

Research Mentor Agreement

EFSC Melbourne Science Department

Semester

Research Mentor

Course

Course CRN

Student Name

B#

Brief description of proposed project (please include detailed experiment procedures, supply and equipment needs, facilities and/or storage needs, training and supervision plan, and timeframe of research).

Research Mentor Agreement

EFSC Melbourne Science Department

Notify the Lab Coordinator and Department Chairperson via email the OUR Student/Mentor

Agreement within one week of signing the OUR Student/Mentor Contract.

Research IACUC and IRB requirements and file appropriate paperwork as needed before research begins.

Research permit requirements (i.e. Florida Wildlife Commission collection permit) and ensure any need permits are obtained before research begins. Submit copies to the Science Dept. Research MOU (Memorandum of Understanding) requirements if research will be done jointly with another institution and/or off-campus. If required, ensure MOU is active before research begins. Have student complete the Science Department Research Safety Agreement.

Have student complete EFSC photography waiver.

By signing this form, I verify that all requirements above have been completed. I also agree to abide by the following policies:

1. Students will be given a safety orientation appropriate to the research to be conducted, by the research mentor, and will be supervised by another enrolled student, faculty, or staff member at all times when research is being conducted. Students will not be permitted to work in any of the labs alone; the lab coordinator is not responsible for supervising research students.
2. Students will log in and out each time they conduct research in the science department's labs.
3. The lab coordinatoar will be given at least one week's notice when chemicals, supplies, and lab space will be needed so that appropriate arrangements can be made.
4. Students will be asked to sign an acknowledgement form accepting responsibility for use of any science department equipment and/or supplies. Usage of Melbourne science department property will be limited to approved Melbourne campus locations. Under no circumstances will science department equipment and/or chemicals be issued to student for off-campus use.
5. Labs and equipment must be left in clean and in working order at the conclusion of all research working being conducted each day. In addition, at the end of the research project and/or end of the term, the faculty member will conduct an inspection of space and equipment used and any deficiencies will be remedied immediately by the student (or by the instructor if the student fails to cooperate).
6. All waste will be handled appropriately, whether chemical waste or biomedical waste. The research mentor will instruct students in proper waste handling, containment, and labeling procedures, and will provide strict oversight for all waste generated by the research activities.
7. The research mentor will ensure compliance with all regulations that pertain to the research being conducted.

Research Mentor

Signature

Date

Laboratory

Coordinator

Date

Department

Chairperson

Date