Educational Assignments
...and other research activities

Description & Process

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Office of Research Safety
Department Administrator
What are Educational Assignments?

Educational Assignments are opportunities for student(s) to obtain a short-term, noncredited, educational experience either ad-hoc or for a formal program. The age range is unlimited. This would include post-docs, students from other institutions, elementary and high school students, and students from the UChicago Lab School. Group field trips which take place in a lab are also in this category.
What are Educational Assignments?

Note: Educational Assignments are not volunteers, they are students coming to the University of Chicago, not for credit, but for the benefit of an educational experience.

Non-Degree Visiting Students are a type of educational experience for foreign students. These are managed by BSD HR in collaboration with the Office for International Affairs (OIA) and ORS as needed. There are fees involved.
What are other research activities?

Other research activities would be defined as the following:

- Visiting Researchers (IBC, IACUC, Medicine, etc.)
- UChicago Medicine Shadow Experience
- Fellowships

Currently enrolled students of UChicago would fall in the category “Other research activities.” These include fellowships. A request is required in order to keep an attendance record on file and to schedule Lab Safety training.

Additionally, a “Formal Program” would be an established program that occurs, typically, on an annual basis, for which an application for program acceptance is required but there is no tuition or credit issued. This is a “continuing education” type of experience but sponsored through a designated program.

Some examples of a formal program include- Research Experiences for Undergrads, EYES, UCCCC, High School Teachers Summer Research Program of the American Association of Immunologists, Collegiate Scholars Program, Pathways, Pritzker Summer Research Program, Space Explorer Program, Expanding Your Horizons, researchHStart, CURE, RIBS, etc.
Who are the stakeholders?

Completion of forms and submission:
• Student, Fellow or Visitor
• Parents/Guardians
• External Academic Organization
• Principal Investigator (PI) or Supervisor
• HR Partner

Once submitted, reviewed by:
• Employee & Labor Relations (ELR)
• Risk Management (RM)
• Volunteer Dept. (BSD HR)
• Youth Group Program Coordinator (YGPC)
• Office of Research Safety (ORS)

Educational Assignments Committee:
Designated representative(s) from ELR, RM, BSD HR, YGPC, ORS
<table>
<thead>
<tr>
<th>Types of Educational Assignments?</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
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<tr>
<td><em>Educational Assignment</em></td>
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<tr>
<td>A structured learning opportunity for a minor or non-minor with a defined and reasonable set of goals. The EA provides mentored oversight, and the opportunity is primarily for the benefit of the minor or non-minor and not others.</td>
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<tr>
<td><em>Non-Degree Seeking Student</em></td>
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<tr>
<td>A structured learning opportunity for undergrad/graduate students who will come to UChicago to work with a specific PI. They will only receive credit toward their degree from their home institution, usually international.</td>
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<tr>
<td>Visiting Researcher</td>
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<td>Professional or Post-Doc Researcher visiting campus to work with a specific PI.</td>
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<td><em>UChicago Student</em></td>
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<td>UChicago Students may want to gain additional experience pertaining to their major or minor by performing work in an internship or not related to an internship.</td>
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<td><em>Volunteer</em></td>
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<td>Unpaid individuals on campus who volunteer for specific events.</td>
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<td>UCM Shadowing Experiences</td>
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<td>Potential Residents or students considering medical school.</td>
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<td>Fellowships</td>
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<td>Undergrad, grad and alumni fellowships</td>
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<tr>
<th>Form(s)/Documents Required</th>
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<tr>
<td>Volunteer &amp; Educational Assignment Proposal</td>
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<tr>
<td>Forms are electronically managed via BSD HR</td>
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<tr>
<td>Visiting Scientist form</td>
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<tr>
<td>None- should be simplified but it is needed to keep a record</td>
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<tr>
<td>Volunteer form</td>
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<td>Volunteer &amp; Educational Assignment Proposal</td>
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<td>Volunteering Form (revised)</td>
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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>ORS Website</td>
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<td>BSD HR</td>
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<th>Governing Policies</th>
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<tr>
<td>ORS Training Policy, ORS PPE Policy, ORS EAs in the Lab Policy, ORS Lab Safety Roles and Responsibilities</td>
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<th>Routed Required Approvals</th>
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<td>ELR/HR, ORS, requesting PI</td>
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<th>Related Departments</th>
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Why do we need a process?

The educational assignment and/or other research activities is just one of the many generosities that UChicago offers to thriving students from all over.

Educational Assignments and Visiting Researchers are not processed through Workday. For liability reasons, and to benefit the student, we need to keep a record of their presence on file. We need to review their proposed activities to ensure they are consistent with policies. Then we use the description of the activities to determine and deliver the associated laboratory safety training.

Another reason for this process is to trigger a safety check on the designated laboratory. ORS checks to make sure the laboratory successfully passed their most recent inspection and that there are no additional potential hazards that could affect the student or visitor.
What forms are needed?

The forms listed can be found on the Office of Research Safety’s website: https://researchsafety.uchicago.edu/programs/educational-assignments-and-other-research-activities/

1. Educational Assignment Proposal (minor <17)
2. Educational Assignment Proposal (adult >18)
3. Educational Assignment Proposal (groups)
Who does what?

The PI or supervisor and the student, or minor student’s parents/guardians are responsible for completing the appropriate forms and passing them to the department’s corresponding HR Partner.

The HR Partner will submit the paperwork to ELR.

ELR reviews only to ensure that the assignment is educational in nature and not assigned tasks that would resemble work which should be performed by a paid employee.

ELR forwards their approval with the documents to the designated individuals in the applicable department(s), which may include any combination of the following:

BSD Volunteer Dept., Risk Management, the Youth Group Coordinator, and the Office of Research Safety.
Who does what?

If there is a minor involved, the next step is to route the forms to Risk Management, the Youth Group Coordinator, to confirm that all corresponding to the minor have DCFS clearance and/or is not on the national sex offender registry.

After Risk Management, or if the EA is an adult, the forms are routed to the Office of Research Safety.

The ORS Administrator will check if there are any wet lab/research labs involving biological, chemical or radiation hazards on the hazard assessment and assign an ORS Safety Officer to process a risk assessment, deliver the applicable training and check the recent lab inspection.
Who does what?

The ORS Safety Officer will inform the ORS Administrator whether to proceed with approval.

i. After the ORS Administrator receives confirmation that safety training has been completed, the signed documents are emailed back to ELR, the HR Partner, the Department Administrator (if listed) the student/visitor, and any PI’s and Supervisors listed.

ii. If the applicant or PI does not respond to the ORS Safety Officer or Administrator within 2-weeks of first contact, the application will be denied.

iii. No assignment can begin until all members of the committee has approved.
What is the flow?

Host Department provides Educational Assignment request forms to external organization or student and forwards completed forms to the HR Partner.

HRP/DA->

student->

HRP/DA->

ELR->

ELR forwards to Risk Mgmt and ORS

Risk/ORS->

student->

ORS->

student/unit reps

Each unit fulfills their role. ORS Admin contacts student to take training.

Student confirms training completion.

ORS Administrator sends documents back to the student and unit reps. Project may proceed or be terminated.
Educational Assignments vs. Volunteers

**Educational Assignments**

Activity type:
- Tour
- Observation
- Collaboration (hands-on)

Participant:
- Minors:
  - Consent and indemnification required
  - Visiting Student (elementary and high school)
- Adults:
  - Visiting Scientist (faculty, technician, post-doc)
  - Visiting Student (undergrad, graduate)

Restricted Activities:
- Performing work involving the handling or storage of blood, blood products, or body fluids or tissues;
- Handling Risk Group 2 pathogens;
- Working with carcinogens, teratogens, or mutagens;
- Handling radioactive substances;
- Using radioactive devices;
- Entering animal research facilities;
- Working with animals.

Prohibited Activities:
- Entering BSL3 laboratories or ABSL3 animal facilities;
- Entering Select Agent registered laboratories or SA animal facilities;
- Working in an area or performing activities requiring the use of a respirator;
- Handling Risk Group 3 pathogens;
- Operating Class III Lasers;
- Working in areas with possible exposure to lead or its compounds;
- Working with substances present on the OSHA particularly hazardous substances list;
- Working in areas where explosives or articles containing explosive components are used or stored;
- Working in a Machine Shop
Educational Assignments vs. Volunteers

Volunteers

There are no restricted activities for Volunteers.

Prohibited Activities:

- Performing work involving the handling or storage of blood, blood products, or body fluids or tissues;
- Handling Risk Group 2 or Risk Group 3 pathogens;
- Working with carcinogens, teratogens, or mutagens;
- Handling radioactive substances;
- Using radioactive devices;
- Entering animal research facilities;
- Working with animals.
- Entering BSL3 laboratories or ABSL3 animal facilities;
- Entering Select Agent registered laboratories or SA animal facilities;
- Working in an area or performing activities requiring the use of a respirator;
- Operating Class III Lasers;
- Working in areas with possible exposure to lead or its compounds;
- Working with substances present on the OSHA particularly hazardous substances list;
- Working in areas where explosives or articles containing explosive components are used or stored;
- Working in a Machine Shop.
What are the relevant policies?

- Educational Assignments in the Lab Policy
- Non-Degree Visiting Student Policy
- Volunteer Policy
- Research Safety Education and Training Policy
- Personal Protective Equipment Policy
- Institutional Roles and Responsibilities