

# Research volunteer process updated 04/23/2018

## Volunteer is interested in research

- Volunteer contacts PI.
- Volunteer fills out application at <http://go.osu.edu/comresearchvolunteers>

## Application processed

- COMOR is notified of application and reviews for completeness; sends email to research volunteer with instructions for DocuSign.
- COMOR sends Research Volunteer Requirements document to volunteer for signature via DocuSign.
- If volunteer is a minor, COMOR sends Requirements document to parent/legal guardian via DocuSign. COMOR will send survey for references to fill out.

## Application reviewed

- COMOR sends application to PI via email; Research Volunteer Requirements document sent to PI for signature via DocuSign.
- COMOR sends application to department/unit chair/director and department/unit representative via email; Research Volunteer Requirements document via DocuSign for chair/director to sign.
- COMOR sends badge application to ID Processing for background check and badge creation; sends volunteer an email with instructions for background check

## Application approved

- COMOR is notified that applicant cleared background check and forwards this information to PI, department/unit representative, and volunteer.
- Department representative arranges for onboarding, including badge pickup, training, health screening/vaccinations, physical/computer access as needed.
- Department representative notifies COMOR of additional volunteer information, such as badge number, list of duties, any IRB protocols, training status, start date, expected end date, etc.

## Volunteer status checks

- Department representative will notify COMOR upon learning that a volunteer is becoming inactive.
- COMOR will send each department representative a list of currently active volunteers every 6 months. Department representative is then responsible for checking if all those volunteers are still active.
- Department representative will offboard volunteers by collecting their badge, removing them from any IRB protocols, and removing any access as appropriate.