Notice of Requirements for Summer Student Researchers

TO: All Principal Investigators

FROM: The Institutional Biosafety Committee (IBC)
                The Institutional Animal Care and Use Committee (IACUC)
                The Laboratory Safety Committee (LSC)

DATE: April 24, 2025

Mentored summer research experiences provide tremendous learning opportunities for students. University Policy requires that all individuals working in laboratory research, including summer research students, complete and have an up-to-date laboratory safety training, obtain medical clearance if required, and be added to IBC or IACUC protocols if applicable, before performing any research activities.

The following requirements and policies should be observed before summer research students join the lab:

- **Laboratory Safety Training:** Laboratory safety training is completed through SciShield. Typically, students will need to take the Laboratory Safety Training and Biosafety Level (BSL) 1 & 2 training courses and pass the quiz. Depending on the nature of the laboratory research, additional training may be required. Questions related to SciShield should be directed to EHS at oehs@bu.edu. Questions related to research protocol training requirements should be directed to the IBC at ibc@bu.edu or the IACUC at IACUC@bu.edu.

- **ROHP clearance:** Student researchers who are performing BSL 1 work that does not involve animals do not require medical clearance. For student researchers conducting BSL 1 work with animals or BSL 2 (and above) work, the laboratory manager or the PI must complete the Job Risk Assessment on the ROHP website and the student must complete the ROHP Health Questionnaire. At the direction of ROHP, the student may be asked to submit copies of their immunization records to rohp@bu.edu. Questions related to ROHP processes should be directed to rohp@bu.edu (617-358-7647).

- **Protocol Amendments:** If you have approved IBC or IACUC protocols the student will be working on, please submit an amendment to add the student to the approved protocol. Students must have all appropriate training and clearances in place before they can work on a protocol.

- **Minors in the Labs:**

  - Environmental Health and Safety's (EHS) Policy on Minors in the Laboratory requires approval by EHS before minors are allowed to work in the lab. To obtain approval, PIs need to submit two (2) forms: Application for Student Minors to Enter Boston University Laboratories and Parental Consent Form for Minors Entering a BU Laboratory. Questions related to the EHS policy and forms should be directed to oehs@bu.edu.

  - Boston University's Protection of Minors Policy requires that all summer research students who are under the age of 18 or are not matriculated in a university program provide a work permit that has been signed by the school district's superintendent and parent or guardian. Faculty or staff who will have direct and unmonitored contact with minors will need a CORI/SORI check and should contact the HR Service Center to submit background check paperwork. Questions related to minor working at BU should be directed to POM@bu.edu

In addition to the above, unpaid summer research students must also meet the Department of Labor's (DOL's) standards for unpaid positions and sign both the volunteer agreement and patent policy. A volunteer request can be submitted through Human Resources. Please contact the Human Resources (HR) Service Center at hr@bu.edu or 617-353-2389 if you have any specific questions about the DOL's guidelines.

PLEASE NOTE: *Each of the above steps take time. If you are planning to host a summer research student, we recommend that you initiate this process at least four (4) weeks in advance of the student's start date so that their time in the lab and on the protocol is not impacted.*

Thank you for your commitment to ensuring a safe and compliant research community at Boston University!

The [Institutional Biosafety Committee](#)
The [Institutional Animal Care and Use Committee](#)
The [Laboratory Safety Committee](#)