



## Educational Assignments

### Participants:

- Minor
- Parents/Guardians
- External Academic Organization
- Principal Investigator (PI) or Supervisor
- HR Partner
- **Employee & Labor Relations (ELR)**
- **Risk Management (RM)**
- **Youth Group Program Coordinator (YGPC)**
- **Office of Research Safety (ORS)**

Educational Assignments Committee: Designated representative(s) from ELR, RM, YGPC, ORS

### Who needs to complete an Educational Assignment?

*Educational Assignments* are for external student(s) who come to the University of Chicago for a short-term, non-credited, educational experience. The age range is unlimited. This would include post-docs, students from other Universities, elementary and high school students, and students from the UChicago Lab School.

**Currently enrolled students of UChicago** would fall in the category “*Other research activities.*” These include fellowships. A request is required in order to keep a record on file and to schedule Lab Safety training. The Educational Assignment Committee is currently working on a more simplified process for UChicago students.

**Non-Degree Visiting Students** from the BSD are also exempt from this process and are managed by BSD HR in collaboration with OIA and ORS as needed.

Note: Educational Assignments are not volunteers, they are students coming for an educational experience.

Group **field trips** which take place in a lab: please contact the ORS administrator.

## EA Processing

Step 1. 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.

Step 2. The **HR Partner** will submit the paperwork to ELR.

Step 3. **ELR** reviews only to ensure that the assignment is educational in nature and not tasks that would resemble work which should be performed by a paid employee.

Step 4. **ELR** then forwards their approval with the documents to the designated individuals in Risk Management and the Office of Research Safety.

Step 5. Each of the three units will assess the following:

- a. **Risk Management** – to identify risks or hazards involved (non-lab related).
  - a. **Youth Group Coordinator** – part of Risk Management. Involved if there is a minor to ensure all parties corresponding to the minor has DCFS clearance and/or is not on the national sex offender registry.
- b. **ORS Administrator** will determine if there are any wet lab/research labs involving biological, chemical or radiation in order to process a risk assessment, protocol review, training and lab check as applicable.
  - a. If the Educational Assignment is determined to include any of the above hazards, the ORS Administrator will assign the individual relevant training requirements. Only attend the required courses.
    - i. After the student completes the required training, the ORS Administrator will forward the signed documents back to ELR, Risk Management, Youth Group Program Coordinator and the original HR Partner.
    - ii. If the applicant or PI does not respond to the ORS Administrator within 2-weeks of first contact, the application will be denied.
    - iii. No assignment can begin until all members of the committee have approved.
- c. The **HR Partner** will notify the PI/supervisor.
- d. The **HR Partner or PI/ supervisor** will notify the student, external organization, and parents/guardians if applicable.
- e. Educational Assignment may proceed.

### Potential ORS Lab Safety Training:

1. [Chemical Hygiene Plan/General Lab Safety](#) (includes fire safety requirement)
2. [Comprehensive Biosafety Training](#) (rDNA at BSL1 and/or BSL2, Bloodborne Pathogens, Biological Toxins, Viral Vectors, Biosafety Cabinets)
3. [Radiation Safety Awareness](#)
4. [Laser Safety Training](#)
5. [General Orientation to Animal Use](#) (Not an ORS course, but lab related)



### Typical Routing of Educational Assignment Requests

