



## Student Research Internship Program

### Purpose

To provide a consistent framework for non-UC Irvine undergraduates and qualified high school students over 16 years old participating in research projects under the guidance of eligible faculty members in basic science laboratories and UCI Medical Center and affiliated clinics. To comply with Federal, State, and University regulations governing the protection of both human and animal subjects during clinical trials and research projects. To provide high quality patient care while supporting the educational and research goals of the UCI College of Health Sciences and Medical Center. This manual is all-encompassing, and includes guidelines, rules, and procedural standards for both faculty sponsors and student research volunteers.

### Background

The Student Research Intern Program (SRIP) is a volunteer, non- credit course designed to provide high school students (minimum age 16 with parental authorization), and non-UC Irvine undergraduate students the opportunity to experience research as an intern under the direct supervision of a professor in the School of Medicine. The program offers the participating student experience in the biological and biomedical sciences within the experimental laboratory, and various field research settings.

### Procedure

#### A. Expectations of Faculty Sponsors:

1. Ensure and maintain full regulatory and safety compliance in the lab and/or clinical setting.
2. If a student intern's duties and responsibilities expand during the course of the internship, the faculty sponsor will inform the SRIP Coordinator in writing and provide any additional training documentation related to the new duties prior to the intern performing the new duties.
3. A student intern working on an approved IRB, IACUC or IBC protocol may only take part in said protocol as described on the faculty screening questionnaire. Work on subsequent protocols is allowable, but must be communicated to the SRIP coordinator.
4. Student interns must be added to IRB, IACUC and IBC protocols before actively working on them. Details regarding the appropriateness of adding a student intern to a particular protocol is addressed in [Appendix A](#) (attached).
5. Adhere to the standards of the Student Research Intern Program Policy, UCI Policy and UCOP policy surrounding the specific intern duties (including, but not

limited to: Personal Protective Equipment, Minors in Laboratories, etc.), IRB and IACUC policy, and any regulatory requirements attached to grants or financial sponsorship.

6. To ensure the integrity of the Program and to maintain strict compliance with University policy, faculty should never provide login and password information to students so that the students can access information they normally would not have the right or have been properly trained to.
7. Patient confidentiality must be protected during student research assignments as defined by the **CONFIDENTIALITY OF MEDICAL INFORMATION ACT**.
8. For the physical and regulatory safety of both the student, patients, and the faculty sponsor, students enrolled in SRIP may not:
  - a. Perform any duties for Industry supported Clinical Trials where prohibited by contract
  - b. Perform clinical practice or answer/discuss clinical or medical questions
  - c. Perform high-level/high-risk duties (e.g. operating certain equipment, exposure to radiation, exposure to CDC high risk agents, etc.)
9. Additionally, *minors* (under 18 years old) enrolled in SRIP may not perform duties involving the following:
  - a. Highly hazardous materials
  - b. International Agency for Research on Cancer (IARC) Group 1 or 2A carcinogens or Cal/OSHA-regulated carcinogens
  - c. Controlled substances
  - d. Anesthetization, euthanization, or surgical procedures performed on animals.
  - e. Human blood, body fluids, or tissues (unless prior special approval is granted by the Department). The faculty sponsor must submit request for exception prior to an internship.
  - f. Accessing UC Irvine Health Electronic Medical Records (EMR)
10. Student may not start an internship without prior written approval from the department SRIP Coordinator.
11. Students who wish to shadow as part of their internship must follow the appropriate policies of the shadowing program.
12. Special permission is required for students accessing restricted areas such as Operating Rooms and the Emergency Department.

#### **B. Expectations of the Student Research Intern Program (SRIP) Coordinator**

1. Act as a primary point of contact regarding information about the SRIP for students, faculty, and departmental staff.
2. Assist the faculty sponsor, their staff and the student in navigating the application process.
3. Review application paperwork/materials and inform interested parties regarding approval or unfinished requirements in a timely manner. Details regarding the review of application paperwork/materials are



addressed in **Appendix B** (attached). Other required documents will be provided separately including email template notifications and application forms.

4. **Please note:** Student assignment periods may range from a minimum time of one (1) month to a maximum time of twelve (12) months. If a faculty sponsor would like to extend a couple of months within the maximum time of twelve (12) months the faculty screening Questionnaire form needs to be revised and an approval notification needs to be sent with the revised end date. If a faculty sponsor would like a student to continue past the 12-month student must reapply about one month prior to the approved end date. A check will also be performed in regards to any updates required for continuing health clearance.
5. **Please note:** A sponsored UCInetID is required for access to required online training. This ID needs to be requested by the SRIP Coordinator. See **Appendix B** for detail.
6. Review all mandatory training prior to starting an internship. See **Appendix B** for detail.



APPENDIX A

**WHEN TO ADD A STUDENT INTERN TO YOUR IRB or IACUC PROTOCOL**

1. **IRB**

Student interns who are engaged in research involving human subjects must be listed on an IRB-approved study. The IRB defines “engaged in research” as:

- Interacting with subjects in the research context, and/or
- Accessing private, identifiable information about the subject for research purposes (e.g., from a subject’s medical record).

**Please note:** if a student intern has access to de-identified/anonymized research data ONLY, they would not need to be listed on a protocol.

2. **IACUC**

Student interns who are engaged in research involving the following must be listed on an IACUC-approved study:

- Accessing a vivarium unattended.
- Handling or caring for live animals.

**Please note:** if a student intern is strictly working with animal cells, blood and/or tissues but NOT live animals, they do not have to be listed on the protocol.



## APPENDIX B

### **Application Submission Instructions & Checklist**

#### **Section I – Required Student Documents**

The Required Student Documents must be provided to the Student Research Intern Program Coordinator along with the Required Program Forms to process the application.

1. Resume or Curriculum Vitae
2. Proof of Current Health Insurance
3. Copy of Driver License or Student ID

#### **Section II – Required Program Forms**

To be completed by SRIP students:

1. Student Research Intern Application Form
2. UC Irvine Health Confidentiality Statement Form
3. UC Waiver of Liability, Assumption of Risk & Indemnity Agreement Form
4. UC Irvine Parental Authorization for Minors Form
5. SRIP Medical Clearance Form

To be completed by Faculty Sponsor:

6. Faculty Screening Questionnaire Form

To be completed by SRIP students and Faculty Sponsor:

7. SRIP Workplace-Lab Safety Orientation Form
8. Student Research Intern Competency Form

#### **Section III – UCInetID**

1. The SRIP Coordinator can request a sponsored UCInetID at the following link:  
<http://www.oit.uci.edu/ucinetid/types/sponsored/>
2. It will take 24-48 hours to receive a sponsored UCInetID.
3. A sponsored UCInetID must be forwarded to applicants to do the required online training.
4. Applicants must activate their sponsored UCInetID (instructions provided with ID).

#### **Section IV – Required Online Training**

##### **1. University of California Learning Center**

Please access to “[Student and Affiliate Access Request](http://uclc.uci.edu/)” at the following link: <http://uclc.uci.edu/>. Complete required training and print certificates of completion.

- A. For student interns at the medical center, affiliated clinics or any location where patient contact is anticipated.
  - 1) Current Privacy and Security Training HIPAA Healthcare
  - 2) Current Annual Training Students Only
  - 3) UCI Responsible Conduct of Research (RCR)

- B. For student interns at the medical center or on-campus in basic science laboratories with no patient care-areas or contact with patients.
- 1) UCI Responsible Conduct of Research (RCR)
  - 2) Privacy and Security Training HIPAA-Campus
  - 3) UC Laboratory Safety Fundamentals
  - 4) Hazardous Waste\_eCourse
  - 5) Bloodborne Pathogens\_eCourse (there are 8 modules, all must be completed)
  - 6) Fire Safety Training (as applicable)
  - 7) Radiation Safety Part 1 (as applicable / consult with Faculty Sponsor – there are 6 modules, all must be completed)
  - 8) Laser Safety (as applicable / consult with Faculty Sponsor – there are 7 modules, all must be completed)

## **2. CITI Human Research Protections and Animal Research Training**

For student interns working on an approved IRB protocol or IACUC protocol, the Office of Research will require additional training through CITI at [www.citiprogram.org](http://www.citiprogram.org).

## **3. HIPAA Research Tutorial**

For student interns working on an approved IRB protocol involving protected health information, the Office of Research will require additional training through the UCLC.

## **4. Laboratory Animal Occupational Health Program Questionnaire**

<https://services.adcom.uci.edu/fars/submitter/?form=laohp>

Instructions: This questionnaire must be completed if you will have contact with animals. You will receive an email confirmation once you have registered, please submit a copy of this confirmation in your application packet.