Student Researcher Welcome Letter

Thank you for your interest in completing a research project at Piedmont Healthcare. There are several steps that will need to be completed before your project can begin. Questions should be directed to ors@piedmont.org.

1) Identification of Piedmont sponsor/mentor

   You are required to identify a sponsor/mentor at Piedmont who agrees to act in this capacity for your project. This person should be Piedmont employed and/or Piedmont affiliated. In most cases this person will likely be a physician who works in the area of interest for your research project. If you do not have a Piedmont sponsor/mentor identified when you come to Piedmont with your research project, we can reach out to individuals who may be interested. You will be responsible for discussing your project with the potential sponsor/mentor and obtaining their agreement to act in this role for you. You will be unable to move forward with the project without the identification of a Piedmont sponsor/mentor.

2) Sponsor/Mentor Agreement

   The Piedmont sponsor/mentor will need to agree to complete the sponsor/mentor agreement for your project.

3) Student Researcher Application

   You are required to complete the Student Researcher Application. All fields of the application must be completed. The School Contracting Official information is needed in case an agreement needs to be established with the school. Please note that we cannot always accommodate contracting needs, and this will need to be determined on a case by case basis. You will need to identify your Piedmont sponsor/mentor before completing the application as this information is required on the application. Also, please note that the approval process typically takes up to 60 days to complete before you can begin your project at Piedmont.

4) Protocol

   You will be required to write your project using the Protocol Template format, ensuring that all sections are included. Proposed patient facing documents (information sheets or consent forms) to be used on Piedmont patients must include the Piedmont Healthcare logo and the Piedmont IRB contact number.

5) CITI Training

   You will be required to complete human subject training through the CITI courses if your project is determined to qualify as human subjects research. If you are unsure if your project qualifies as human subjects research your protocol can be reviewed by the Piedmont IRB for designation. The Piedmont IRB will need to see the finalized protocol in order to make this determination. The link below will provide instructions for CITI training.

   https://www.citiprogram.org/citidocuments/piedmonthosptial/citi_instructions_03.01.22.doc

6) Student Orientation

   This step should not be completed until the Piedmont sponsor/mentor is identified, the student researcher application is complete, and we have confirmed that Piedmont is able to move forward with this student project. Review all Guidelines from site and submit request for placement.

https://www.piedmont.org/medical-professionals/student-orientation/student-orientation

7) Confidentiality Agreement

    The Confidentiality Agreement must be reviewed and signed before the project can begin.