responsibility of the individual offices/divisions to reach out to the volunteer directly to request they complete the training and this will be done simultaneously.

Office of Research Administration (ORA)

- Responsible Conduct of Research (CITI course)
- Export Control policies and procedures
- Foreign Influence policies and procedures
- IRB Training (CITI course)
- IACUC Training (CITI course)

Office of Compliance & Audit Services (OCAS)

- HIPAA training
- False Claims Act training
- Research Misconduct training

Environmental Health & Safety (EHS)

- Lab & Safety training
- Fire Hazard training

Information Technology & Services (ITS)

- Access to read-only Electronic Medical Records (EMR)
- NetID
- Security Access training
- Access to email account

Step 4: Once all parties have signed off on the training, the form will be reviewed and signed by the SVPRs for the completion and approval of a Downstate ID.

Step 5: Once the SVPRs office has approved the volunteer, the ID office will issue an ID #. The approved form will then be returned to the Department representative (Chair/Department Administrator/Faculty/Supervisor).

Step 6: The Department representative will obtain the Volunteers signature on Exhibit A, SUNY Intellectual Property Attestation and return it to the SVPRs office.

Step 7: The Department representative will give the approved form to the volunteer and it is this approved form the volunteer will take to the ID office to have the ID issued. ID badges for voluntary researchers will be red and not the standard blue badge, with the exception of Voluntary Faculty appointments, which will continue to go through the State HR Office.