

Keenan Research Summer Student Program 2018 Registration Package for PIs/Managers

PAID STUDENTS

PIs/Managers CHECKLIST:

(Steps 1 & 2 should be done immediately upon receiving this package)

- 1. Choose a start date for your student(s) – MUST be on a Monday unless Holiday; then Tuesday
- 2. Send your student(s) the below pre-registration link and ensure they complete it **at least two weeks before their start date**. Students **MUST** pre-register to be assigned a Registration Session and receive the Registration Package for Students. **Please inform your student(s) whether or not they will be working in Wet Bench or Dry Bench Research.**
<https://www.surveymonkey.com/r/KRSS2018>
- 3. Fill out and sign the remaining pages:
 - A: HR Action Form to Hire Keenan Research Summer Student
 - B: Conflict of Interest Disclosure Form
 - C: Bar Code I.D. Form
 - D: Research Project Description
 - E: Offer Letter (Please ensure start & end dates on HR Action Form match start & end dates on Offer Letter)
- 4. Ensure your student receives this **fully completed & signed** package **before** the student's assigned Registration Session date (your student(s) will inform you of this date). They cannot register and begin their placement without this completed package.
- 5. If you require Research Ethic Board Approval, the forms need to be sent to the REB 1 month prior to your KRSS start date. Link to the website and forms: <http://www.stmichaelshospital.com/research/rebforms.php>

FYI - REMAINING STEPS FOR YOUR STUDENT(S):

(To be arranged by the ORA)

1. **Pre-Register** - Your student(s) will pre-register online **at least two weeks before their start date**. Once they have completed pre-registration they will receive a Registration Session date and time as well as the Registration Package for Students.
2. **Registration Session** - Students will bring BOTH the completed Registration Package for Students AND Registration Package for PIs/Managers to their assigned Registration Session. Students will receive their name badge, complete Corporate Health and Safety and be given details regarding the program and mandatory events.
3. **Biosafety Training** - If the student hasn't done so already, the student MUST complete biosafety training. If the student is missing the biosafety training after their start date, **their access will expire and will not be renewed until they complete training.**
4. **KRSS General Orientation** - Students will be required to attend a mandatory, 2-hrs orientation to be arranged by the ORA either at the end of May or end of June.

If you have any questions, contact the KRSS Coordinator KRSS@smh.ca

HR Action Form to Hire Keenan Research Summer Student

Investigator Name:	Manager Code:
Dept:	Division:
Phone:	Ext:
Payroll Clerk responsible for this Candidate: KRSS Program Coordinator (ORA) Payroll Unit: 343000013 Org: Students (7609451) Payroll ORG Name: Research Summe Position:	
Is the student NEW to St. Michael's or a rehire? <input type="checkbox"/> New <input type="checkbox"/> Rehire	

Student Information

Last Name:	First Name:
Start Date	End Date* mandatory, please complete
Salary (37.5-hour work week) <input type="checkbox"/> \$11.40 <input type="checkbox"/> \$12.00 <input type="checkbox"/> \$14.00 <input type="checkbox"/> \$16.00	
<ul style="list-style-type: none"> These rates cannot be modified and <u>are not</u> based on progressive steps, student qualifications or past SMH student experience. It is solely at the Investigator's discretion and their available funding to determine which hourly rate the Investigator offers their summer student. An additional 14.6% of the student's hourly rate will be charged to the PI's cost centre. For example – if you pay the student \$12 per hour, it will cost you approximately \$13.75 per hour. This additional 14.6% is to cover employer costs which include vacation pay, Employer Health Tax, WSIB coverage, CPP deductions and EI deductions. This is consistent with the compensation model used in 2012 which complies with Canada Revenue Agency direction. 	

Job title: Keenan Research Summer Student	Job Status: Casual
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Cost Centres: You may divide the cost of the position between multiple cost centres, up to a maximum of FOUR. Please indicate % for each cost centre. It must total 100%.

Company	Accounting Unit	Activity Number	Percentage
1.			
2.			
3.			
4.			

Do all the activities listed above belong to you? If no, indicate who they belong to:

Please attach an email confirmation from the PI to verify that the PI has agreed***

Investigator/Manager Signature:	Date Signed:
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Conflict of Interest Disclosure Form

Please check the **Conflict of Interest Disclosure** for hiring this Candidate:

1. Is the Keenan Research Summer Student a family member of the supervisor (or the individual responsible for the decision to engage this incumbent)?
 Yes No
2. Is the Keenan Research Summer Student affiliated with an organization in which the supervisor or the supervisor's family member has financial or ownership interest?
 Yes No

Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists.

Please note that if you check "Yes", before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy. Marianna Betro will be in contact with you (416-864-6060 x 5521; BetroM@smh.ca).

Investigator/Manager Signature:	Date Signed:
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Keenan Column Mailing List

The Keenan Column is a weekly newsletter sent out to all Keenan Research Summer Students outlining upcoming events and deadlines within the program. All Principal Investigators will automatically be added to the mailing list. If you would like to opt out of the mailing list and appoint someone on your team as a delegate to be added to the the mailing list, please list their email below.

I would like to opt out of the Keenan Column Mailing List Yes No

Please list below a delegate or additional team members to be added to the mailing list:

Bar Code I.D. Form

Please print clearly

Last Name				
First Name				
Department Name				
Email				
Job Title	Keenan Research Summer Student			
Department/Lab extension				
Start Date				
End Date (MANDATORY)				
Area(s) of access (Manager or designate must initial each entry)	Area Name	Floor	Wing	Initial
Department PI/Manager Name (Print)				
Department PI/Manager Signature				

For Office use only

Access Card Number	
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Research Project Description

Please provide a research project description for your summer student (you may use your Keenan Lotto application if applicable). It is the Investigator's responsibility to ensure research facilities are available to support the student's project.

Title of Research Project
Is this Wet Bench Research or Dry Bench Research? (Please select ONE): <input type="checkbox"/> Wet Bench <input type="checkbox"/> Dry Bench
Brief description of the Research Project that the Summer Student will work on:
Please describe the Summer Student's specific role on the Research Project and include their daily activities:

Date:

Name:

Address:

Phone:

Email:

St. Michael's
Inspired Care.
Inspiring Science.

Dear

Research Summer Student Placement Letter

Investigator Name:

Student Name:

We are pleased to offer you a Research Summer Student Placement (“Placement”) in the Department at St. Michael’s. This is a temporary casual placement, reporting directly to me.

The placement will commence on **Monday** and will end on

Your hourly rate will be \$ s a 37.5-hour work week, payable bi-weekly through direct deposit at a qualified financial institution. You will receive vacation pay equivalent to 4% of your salary each pay period. As a research summer student, you are not entitled to participate in the St. Michael’s optional benefit plans nor the pension plan.

Should you be requested to perform duties beyond the above end date, you will be compensated at the same hourly rate of \$ as noted above.

Please bring all required documents with you to the Registration Session assigned to you by the Office of Research Administration. These include the forms completed and provided to you by your supervisor/Investigator, as well as, the forms completed by yourself.

We also ask that you bring the following original documents to your Registration Session:

- o Social Insurance Number Card or SIN confirmation letter
- o A government-issued photo ID (e.g. driver’s license, passport, citizenship card, etc.)
- o Valid Student ID card from your University/College
- o Proof of entitlement to work in Canada (if applicable)
- o Copy of your current resume
- o Void blank cheque or direct deposit form from your bank

Please also note that you may not start your Placement or be issued a St. Michael’s Identification badge until you have attended a Registration Session.

Registration sessions are held every Monday unless a Holiday then Tuesday. It is mandatory that you attend a Registration Session in the Office of Research Administration. Please ensure you have pre-registered online at <https://www.surveymonkey.com/r/KRSS2018> at least two weeks before your start date. Upon completion, you will be contacted with an official date and time to attend. For more information, please contact the KRSS Program Coordinator, at KRSS@smh.ca.

It is also mandatory that you attend KRSS General Orientation. You will have two opportunities to attend, one on May 28 and one on June 25.

For safety of both yourself and St. Michael’s patients, you are required to complete St. Michael’s medical screening and personal protection education processes provided through the St. Michael’s Corporate Health and Safety Services. You will complete this screening the day after or on the same day of your Registration Session. You will be provided full instructions in the KRSS Registration Package for Students. You will receive this package once you pre-register.

Training on WHMIS, Laboratory Safety and Biosafety will be required as applicable to your research setting. Your access will be tied to compliance of this training. Please attend Biosafety Training before your start date. Full instructions will be provided in pre-registration and the KRSS Registration Package for Students.

St. Michael’s strives to maintain the highest levels of ethical and professional conduct in order to merit the trust and confidence of its partners and stakeholders, including the public at large. You are expected to meet the same high standards of ethical and professional conduct as you carry out your Placement duties. If during the Placement you have any conflict of interest with respect to your duties, you must disclose it in accordance with St. Michael’s Research Conflict of Interest policy.

In the course of your Placement at St. Michael's, you may become privy to confidential information. You must take all reasonable measure to protect the confidential information entrusted to you, to not use such confidential information for your own purposes and to return all such confidential information to St. Michael's upon the completion of the Placement, or at any other time as request by St. Michael's.

All material conceived or produced in any form during the Placement and thereafter, shall belong to St. Michael's ("Works"). You agree to waive the moral copyright in the Works in favour of St. Michael's and assign such rights to St. Michael's. All intellectual property in the Works shall also belong to St. Michael's. All of the Works shall be delivered to St. Michael's on completion or termination of the Placement.

If applicable, you must ensure that you are eligible to work in a clinical research environment (including that you have not be debarred or prohibited from working in a clinical research environment by Health Canada, the U.S. Food and Drug Administration or any other regulatory agency) and that you conduct your research endeavours in full compliance with the ICH Good clinical Practice Consolidated Guidelines and the Tri Council Policy Statement: Ethical Conduct for Research Involving Humans (which can be located at <http://www.hc-sc.gc.ca/dhp-mps/prodpharma/applic-demande/guide-ld/ich/efficac/e6-eng.php> and <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

Barbara and Pat Keenan generously support the Keenan Research Summer Student Program. Please ensure that you acknowledge their contribution by using this name on your resume as well as any presentations and publications associated with the program.

This temporary Placement may be terminated by either party earlier than the end date, provided that one week notice is given in writing.

Your formal acknowledgement and acceptance of this Placement and the terms and conditions contained herein, will be completed upon signing of this Placement Letter at the Registration Session and witnessed by the KRSS Coordinator.

We look forward to providing you with a training experience as enriching, rewarding and positive as possible.

Sincerely,

PI/Supervisor's Signature
Print Name:

I have received, read and understand the terms of this temporary Research Summer Student Placement and accept the terms and conditions as outlined above.

Student's Signature
Print Name:

Date

Witnessed by:

KRSS Program Coordinator
Cc: Human Resources, 2 Queen St

Date

****PIs/Managers: Please read****

Research Ethics Board & Keenan Research Summer Students

If you are **submitting a protocol amendment** - such as adding a student or questionnaire – please complete the appropriate form* and **submit to the REB (do not submit with the student registration) 1 month before your student's start date**. Any changes to the study, including changes to:

- study personnel
- the way the study is being conducted
- the types of information being collected
- the analysis being conducted
- study population, including sample size

MUST be reported to the REB via the request form. Each change must be accompanied by a relevant explanation, as well as updated copies of all relevant documents, with the changes from the previously approved documents highlighted. Protocol amendments are processed on a first-come basis and can take 15 to 30 business days for approval. **Please submit 30 days before the student's start date and clearly indicate that it involves a Keenan Research Summer Student**.

If you are **submitting a new REB Application** for delegated/expedited review that your summer student will be working on, please ensure that the application is submitted at minimum **1 month before the student's start date**. Please indicate that this project will be completed by a Keenan Research Summer Student so that the Research Ethics Office is aware. To further facilitate review and approval of the submission, you can arrange for a consult with the Research Ethics Office prior to submission.

All REB forms can be found here (also included at the back of this document for your reference):

<http://www.stmichaelshospital.com/research/rebforms.php>

Please be reminded that the mandatory training in Good Clinical Practice (GCP) and Tri Council Policy Statement 2 (TCPS2) also applies to Summer Students.

General inquiries should be directed to:

Dharmista Patel, Administrative Assistant in the Research Ethics Office

pateld@smh.ca or (416) 864-6060 x2557

If submission of the REB application is part of the summer student's work experience, please encourage your student(s) to arrange a consult with the Research Ethics Office.

