

West Virginia University SURE
May 30 - July 28, 2017

Training Schedule for Tuesday May 30 (312 Clark Hall)
Attendance is required

8:30-9:00 AM (312 Clark Hall)	Breakfast (donuts/juice) and Welcome by Dean Ken Blemings, Honors College
9:00-9:15 AM	Incoming questionnaires and syllabus
9:15-10:00 AM	Get to Know One Another
10:00-11:00 AM	<i>Ethics and Responsible Conduct of Research</i>
11:00-11:15 AM	Break
11:15 AM-12:00 PM	<i>Getting the Most from Your Mentor</i> – Heather Henderson
12:00-12:50 PM	<i>Lunch in Mountainlair</i> - Treats on Us
1:00-2:00 PM (136 Main Library)	<i>Introduction to Search Engines (HONR 497- H02)</i> – Linda Blake, WVU Science Librarian, Downtown Library
(219 Armstrong)	<i>Diversity Awareness/Implicit Bias (HONR 497-H01)</i> – Trisha Hopkins, Psychology Graduate Student (Dr. Natalie Shook)
2:10-3:10 PM (136 Main Library)	<i>Introduction to Search Engines (HONR 497-H01)</i> – Linda Blake, WVU Science Librarian, Downtown library
(219 Armstrong)	<i>Diversity Awareness/Implicit Bias (HONR 497-H02)</i> – Trisha Hopkins, Psychology Graduate Student (Dr. Natalie Shook)
3:15-4:15 PM (312 Clark Hall)	<i>Top Five Safety Issues in Research Laboratories</i> - Barbara Foster, Director of Laboratory Safety for the Eberly College of Arts & Sciences (required of all STEM majors)
4:30-5:00 PM (312 Clark Hall)	<i>Biosafety Training</i> – Dr. Ali Elliott, Biosafety Officer, WVU (required of any student working with human tissues, human/primate cell lines, viruses, or recombinant DNA)

Followed by faculty advisor meetings Tues. afternoon or Wed. May 31.

Pre-SURE Experience Tasks

- 1) **Library Survey:** Complete the library survey at <http://libguides.wvu.edu/SURE> by/before Monday May 22, 2017. Your responses to this survey will guide the library search engines presentation on the training day.
 - 2) **Plagiarism Tutorial:** Within the ecampus site for your HONR 497 course under the “Course Content” (upper left side), click on the “WVU Plagiarism Avoidance Tutorial.” Watch the videos in each of the five (5) modules and after each module take the self-test to test your recall of the module content and to reveal the next module. After completing all five modules, take the “Plagiarism Avoidance Test”. Due by noon on Friday May 26, 2017.
 - 3) **Responsible Conduct of Research:** For WVU to be in compliance with federal, state, and WVU guidelines, undergraduates engaged in research are expected to complete a CITI Responsible Conduct of Research (RCR) course. Instructions on how to complete the online RCR course as well as fill out a Conflict of Interest (COI) form are attached. Complete the RCR course and COI form by noon on Friday May 26, 2017 and send us documentation as proof (send screenshot to undergradresearch@mail.wvu.edu) or bring print copy to The Office of Undergraduate Research.
 - 4) **Ethics:** Watch the full version of the “The Lab”, an interactive movie on research misconduct at <http://ori.hhs.gov/thelab>. After the short introduction, click the NEXT button in the lower right hand corner of the screen. Choose to become at least two of the four characters and work through the different decision points to a culminating resolution. We will discuss “The Lab” during our ethics discussion on training day.
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In addition, IF you will be working in a research laboratory where chemical waste is produced, you must take the online mandatory 2017 Environmental Health & Safety (EH&S) (i) Hazard Communication and Laboratory Safety and (ii) Hazardous Waste Training. For instance, any student working within the C. Eugene Bennett Department of Chemistry must take this training. If you are unsure if you need this training, ask your research advisor ASAP. You will not be allowed to work in the lab until you have completed this online training. Instructions for completing this training are given below.

CITI Training Instructions

Conducting ethical and quality research is an essential part of working as an undergraduate researcher. Therefore, training in responsible conduct of research and conflict of interest are crucial. In addition, all participants on National Science Foundation (NSF) funded grants must complete a CITI responsible conduct of research (RCR) course to be in compliance with both federal and WVU stipulations. Below are step-by-step instructions on how to complete the training requirements for the RCR course and the conflict of interest form.

1. Go to <http://www.citiprogram.org>. Click on “Register” under the heading **Create an account** on the right hand side of the website.
2. Within Step 1 and under **Select Your Organization Affiliation**, type in “West Virginia University”. The box should populate with West Virginia University as you type. Click the I AGREE box, and then click “Continue to Step 2.” Ignore the Independent Learner Registration area.
3. Fill in your personal information and continue to Step 3.
4. Within Step 3, fill in the information to create your username and password, etc. and continue to Step 4.
5. Within Step 4, fill in your country of residence and continue to Step 5.
6. Within Step 5, you do not need to register for CEU credit (click “No”) and it is up to you whether you want to participate in the research survey. Continue to Step 6.
7. Complete the required information in Step 6. For **Role in Research**, choose “Student Researcher – Undergraduate”. Continue to Step 7.
8. In Step 7 for **Question 1**, click the box for “Physical Science Responsible Conduct of Research Course”. For **Question 2**, click the box for “Conflict of Interest”. Then, click on Complete Registration.
9. Be sure to keep your username and password in a secure location as you may need to access additional training depending upon your specific research project.
10. At this point, you should be able to click on My Courses and complete the two courses selected (Physical Science Responsible Conduct of Research Course & Conflict of Interest form).
11. If not, go to the Main Menu and click on the “Add Course or Update Learner Groups” link and select the two courses and complete.
12. Once completed, save a copy of the completed training modules by either printing the certificates, taking a screenshot, or saving the screen information as either a pdf or Word document.
13. Submit documentation of completed training requirements to undergradresearch@mail.wvu.edu.

2017 Hazard Communication and Laboratory Safety and Hazardous Waste Modules

Our institutional Environmental Health & Safety (EH&S) Office has mandated that any person who will be working with chemicals and/or generating hazardous waste must complete modules and be tested on: i) Hazard Communication and Laboratory Safety and ii) Hazardous Waste. As a result, we will need you to complete these two modules online before you may begin your SURE research. Please complete these two course modules before you arrive for your SURE Site participation. Instructions on how to complete the modules can be found below and online at <http://ehs.wvu.edu/training/haz-com-lab-safety-haz-waste-training>. You should be able to logon to ecampus using your WVU username and password to access the training modules. Please complete both modules by noon on Friday May 26, 2017 and send us documentation as proof.

There are 2 training programs at the link above. Instructions for completion are given below.

- You must take the EH&S “Hazard Communication and Laboratory Safety Module 2017” (Access Code **WYHkms7**) and “Hazardous Waste Module 2017” training (Access Code **SALdRN7J**) before you begin work in the laboratory. As proof of completion, print out the completion certificates (and/or save screen shots) and give copies to your SURE faculty research adviser as well as to the person in charge of the SURE program.
- Be sure to complete the Required Personal Information form (it used to be #29-located in the menu on the left side of the page) after you pass the training. Note: Be sure to click the box that says “Mark Reviewed”. If you do not click this box, you will not obtain the certificate upon completion of the training.
- If you do not complete this form, you have NOT completed the training and your name may not appear in the “completed” training list.
- Trouble finding the certificate? Contact WVUecampus-support@mail.wvu.edu (or, as a last resort, call ecampus support at (304)293-4906).
- Submit documentation of completed training requirements to undergradresearch@mail.wvu.edu.