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.
- COMOR sends emails to PI and other to complete form at http://go.osu.edu/comresearchvolunteers
- PI and others complete form.
- COMOR reviews application for completeness and sends copy to department representative, department chair, and PI.

Application reviewed
- Department representative and Department Chair review application.
- COMOR sends document via DocuSign for Department Chair to sign.
- COMOR sends badge application to ID Processing for background check and badge creation.

Application approved
- COMOR is notified that applicant cleared background check and forwards this information to department representative.
- 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.