Summer Student Research Team Members

This year we have refined the process of adding summer students to research teams. We hope to make it as smooth and quick as possible for faculty and staff to obtain approval so students can gain valuable research experience.

Below is the procedure that should be followed, if there are any missing documents or the application is not completed correctly, you can expect a delay in the approval time.

**ONLY** students who will be engaged in human subjects research should be added to study teams. Students participating in animal research or handling only de-identified data or specimens should **NOT** be added to the research team. These directions apply to ALL summer students, regardless of the funding source or program in which they are participating.

1) Students must complete Human Subjects Research training (CITI) before they can be added to any study team. CITI can be accessed here. http://hrpo.wustl.edu/education/human-subjects-education/

2) When you have determined you will need to add a student to a study team, complete the highlighted sections of the IIA Summer Student Research Program Template Agreement that is also attached to this email (or can be found on the HRPO website). If you do not have any funding and/or do not have a grant number please type “NA” in those areas.

3) Obtain appropriate signatures on the agreement:
   a. The student (or student’s parental signature for those under 18) AND
   b. The principal investigator’s signature

4) Submit a modification in myIRB.
   a. The student should be added in the NON-WUSTL portion of section II for the application.
   b. A complete and thorough explanation of the student’s specific activities on the study must be included in the Role area of section II. Please be sure to include what information and identifiers they will have access to, what procedures they will be conducting, where all activities will occur (WU or elsewhere) and any specific training and oversight they will have when conducting research activities.
   c. Attach in the Miscellaneous section of the attachments page:
      i. The fully completed and signed Agreement
      ii. The student’s up-to-date CV or resume
      iii. Documentation of the student’s CITI training

**REQUIREMENTS FOR SUBMISSION:**

- Make the addition of your summer student(s) to the study team the ONLY modifications to your protocol. Do not include any other changes on the request to add summer student(s).

- Do not submit the modification in combination with a continuing review.

- Make sure the student’s CV/ resume is current and lists the school or university they are currently attending.

- Describe in detail the activities in which the student will participate. We would not typically expect summer students to be responsible for recruiting or consenting subject for participation. However, we encourage students observing the recruitment and consent process for educational experience. If it is required that they do either of these activities please expect that this will cause a delay in the approval of the modification as additional review time will be required. You will be asked to provide a justification for why they must do these activities and a description of the specific training and oversight they will have to qualify them for this role in the study.