



Educational Assignments and Visiting Researchers

Participants:

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

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

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.

Educational Assignments also apply to currently enrolled students of UChicago who fall in the category “*Other research activities.*” These include fellowships. A request is required in order to keep a record on file, record presence in the labs, and to schedule Lab Safety training.

Formal Programs are established programs for cohorts of students, typically in the summer months. There is an application process in place for these students. Approval is not required, but ELR and ORS does need the Group form completed just to record attendance, location, record a description of activities, and provide Lab Safety training. Contact the ORS Administrator to arrange a group training session.

Non-Degree Visiting Students from the BSD are exempt from this process and are managed by BSD HR in collaboration with OIA and ORS as needed. This is another process, but the students will be required to participate in Lab Safety training if working or studying in a wet lab.

Externs from the Animal Resources Center do need to complete the forms to record your attendance. However, approval is not required for this program. Since these are typically short-term and observation only, ORS will provide the student a packet of relevant safety information.

Group field trips which take place in a lab: please complete the Group form and contact the ORS Administrator to make arrangements.

Visiting Researchers are advanced professionals from an external organization. Please complete the Visiting Researcher form to record your attendance on campus. You may need UChicago Lab Safety training if you will be on campus for more than 1 week.

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



EA Processing

Step 1. The **HRP, 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** will respond via email if the assignment is approved. If there is lab work involved, then **ELR** forwards the documents to the Office of Research Safety Administrator.

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

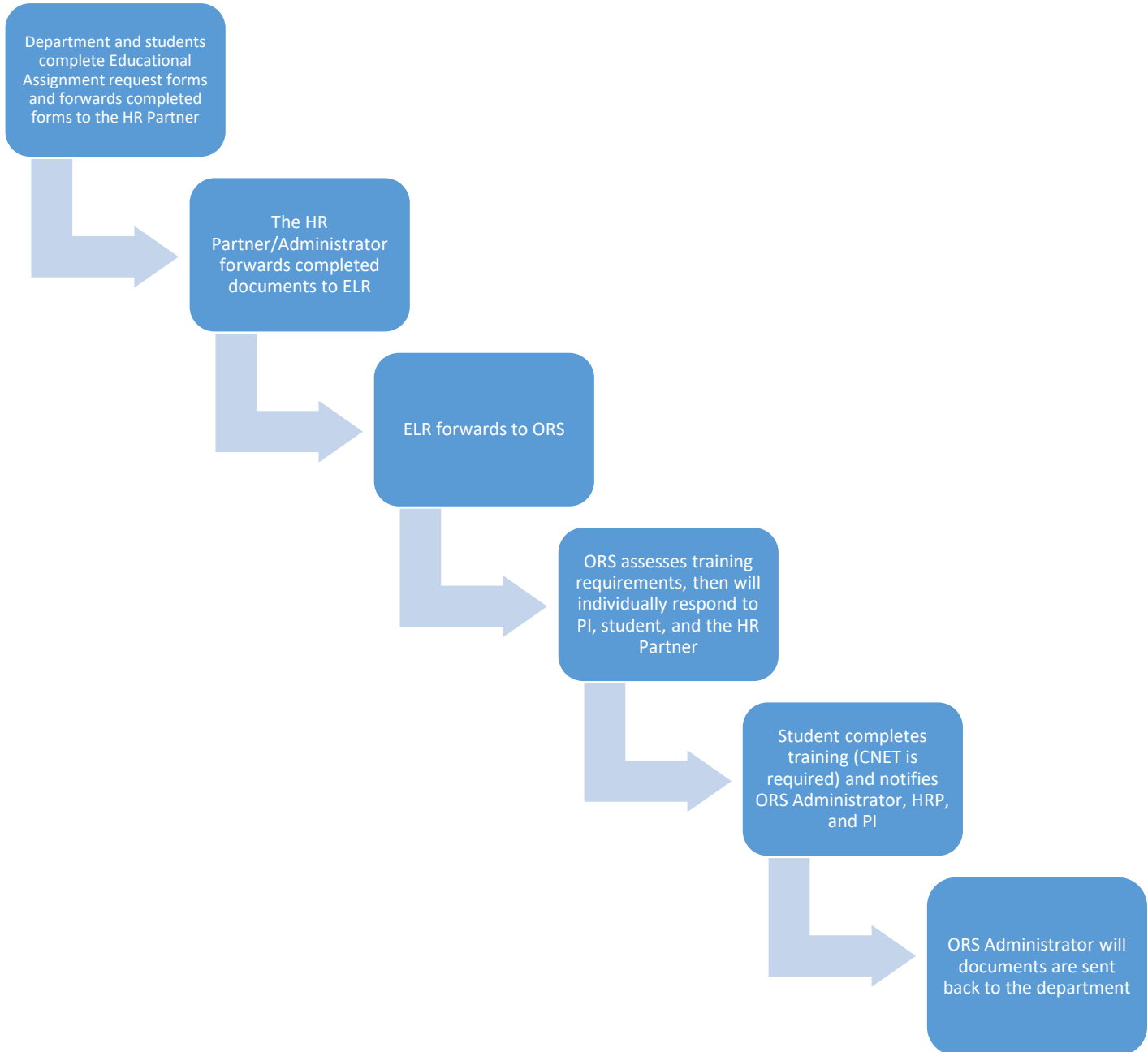
- a. **ORS** Administrator will work with the ORS team to process a risk assessment (chemical, biological, radiation or laser hazards), protocol review, training and lab check as applicable.
 - a. If the Educational Assignment is determined to include any of the above hazards, the ORS Administrator will assign the individual relevant training requirements.
 - i. The ORS Administrator will email the student, PI, HRP and others listed on the request form with instructions to attend the required courses.
 1. A CNET is required for all students attending lab safety training for access and to keep a record of training. Temporary CNETs for non-employees are fine.
 - ii. After the student completes the required training, they must notify the ORS Administrator, HR Partner and PI or supervisor.
 - iii. The ORS Administrator will verify the training records and forward the signed documents back to the original HR Partner, and possibly others listed.
- b. 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. Xray Cabinets
5. Laser Safety Training
6. General Orientation for Animal Use (Not an ORS course, but lab related)
7. Handling Rodents (Not an ORS course, but lab related)



Typical Routing of Educational Assignment Requests





THE UNIVERSITY OF
CHICAGO

**Office of
Research Safety**

All individuals participating in Educational Assignments or other programs and events in-person at the University of Chicago are expected to comply with current COVID-19 health requirements.

Visit <https://goforward.uchicago.edu/> for current guidance.