Application Submission Instructions & Checklist

Section I – Required Student Documents

Instructions: Compile documents below to submit in your application packet.

____ Resume or Curriculum Vitae
____ Proof of Current Health Insurance
____ Copy of Driver License or Student ID
____ Proof of Immunizations/Copy of Immunization Record including:
  ___ Hepatitis B series, MMR, Varicella, Tdap, (all volunteer locations)
  ___ Current TB test (within 1 year) or chest x-ray (within 4 years) (when working in patient care areas/medical center)
  ___ Flu Shot (during flu season, when working in patient care areas/medical center)

Section II – Program Forms

Instructions: Print all program forms. Fill out student forms completely and provide the Faculty Screening Questionnaire to your Faculty Sponsor to fill out and sign. After the Faculty Screening Questionnaire is completed by the appropriate staff members it must be returned to you for your application packet.

____ Intern Application
____ Faculty Screening Questionnaire
____ UC Irvine Health Confidentiality Statement
____ UC Waiver of Liability, Assumption of Risk & Indemnity Agreement
____ Parental Authorization for Minors (if applicable)
____ Intern Departmental Orientation Checklist (to be completed and submitted on or before first day of internship)
____ Competency Documentation Form (to be completed and returned before student performs assigned tasks)

Section III – UCInetID (request, activate, register)

Instructions: A sponsored UCInetID is required for access to required online training, and is requested by staff in the Faculty Sponsor’s department at the following link:
http://www.oit.uci.edu/ucinetid/types/sponsored/

NOTE – It will take 24-48 hours to receive a sponsored UCInetID.

When a sponsored UCInetID has been generated forwarded to you by the requester, follow these steps before a first login attempt is made in the UC Learning Center. Attempting to log into the learning center before completing steps 1 & 2 will result in an error message from the system.

1. Activate your sponsored UCInetID (instructions provided with ID).
2. Request student & affiliate access to the UC Learning Center
   a. Go to uclc.uci.edu
   b. Click on the orange “Student & Affiliate Access Request” box on the upper right-hand side.
3. Complete required training below and print certificates of completion to include in application.
Section IV – Mandatory Safety and Protocol Training

Per University of California policy, students are required to complete the following minimum, mandatory safety and protocol training before they can be approved for an internship.

Additional safety and/or competency training may be assigned by the Faculty Sponsor, the Department Administrator, or the Research Compliance Office before approval is granted. If you are unsure of your location, please contact your Faculty Sponsor.

A. For student interns at the medical center, affiliated clinics or any location where patient contact is anticipated. Access and complete the following training through the UC Learning Center: http://uclc.uci.edu/ (these are the exact titles of the training modules)

____ (2015) Annual Training: Students Only
____ UCI Responsible Conduct of Research (RCR) 2011

B. For student interns at the medical center or on-campus in basic science laboratories with no patient care-areas or contact with patients. Access and complete the following training through the UC Learning Center: http://uclc.uci.edu/ (these are the exact titles of the training modules)

____ UCI Responsible Conduct of Research (RCR) 2011
____ UC Laboratory Safety Fundamentals
____ Hazardous Waste _eCourse (there are 3 modules, all must be completed)
____ Bloodborne Pathogens _eCourse (there are 8 modules, all must be completed)
____ Privacy and Security Training-HIPAA-Campus
____ Fire Safety Training (as applicable)
____ Radiation Safety Part 1 (as applicable, consult with your Faculty Sponsor – there are 6 modules, all must be completed)
____ Laser Safety (as applicable, consult with your Faculty Sponsor – there are 7 modules, all must be completed)

C. For student interns working on an approved IRB protocol (which will be noted by your Faculty Sponsor on the Faculty Screening Questionnaire) - ALSO access and complete the following trainings along with your training in Section A or B.

____ UCI/CITI Human Research Protections Training Course - https://www.citiprogram.org/
   • Instructions: You will register on the site and affiliate your account with UC Irvine. Proceed to the “My Learner Tools for University of California, Irvine” and click on “Add Course or Update Learner Groups”. From there you will enroll in “UCI Human Research Protections Course” and then you will enroll in either the “Basic HRP Course for Biomedical Investigators” or the “Basic HRP Course for Social & Behavioral Investigators”. Continue with the questions that follow, and courses will populate for you based on your answers. Please contact the SRIP Coordinator with questions.

____ HIPAA Research Tutorial - https://apps.research.uci.edu/tutorial/
   • Instructions: Choose the option to take this course “for credit”
D. For student interns working on an approved IACUC protocol (which will be noted by your Faculty Sponsor on the Faculty Screening Questionnaire) - **ALSO** access and complete the following trainings along with your training in Section B.

- **UCI/CITI Training in Lab Animal Research** - [https://www.citiprogram.org/](https://www.citiprogram.org/)
  - Instructions: You will register on the site and affiliate your account with UC Irvine. Proceed to the “My Learner Tools for University of California, Irvine” and click on “Add Course or Update Learner Groups”. From there you will enroll in the “UCI Lab Animal Welfare Course” and then you will enroll in “Undergraduate Training in Lab Animal Research”. Continue with the questions that follow, and courses will populate for you based on your answers. Please contact the SRIP Coordinator with questions.

- **Laboratory Animal Occupational Health Program Questionnaire** - [https://apps.research.uci.edu/laohp/](https://apps.research.uci.edu/laohp/)
  - Instructions: This questionnaire must be completed if you will have contact with animals. You will receive an email confirmation once you have registered, please submit a copy of this confirmation in your application packet.

**Section V – Submission & Approval**

**PLEASE NOTE** - The following constitutes a complete application packet. Submissions that do not contain everything listed below are considered incomplete.

1. All student documents from Section I
2. All signed program forms from Section II (parental authorization not necessary if 18)
3. Documentation of completion of required protocol and/or safety training from Section IV

Submit the above to the SRI Program Coordinator via email. If complete, an email will be sent to you and the faculty sponsor approving your internship to begin. If incomplete, an email will be sent to you and the faculty sponsor explaining why the application packet could not be processed.

**Section VI – Official Hospital ID Badge**

This step is applicable only to those student interns who will be working at the medical center, affiliated clinics, or anywhere patient contact is anticipated.

Once approved, the SRI Program Coordinator will email the designated badge requester for the department you will be working in AND the Security Office. This email will inform the requester and security that the applicant has provided all necessary documentation and required training has been completed, and their badge can be requested. Please note that students must have their badge requested before they go to the Security Office. Badges will have the title “Student Research Intern” and students must go to the Security Office to take a photo for their badge. Badges are property of the University of California and must be returned to the Security Office at the completion of an internship.

If there are any questions regarding the program requirements or application process please contact Rachel Pearlman, SRI Program Coordinator at [rpearlma@uci.edu](mailto:rpearlma@uci.edu)

If there are any questions regarding your internship location or specific duties, acquiring signatures for your paperwork or requesting your Sponsored UCI netID, please contact your Faculty Sponsor.