

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

VOLUNTEER 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 Wednesday
- 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. **NB: Inform your student whether or not they will be conducting Wet Bench or Dry Bench Research.**

<https://www.surveymonkey.com/r/KRSS2018>

- 3. Fill out and sign the remaining pages:
 - A: Conflict of Interest Disclosure Form
 - B: Bar Code I.D. Form
 - C: Research Project Description
- 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 this year, 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.** Training is required to be renewed annually.
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 at KRSS@smh.ca

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 (V)			
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 Renewal Only: reason why volunteer is being renewed beyond initial end date (1 year max):

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For Office Use Only	
Access Card Number	

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:

****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.

KRSS PROGRAM IMPORTANT DATES AND EVENTS

Registration Sessions	Mon April 23	First Paid Student Registration – Every following Monday until June 25 th (<i>excluding Holidays</i>)	
	Wed April 25	First Non-Paid Student Registration – Every following Wednesday until June 27 th	
Biosafety Training Sessions – Wet Bench			
Hospital Orientation MANDATORY	Mon May 28	12:30pm - 3:30pm	
	Mon June 25	12:30pm - 3:30pm Allan Waters Family Auditorium – LKSKI209	
KRSS Introductory Seminar	Wednesday May 30	9:00am – 11:00am	<p>All seminars will be held in the Allan Walters Family Auditorium – LKSKI209.</p> <p>These sessions are MANDATORY to attend</p>
KRSS Seminar 1	Tuesday, June 5	9:00am – 11:00am	
KRSS Seminar 2	Wednesday, June 13	9:00am – 11:00am	
KRSS Seminar 3	Tuesday, June 19	9:00am – 11:00am	
KRSS Seminar 4	Tuesday, June 26	9:00am – 11:00am	
KRSS Seminar 5	Tuesday, July 3	11:00am – 1:00pm	
KRSS Seminar 6	Tuesday, July 10	11:00am – 1:00pm	
KRSS Seminar 7	Tuesday, July 17	11:00am – 1:00pm	
KRSS Seminar 8	Tuesday, July 24	11:00am – 1:00pm	
KRSS Seminar 9	Tuesday, July 31	11:00am – 1:00pm	
KRSS Seminar 10	Tuesday, August 7	11:00am – 1:00pm	
Professional Development Sessions	Thursday June 7	2:00pm – 3:00pm	Topic: Designing your Resume
	Thursday, July 5	2:00pm – 3:00pm	Topic How to Prepare for a Poster Competition
	Thursday August 2	2:00pm – 4:00pm	Med School Panel
			PD Sessions held in LKSKI 240
Meet & Greet Socials	Thursday, June 14	2:00pm – 3:00pm	Speed Networking
	Thursday, July 12	2:00pm – 3:00pm	Trivia
	Thursday, August 9	2:00pm – 3:00pm	HeadBandz
			M&G Sessions held in LKSKI 136
Poster Competition	Thursday, July 26	10:00am – 4:00pm	LKSKI Exhibition Space, 240+241
KRSS Goodbye Student	Thursday, August 16	2:00pm – 3:00pm	Room LKSKI 136/ CIBC Hall