POLICY STATEMENT: Recognizing Mercy Health as a teaching organization, Mercy Health Regional Institutional Review Board supports the involvement of students in the conduct of research activities. This policy has been developed to outline the expectations and responsibilities in the support of student involvement in research approved by the Mercy Health Regional Institutional Review Board (IRB).

GENERAL PROVISIONS:
Involvement with human research at Mercy Health is a privilege provided to students that is to be conducted under the ethical principles of respect for all persons, beneficence, and justice. Students must be committed to protecting the privacy of protected health information during any data collection that they assist with and must be committed to minimizing risk for any participants during the conduct of the research that they are involved in. Students must agree to conduct all research related activities according to the Mercy Health policies, federal regulations, and their respective universities research regulations. Student must only use the Mercy Health Regional IRB approved study protocol and materials and must maintain participant safety at the forefront of all research activities with which they are involved.

Students will be responsible for following the established Mercy Health policies for responsible conduct of research, good clinical practice, clinic/work area policies, federal regulations and the Institutional Review Board Standard Operating Procedures. If students do not follow the expectations and requirements set forth in this policy and/or for the responsible conduct of research at Mercy Health, they may not be allowed to obtain recognition or credits for their work.

Students are required to complete the Mercy Health CITI Biomedical or Social Behavioral Research Tutorial and the Mercy Health CITI Financial Conflict of Interest Research Tutorial or the NIH Financial Conflict of Interest Research Tutorial. The Office of the IRB may accept CITI completion certificates from other organizations on a case-by-case basis if the training is found to align with Mercy Health requirements.

Students must be formally added to the study as study personnel. The Office of the Institutional Review Board (OIRB) must be notified via a submission through the IRB Manager system adding the student to the study and providing the Office of the IRB with the CITI Biomedical or Social Behavioral Research Tutorial and CITI or NIH Financial Conflict of Interest Research Tutorial completion certificates. The investigator must have received written notification from the IRB informing them that the student has been added to the study prior to the student being allowed to be involved in any study activity.
Institutional Policy & Procedure

DEFINITIONS:
Student Researcher- an individual who is currently enrolled in active coursework at a university or college and must complete research specific coursework while enrolled.

REFERENCE:
Mercy Health Regional Institutional Review Board Standard Operating Procedures
Mercy Health Institutional Policies and Procedures

PROCEDURE: All Mercy Health Campuses

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<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Student</td>
<td>1. Ensure the Mercy Health institutional requirements (permissions, contracts, and credentialing) for students to conduct research at Mercy Health have been completed.</td>
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<td>2. Complete the required Mercy Health CITI training and the Mercy Health CITI or NIH Financial Conflict of Interest training.</td>
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<td>3. Review IRB policies and procedures related to the research that will be conducted.</td>
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<td>4. Ensure a request for adding the student to a current study as study personnel has been submitted, reviewed and approved by the Mercy Health Regional IRB prior to being involved in any research activity.</td>
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<td></td>
<td>6. If a new study is proposed to be conducted, ensure Mercy Health IRB submission and review has occurred and an approval has been granted before any study activities may commence.</td>
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Office of the IRB/Institutional Review Board

1. Review requests from students to be added to research study as study personnel.
2. Consider the qualifications of the students and the appropriateness of the request to assist with or to conduct research.

CONCURRENT CONSENTS:
Institutional Official

[Signature]