Process for Student Volunteers Assisting with Research Projects

**Identification of Non-Paid Student Volunteer**
Mutual agreement between investigator and student made for student to assist with a specific research project

- **Apply as Volunteer**
  Complete on-line application at www.palmettohealth.org/giving/volunteer-programs; select the most appropriate campus; in the “Personal Goals” section indicate the investigator and research project.

- **Volunteer Office Response**
  Performs telephone interview.

- **Complete Phone Interview**
  During phone interview, notify Volunteer Office of the project/department/program of participation.

- **Documentation Request**
  Sends: (1) A next steps information sheet (2) Reference forms (2 personal and 1 medical) (3) Background check form (4) Employee Health form

- **Complete Volunteer Forms**
  All completed forms are to be sent back to the Volunteer Office via email, fax, or hand delivery

- **Orientation Instructions**
  Orientation information is sent to the applicant

- **Complete General Orientation**
  If online orientation is utilized, a screen shot of completion must be sent to the Volunteer Office for confirmation of completion

- **Update/Create New IRB Application**
  Student volunteer must be added and approved as personnel on study prior to beginning work

- **Register in eIRB**
  Http://eirb/healthsciencessc.org/HSSC

- **Obtain IT Access (if applicable for study)**
  Complete Multi System Access Request (MSAR) form

- **Volunteer Specific Orientation**
  On the first day, the student volunteer will receive their ID badge, small orientation (parking, cafeteria), sign in/out process information through the Volunteer Office

- **Begin work on research project**

**Legend:**
- Responsibility of student/volunteer
- Responsibility of Volunteer Office
- Responsibility of PH/PH-USC Medical Group Department/Investigator utilizing student/volunteer

*Excludes University of South Carolina – School of Medicine Medical Students. The process for Medical Students is managed through the Palmetto Health Graduate Medical Education Office.