RESEARCH AND GRADUATE ASSISTANT

HANDBOOK

2022

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NOTE: This manual is a compilation of the multiple guidelines and policies used in the SON and university. It is intended for internal use to guide students and research and graduate assistants. Faculty supervisors and advisors remain the primary resources and decision maker for student activities. All activities should be consistent with UNCG policies and guidelines.

THE ROLE OF THE RESEARCH AND GRADUATE ASSISTANTS   (updated 8/2021)

Research assistants play an important role in the School and University research mission. The description of your role as a research assistant is to assist faculty with research activities.

As a Research Assistant, things you might be asked to do will include, but not be limited to:
- Search online databases and retrieve articles from online journals or the library
- Create reference lists in APA or another specified format
- Assist with writing and editing grant proposals and completing related forms
- Read and edit manuscripts
- Assist with IRB applications
- Input and code research data
- Analyze data and depict it by making tables, graphs, etc.
- Develop presentations (paper, PowerPoint, and poster presentations)

As a Graduate Assistant, things you might be asked to do will include, but not be limited to:
- Assist with set-up, workflow and resetting for simulation and clinical lab activities
- Assist with equipment and supply inventory
- Assist with database management as long as not FERPA related and not a part of supervisor's responsibilities
- Serve as a general patient model in simulation and clinical activities
- Course content tutoring and basic study skills information sharing
- Assist with educational program reports and data tracking

As a Research or Graduate Assistant, you should not be asked to:
- Evaluate students for any activities
- Grade students in class, lab or online courses
- Proctor tests -unless specified by the Associate Dean for Academic Programs
- Participate in any awkward situation as a practice patient in simulation or clinical lab activity
- Work on course materials that are faculty responsibilities
- Be "lent out" to others, including other agencies or schools
- Clean bathrooms or hazardous waste left by others

Requirements of Research, Graduate and Teaching Assistants:
- UNCG Office of Research Integrity -
  - Human Subjects Research Protection
- Training and Certification available through the CITI training website (see directions below).
- Responsible Conduct of Research for federal grants
- UNCG Department of Environmental Health and Safety Required Training
  - OSHA: Blood borne Pathogens Exposure training and test
  - OSHA: Hepatitis B Acceptance or Declination Form completion
- Confidentiality – subjects, faculty, data, ideas, methods, measures
  - You will be asked to sign a confidentiality agreement.
- Conflict of Interest Training

Computer Software that you might be asked to use:
Office Production: Word, Excel, PowerPoint, Publisher, Access
Statistical: SPSS, SAS, Atlas tiQuery Advisor, QSR Nvivo, etc
Bibliographic Citation: EndNote, Reference Manager, Zotero etc
Course/Learning Management: Canvas, ATI, Windows Media Player

Many of these software programs are available on the computers in the Research Office. The research office or supervisor can train you to use them and online trainings are available.

Accountability
RA's, GA's, and TAs are responsible for quality,timely and complete work. You should work with your supervisor to set regular work hours around your non-class time. You should be accountable to be available during the set hours.

If you find a need to change the schedule, please obtain prior approval from your supervisor or research office staff. Changes should be rare and mainly emergency type situations. Check in with your supervisor upon starting your shift and keep a log record of work completed as indicated by your supervisor. Make sure that you leave completed work in a place that is accessible to the faculty or research office staff, including electronic copies of work. If you are unable to complete work, please indicate that by email or written note to supervisor or research office staff. Consistent changes in schedule, failure to attend scheduled work hours, or failure to complete assigned tasks in a timely manner may result in termination of the position.

KNOWLEDGE, SKILLS, AND ABILITIES USED IN YOUR ROLE AS RESEARCH ASSISTANT

The knowledge, skills, and abilities used in the role as a research assistant can include: performing literature searches and reviews of literature; creating lists of references; reading, writing, and editing manuscripts and grant proposals; assisting with IRB applications; inputting and coding research data; analyzing data and formalizing their presentation into tables and figures; and developing presentations. Additional possible details for each of these are discussed below. REMINDER: research, scholarship and creative activities are considered intellectual property of the faculty member. Please do not share materials or ideas with persons outside of the research team unless given written permission by the appropriate faculty member or administrator.

Literature Searches and Reviews

You may be asked to search online databases and retrieve articles from online journals or the library. Examples of online databases include PubMed, CINAHL, Cochrane Library, PsycInfo, Academic Search Complete, and Google Scholar. To access the databases available through the UNCG library go to: http://library.uncg.edu/dbs/.

Lea Leininger is available as library liaison for the School of Nursing. You may contact her by email: laleinin@uncg.edu or by phone (336) 256-0125.

There is a link for nursing through the library web site to find databases and health statistics available at: http://uncg.libguides.com/nur

There is a literature review example on the library web site: http://uncg.libguides.com/nur.

Creating References Lists

You may be asked to create references lists in APA format or other specified formats. Zotero training is available if applicable for your duties. A Zotero webinar presented by the Jackson Library staff can be accessed at https://www.youtube.com/watch?v=rtZ9P498_1w&feature=youtu.be

There is a link for nursing through the library web site to find tutorials/references for citing your sources (APA, AMA), and tutorials/resources about plagiarism at: http://uncg.libguides.com/nur.

Reading, writing, and editing manuscripts and grant proposals

You may be asked to write a brief review of literature from references retrieved (see above). This may include creating a basic results matrix to display the data. In addition, you may be asked to read and edit manuscripts, assist with writing and editing grant proposals, or completing or assisting with related forms. You may be asked to retrieve author guidelines from selected journals or grant submission instructions (to check formatting, page length, type of reference listing, footnotes, etc.). Applicable training for these efforts could be given on an individual basis.

Plagiarism and Self-plagiarism

See the description of plagiarism from the Dean of Students Office at: https://osrr.uncg.edu/academic-integrity/

See the following module on the U.S. Department of Health & Human Services' website: http://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing.

Assist with Institutional Research Board (IRB) applications

You may be asked to start or edit an IRB application. Please **do not submit** the application at any time. It is the responsibility of the Principal Investigator to complete the final certification and submission. Training and resources are available through the Office of Research Integrity Website: http://integrity.uncg.edu/   Under "quick links" you will find the link for training for CAYUSE IRB online submission as well as the link to the CAYUSE IRB system.

Input and code research data
You may be asked to perform data entry or code data. You may be working with another individual on double entering some data where you have entered data once along with another person. Training on data entry can be provided as well as resolving differences in double-entering efforts. Ensuring data security and storage is a priority and guidelines should be provided to you by the faculty member. Also, you may wish to review UNCG policies.

Analyze data and formalize data presentation
You may be asked to perform data analysis and depict findings by making tables, figures, and listings.

Develop Presentations
You may be asked to develop presentations in either paper, PowerPoint format, or a poster presentation.

KNOWLEDGE, SKILLS, AND ABILITIES USED IN YOUR ROLE AS GRADUATE ASSISTANT

Tutoring
You may be asked to provide nursing course content tutoring and basic study skills sharing for undergraduate students. You will not be asked to evaluate students or grade students for any class, lab or online courses.

Assistance in the Simulation or Clinical Labs
You may be asked to set-up, maintain workflow and reset simulation and clinical lab spaces. You may be asked to assist with equipment and supply inventory. You may be asked to serve as a general patient model for the student learning experience. However, you will not be asked to be put in any awkward situation as a practice patient.

Also, in the Simulation Lab, you may be asked to assist with running the B-Line system or serve as a voice person during the simulation. You may also be asked to assist the coordinator, technician or IT specialist with maintaining computer equipment and software.

Assist with databases or other instructional activities
You may be asked to assist with database management that is not FERPA related. If this is FERPA related, the Associate Dean for Academic Affairs should be notified, and that person will develop appropriate guidelines for the specific activity.
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KNOWLEDGE, SKILLS, AND ABILITIES USED IN YOUR ROLE AS A GRADUATE INSTRUCTIONAL ASSISTANT OR TEACHING/INSTRUCTIONAL ASSISTANT

Teaching Assistant

A Graduate Teaching Assistant is an Instructor of Record for an undergraduate course. You will have responsibility for the course, including leading the course and assigning grades. You may lead discussion sections or supervise lab or clinical sections. You will be supervised by an experienced faculty member, participate in pre-service training, and receive periodic evaluations.

Graduate Instructional Assistant

You may assist with basic grading and other administrative responsibilities related to a course. You may be listed in the schedule for labs, tutorials, etc. that are linked to a course with an Instructor of Record. You would need to attend the selected class each week and provide study review sessions for the class (for example, twice a week, 1-1.5 hrs or more each) These may or may not be every week. You may assist faculty with PowerPoints or grading. Faculty must train you on grading activities and provide a template for each activity.

REQUIRED TRAININGS (updated 5/2022)

Graduate School required trainings and School of Nursing required trainings.
You will receive emails regarding any specific trainings that you need to complete.
If you have any questions about any of the mandatory trainings, please contact the Research Office Administrative Support Specialist.

Graduate School training
The Graduate School holds a mandatory all-day training for assistants in mid-August. The training is required for **all graduate assistants/associates who interact with undergraduate students in any supervisory capacity**, including teaching, leading discussion sections or recitations, leading labs, tutoring, etc. These students are often designated as GTA or GIA, but sometimes designated GRA.

Online training requirements vary depending on your role. All graduate assistants without previous UNCG training must complete the FERPA and TA Treasure hunt modules here:
https://uncg.instructure.com/enroll/BGBFNG

Additionally, any students who are required to attend the in-person training must also complete the following modules: Introduction to Canvas, Assessment Equity, Diversity and Inclusion (EDI). The EDI training includes Diversity EDU; you will receive an invitation via email to participate in Diversity EDU if you are an instructor of record; if you do not receive this invitation, you will not need to complete this training but this may be helpful to you in your studies and professional life. This is part of the SON and university values and goals.

If you know that you will be teaching online or in person courses, you should avail yourself of both Ready to Teach (RTT) AND the Canvas Learning Management System (LMS) Training.

All online trainings must be completed before the in-person training.

OSHA Training
It is necessary for you to take the OSHA training for your work with the Research Office, grants and faculty research studies, clinical practicums and clinical laboratory assistance. This training must be completed prior to your working on any project or course activity. Plan for 1-2 hours to complete. The OSHA training is available through the SON online course management system, Canvas. You will receive an e-mail invitation to join the Organization S.C.E.N.E. Once you accept the invitation the link to the organization will be available on your Canvas dashboard. You will need to click on the organization box and then click on and follow the instructions for the OSHA module. RAs will be notified if this is necessary for the assignment you will be given. In addition to completing the OSHA module in Canvas, you will sign either the Hepatitis B Vaccine declination form or the acceptance form.   Nursing students regularly should be included in the annual OSHA training for their program, including completing a declination form prior to any practicums or clinical laboratory courses.

Collaborative Institutional Training Initiative (CITI) Training
RAs and some GAs must complete an approved human subject in research training course. The CITI Training is recognized by UNCG and is relevant for 3-5 years. The Student Research Modules – Basic Course –(Behavioral and Social Sciences) is a learning activity/training which contains several modules with reading material and a quiz for each module. The estimated time to complete the entire course is 4-6 hours. As you complete each module, your progress is saved, so you can complete modules separately and return to CITI to complete other modules later. You may be directed to complete additional research modules, if requested by the Senior Associate Dean for Research and Innovation or your assigned faculty member depending on the duties assigned.

*Print these instructions and have them available when you access the CITI website.
Please be sure to use your UNCG username as your CITI username in order to expedite the verification process for the online submission system. **You will need your 9-digit University ID to register for the CITI course.**

To start the CITI modules:
- This will transfer you to the CITI website: https://www.citiprogram.org/
- You will need to register to create an account as a new user. On the right side of the page, click on "register" to create an account.
- Under participating institutions, type in and select "University of North Carolina at Greensboro".
- You may have previously affiliated with another institution, but you will need to be currently affiliated with UNCG. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
- You may **"View/Update your Learner Group"** This link will take you to the enrollment questions and permit you to change your **"Learner Group"** by providing new responses to the enrollment questions.
- You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research.
- Your institution has prescribed your course curriculum.

- The next page is the **Learner Menu.** This page lists the courses you have chosen. The Learner menu also provides a number of **Course Utilities** designed to help you.
- To complete the Member Information, complete the boxes with an asterisk.
- Select *Basic Human Subjects*
  - Institutional email address – enter your UNCG email address
  - UNCG ID number – enter your 9-digit University ID number
  - Department – enter Nursing
- Role in human subject's research – select Student Researcher – Graduate
- Research Modules – select **Social and Behavioral Research Focus**
- Scroll down to My Courses and click on Enter (in red type)
- You will see required modules and a list of elective modules, of which you will need to choose the required number. Each module has associated quizzes. Please check with your supervisor to determine which of the optional modules you should complete.
- To start, click on the Integrity Assurance Statement, and after reviewing the statements, click the first box.
- Scroll to the bottom of the screen for instructions to proceed to the next module.

To Complete the Course:
- The minimum "passing" aggregate score for the quizzes is determined by the online system. A running tally is compiled in the Grade Book. You may take quizzes for modules more than once.
- When you complete all Required Modules in your curriculum, you will be shown a link to **"Review Completed and Optional Modules"** in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
- When you complete all required modules successfully, you will be shown a link to: **"View course completion history and print completion certificates"**
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements.
- Submit a voluntary, anonymous user satisfaction survey.
- Once you complete the course, **give the printed (or pdf) completion report** to the Administrative Support Specialist in 271 Nursing and Instructional Building.

Conflict of Interest Training
Training is required of all individuals involved in research at UNCG and at least every four years thereafter. Such training will inform the individual of the University's policy on conflict of interest, the individual's disclosure responsibilities, and the federal regulations on financial conflict of interest
　　　Connect to the Conflict-of-Interest page of the "Office of Sponsored Programs" website at:
http://sponsoredprograms.uncg.edu/conflict-of-interest/
Click on "COI Training Login" on the right side of the page. Select the button for UNCG Faculty/Student/Staff and click Continue to Login. Use your UNCG credentials to login, as needed, and complete the training module.

Responsible Conduct of Research training
This training may be required for specific projects conducted by the school. RCR training can be completed through workshops provided/approved by the Office of Research Integrity and the CITI training RCR modules. Students will be provided information on this training requirement and can

review additional information on the UNCG Office of Research Integrity website.
https://integrity.uncg.edu/rcr-training-resources/

Tutoring
The graduate school is now requiring trainings for all students that serve in any instructional capacity. You will be asked to complete an in person and/or online module for training. In addition, the school of nursing provide resources, training or orientation for this role. You should provide the completed information to the Administrative Support Specialist or the Academic Success Coordinator. You will be required to sign a confidentiality statement that you will not discuss student tutoring information with persons other than the Academic Success Coordinator, appropriate program director, or associate/assistant dean. Educational materials for course tutoring will be provided.

EMPLOYMENT PAPERWORK. POLICIES, AND OTHER INFORMATION (updated 8/2021)
I-9
Prior to beginning work, the I-9 employment eligibility verification must be completed in the Graduate School in 241 Mossman, and a copy of the verification email forwarded to the SON Research Office. The I-9 verifies your eligibility to work in the U.S. and is required of all workers. All I-9's at UNCG are verified through the E-Verify System, a Department of Homeland Security and Social Security Administration database. The University and your department are subject to severe federal fines if you begin working before you have completed the form. To complete the I-9 you must bring original documents, no photocopies can be accepted.

US citizens must bring the following documents:
Photo ID AND Social Security Card OR
Photo ID AND Birth Certificate OR
Current US issued passport

International students must bring the following documents and should consult the International Programs Office:
Passport with I-94 and I-20 or OS 2019

The W4 and NC4
W4 and NC4 Federal and State tax withholding forms must be completed and submitted to the Payroll Office, 270 Mossman Building.

Direct Deposit Form
Direct deposit to checking or savings account is required for all employees at UNCG. No paychecks are mailed. Employees can view their UNCGenie account for payroll information. The completed Direct Deposit form along with a voided blank check must be submitted to the Payroll Office. All payroll forms can be found at: https://payroll.uncg.edu/.

International Students are required to meet with the Payroll Tax Manager. Make an appointment by calling 336-334-3131. International students must have a Social Security number in order to complete the E-Verify process and to be placed on payroll—please consult the International Programs Office.

The Student Employment Office can give you directions to the local SSA Office. Step by step instructions for international students can be obtained in the Student Employment Office.

Scheduling and Payroll
Time Reporting and Time Sheets
The Student Employee Time Record (timesheets) can be found on the Human Resources website: https://hrs.uncg.edu/files/

Record your time worked in quarter hour increments. Example: If you worked one hour and 15 minutes, the time you record on your time sheet will be 1.25 hours. One hour and 45 minutes will be recorded as 1.75 hours.
***Students are expected to track their time worked and submit time sheets to their employer prior to the end of the time period. SON faculty or staff will send reminders monthly of due dates for time sheets to allow for internal approval and validation. Time sheets not turned in on time run the risk of not getting paid at the end of the month. Students will always be paid for hours worked, but their pay may be delayed for late time sheets.

Paychecks
If you have questions or concerns about your paycheck, ask your supervisor. If you did not receive your pay when expected, consider the following:
- Did you submit a Direct Deposit form to the Payroll Office?
- Did you submit your time sheet on time? (By the due date sent to you by SON staff.)
***Remember:
- Payday is always the last working day of the month except for December when it is available earlier.
- Check your UNCGenie account for specifics about your pay.

Employment Expectations and Resources
UNCG Student Employee Handbook
The UNCG student code of conduct can be accessed at:
https://sa.uncg.edu/handbook/student-code-of-conduct/

Student Worker Rights as discussed in the handbook are protected in the position of research assistant, graduate assistant and teaching assistant within the UNCG School of Nursing, an equal employment opportunity.

Computer Use
You are expected to abide by UNCG policies on Acceptable Use of Computing and Electronic Resources: http://policy.uncg.edu/university-policies/acceptable_use/ and Information Security http://policy.uncg.edu/university-policies/information_security/

Representing UNCG School of Nursing
Both on- and off-campus, it is expected that you will represent the School of Nursing in a professional manner, including in face-to-face, phone, and electronic communications. Any questions regarding professional conduct can be directed to your supervisor. You should wear a nametag and professional

attire if you are collecting data, providing programs or representing the School of Nursing in an official capacity.

Contact Information

Dr. Debra Wallace	<u>School of Nursing Research Office</u>
Senior Associate Dean for Research & Innovation	Caroline Kernahan
School of Nursing	Administrative Support Specialist
Office: NIB 278	Office: NIB 271
Phone:336-256-0572	Phone: 336-256-0571
Email: dcwallac@uncg.edu	Email: cpkernah@uncg.edu

Initial 7/2014; Last updated May 2022

Research and Graduate Assistant Agreement

A research and graduate assistant agreement (form below) must be completed.

Research Assistant Agreement

Academic Year: **2022-23**

I, _____**,** accept a recommendation for a position as a Research Assistant (RA) or Graduate Assistant (GA) for the School of Nursing for the Fall 2022 and Spring 2023 semesters

(_____ hours of work spread over each semester during the time frame from the beginning to the end of the semester).

Details of the assistant agreement are below:

# of hours per week	*# hours per semester*	*Rate of Pay* *(Total allocation)*	*Tuition Waiver*
hours	hours	$	

I have been informed that the tuition waiver DOES NOT include fees or health insurance, and that no funding is provided for summer tuition.

I am willing to be on site for all of my assistant hours and work a schedule agreeable to the faculty to whom I am assigned.

To accept this recommendation, I agree to enroll in a minimum of nine UNCG credit hours in the Fall and/or Spring semesters, unless I am finished with coursework and enrolled in 3 hours of dissertation only.

Please note: If you accept an RA position, and are unable to complete your assignment, you must notify the Senior Associate Dean for Research and Innovation, Dr. Debra Wallace, or your supervisor immediately. Please be aware that this may jeopardize your pay and tuition support waiver.

*All RA, GA, and TA positions and tuition support waivers are contingent upon continued availability of funds, your continued good academic standing, work performance, and graduate school approval.

_____   _____

Signature   Date

Research Confidentiality Agreement.

A research confidentiality agreement (form below) must be completed for the Research Office and in some instances for specific projects as designated by the project faculty.

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

RESEARCH CONFIDENTIALITY AGREEMENT
FOR RESEARCH INVOLVING HUMAN PARTICIPANTS

I _____ have agreed to assist with _____ **study and activities** through the _____office at the UNCG School of Nursing.

I agree not to discuss or disclose any of the content or personal information contained within the focus group, intervention, data collection or recruitment sessions, and data, tapes, transcriptions or other research records with anyone other than the Principal Investigator, _____, co-investigators _____, the Associate Dean, or in the context of the research team. I agree to maintain confidentiality at all times and to abide by the UNCG Policies and UNCG IRB policies, procedures and guidelines on the Protection of Human Subjects in Research, data retention, data security, and Access to and Retention of Data policies. Additional policies may be applicable to each project.

Date: /   /   _____

                                             Signature of RA, Staff

                                             _____

                                             Signature of Principal Investigator

To be completed by all members of the research team with access to participants or personal data on human research participants. This includes lay members and transcriptionists.

File a copy with the PI and SON Research Office.

Revised 8/2021

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Graduate Assistant CONFIDENTIALITY AGREEMENT
For activities involving students

I _____ have agreed to assist with **simulation, clinical laboratory, evaluation data, or tutoring activities (_circle applicable activity)_** through the _____program/office at the UNCG School of Nursing.

I agree not to discuss or disclose any of the student information or progress resulting from **simulation, clinical laboratory, evaluation data, or tutoring activitie**s, with anyone other than the appropriate program director or associate/assistant dean or in the context of the activity team. I agree to maintain confidentiality at all times and to abide by the UNCG and School of Nursing guidelines and policies for privacy of student information. Additional policies, including UNCG Policies related to Student records, FERPA, IRB, Protection of Human Subjects in Research, data retention, data security, and Access to and Retention of Data may be applicable to duties.

Date: /   /   _____

                                                                          Signature of TA, GA, Staff

                                                                          _____

                                                                          Program Director or Associate/Assistant Dean

To be completed by all students employed as GAs in the above-mentioned activities with access to simulation, clinical laboratory, evaluation data, or tutoring activities for students.

File a copy with the SON Research Office or the Associate Dean for Academic Affairs office.

Revised 8/2021

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Teaching Assistant CONFIDENTIALITY AGREEMENT
For activities involving students and grading

I, _____ , have agreed to assist with course activities, review sessions, grading, and student situations through the _____program/office at the UNCG School of Nursing.

I agree not to discuss or disclose any of the student information or progress resulting from **any course activities or discussions** with anyone other than the appropriate faculty member, program director or associate/assistant dean or in the context of the course team. I agree to maintain confidentiality at all times and to abide by the UNCG and School of Nursing guidelines and policies for privacy of student information. Additional policies, including UNCG Policies related to student identification, student records, FERPA, course activities and evaluation, Intellectual Property, Protection of Human Subjects in Research, data retention, data security, and Access to and Retention of Data that may be applicable to duties.

Date: /   /   _____

                                     Signature of GA, TA or Staff

                                     _____

                                     Faculty member, Program Director or Associate/Assistant Dean

To be completed by all students employed as TAs in the above-mentioned activities with access to course materials, grading, evaluation data, student records, student needs and difficulties, course activities, and review sessions.

File a copy with the SON Research Office or the Associate Dean for Academic Affairs office.

initiated 8/2021

UNC Greensboro, School of Nursing

GUIDELINES FOR RESEARCH AND SCHOLARSHIP ACTIVITIES

All research activities conducted by faculty, staff or students in the School of Nursing must comply with University policies on research. The Office of Research Integrity (ORI) coordinates compliance measures on campus and acts as a resource for the university community's concerns regarding compliance requirements. Links and details about the University's required policies can be found at https://policy.uncg.edu/category/research-it/. It It is incumbent upon each Principal Investigator and research team member to comply with the most up-to-date protocols, guidelines and processes. These policies include:

- Ethics in Research
- Protection of Human Subjects
- Protection of Animal Subjects
- Access to and Retention of Research Data
- Responsible Conduct of Research Training Options

Several additional policies are important for scholarly activities and are included in the UNCG University Policy Manual online: https://policy.uncg.edu/category/research-it/. It or other divisions.

- Copyright Ownership and Use
- Minors in Research Laboratories
- Patents and Inventions
- HIPAA Compliance
- Conflict of Interest and Commitment
- Digital Millennium Copyright Act, http://its.uncg.edu/DMCA/
- Information Security
- Records Retention and Management

Forms, procedures, guidelines and assistance may be obtained from UNCG websites, the Office of Research Integrity or the SON Research Office. A list of research and scholarship resources is included in this handbook or online. Policies are provided to assist faculty, staff and students in the timely, appropriate and successful conduct of research.

Grant proposal and submission
All proposals for research funding initiated, written and to be implemented by School of Nursing faculty members, staff and students must be reviewed, discussed and approved by the School of Nursing Senior Associate Dean for Research and Innovation (ADR) before submission to potential funding agencies   Students should discuss with their faculty advisor, faculty should discuss with their department chair/supervisor and staff should consult with their supervisor. If students are pursing outside funding that is not associated with UNCG, consultation will be provided on a limited basis. In the planning process, the department chair and associate dean should be consulted regarding workload effort on the grant. The research associate dean and staff will assist in pre-proposal development for the research plan, submission sections, budget, obtaining approvals and submission mechanisms. Graduate students may be asked to assist with grant writing, developing reports, or compiling information pre award and post award. The Associate Dean and administrative assistant will assist the

Principal Investigator (PI) or Co-Investigator in coordinating processing and approval of the proposal through the Offices of Sponsored Programs, using the online campus CAYUSE SP system for UNCG and funding agency submission processes. Resources for proposal development are provided on the Sponsored Programs website (https://sponsoredprograms.uncg.edu/)

Internal Review of research conducted by students, staff and faculty
The SON Research Office and the Research, Scholarship and Innovation Committee provide the initial review of IRB applications for human subject protection. First students develop their research proposal, DNP project or honors project plan with the appropriate faculty members. After proposal development is completed per program and faculty requirements, then the online CAYUSE IRB application is completed for each project. Please make sure to certify the application and submit for the next round review. RAs and GAs may be asked to assist with IRB applications, modification or renewals for faculty investigators. You should be familiar with the online Cayuse IRB application required content.

Research using School of Nursing Faculty, Staff, or Students as Subjects
Proposed research involving use of School of Nursing students, staff, or faculty as subjects, whether initiated within the School or external to the School, is reviewed by the School of Nursing Research, Scholarship and Innovation Committee, in consultation with the Senior Associate Dean for Research and Innovation and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students. Recommendations may be forwarded to the Dean for final approval. All projects must conform to the UNCG policies regarding involvement of students, FERPA, IRB and data security and storage.

Research Involving Human Participants. The UNCG Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research prior to the beginning of the research. The IRB must review and approve all revisions, modifications, or amendments to research protocols before any changes are implemented. The University uses an online system for application and tracking (CAYUSE IRB). Information, forms, and procedures are on the IRB website: http://integrity.uncg.edu/institutional-review-board/

IRB

A. Procedures for obtaining IRB approval for *new* research are as follows:
The principal investigator should submit the application for approval through the UNCG Cayuse IRB online system a minimum of 30 days prior to anticipated initiation of data collection. Students must include a faculty advisor. Classes and online tutorials are available for training for the Cayuse IRB application process.

1. Students must obtain review and approval from the faculty advisor.
2. Members of the Research, Scholarship and Innovation Committee will review and provide comments to the student/faculty member/advisor/staff member within 1-2 weeks. Persons can incorporate those comments into the application. Please resubmit and recertify when the rejection notice is delivered and requested in the system.

3.   The UNCG campus IRB review usually takes 2-4 weeks if no major clinical site or PHI issues, or if no full board review is required. Full board review often takes 4-6 weeks. The UNCG review times do not include external organizations or clinical sites that may require their own review process.

Federal guidelines require some types of studies to be reviewed by the full IRB committee, but allow others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is **highly recommended** that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty advisors should attend. The decision about level of review is determined by the IRB, not investigators. The online CAYUSE IRB system provides prompts to assist investigators in making these determinations and the information that is required for submission.

The UNCG IRB will ask for additional information or request stipulated conditions, approve or disapprove the study. **No data collection, recruitment of subjects, or other research activities can be conducted until formal approval of the UNCG IRB is obtained.** The IRB will notify faculty PI and team members included in the Cayuse IRB application system of the disposition of the application. Faculty and students should include their uncg.edu email address in the system to assure timely receipt of notification.

IRB approval is valid for no more than a 1-year time period, usually requiring submission of renewals at 10-11 months for review. The system will send reminders for Renewal Applications before the expiration date. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application. Persons should close their studies after completion by the IRB approval timing.

B. Procedures for obtaining IRB approval for a *change* to an already approved study:
When a PI or student wishes to make a change to an already approved study, s/he completes the Modification portion of Cayuse IRB for a specific protocol and study. See (http://integrity.uncg.edu/institutional-review-board/ for more details on these procedures and forms). If the study is funded or high risk, consultation and a copy should be provided to the SON Senior Associate Dean for Research and Innovation and to the Office of Sponsored Programs. **No changes in personnel or procedure may be implemented without IRB approval whether funded or not funded.**

Modifications that do not change the scope of the project are not reviewed internally by the SON unless a funded grant (internal or external), or as requested, such as high-risk populations or proprietary concerns. The addition of RAs and recruitment sites, as well as minor sample size changes would be considered simple modifications. Students should consult faculty members prior to submitting modifications. The Cayuse IRB Modification system should be used. Staff, students and faculty should retain copies of all IRB materials and not rely on just Cayuse storage system.

C. Procedures for Conducting a Study
Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location. Storage and security should be per approved IRB protocol. The records, data, and consent forms must be available for review by the IRB and any funding agency.

** The PI should notify the Office of Research Integrity and IRB chair immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident. If GA, RA, or student PI research, please notify the PI or appropriate faculty member immediately, and they will collect information then contact the IRB. The associate dean is available for consultation regarding the process and content issues. The online form should be completed, and any Unexpected Event or Adverse Problem reported. If external funding supports the project, follow reporting guidelines for that source.

D. Required Trainings

The UNCG Office of Research Integrity website contains the required trainings for human subjects and animal research. The CITI training is accepted by UNCG. If your study includes biomarkers, you may be required to complete the OSHA Training and may be required to submit a specific protocol for UNCG Biosafety Committee review. UNCG Conflict of Interest Training is required for grants and some IRB approved studies, in addition to the conflict-of-interest assurances. Those requirements will be sent by email to you by the IRB, the Office of Research Integrity or other UNCG offices. Confidentiality statements are available from the SON research office.

Collaborative Institutional Training Initiative (CITI) Training

Investigators must complete an approved human subject in research training course. The CITI Training is recognized by UNCG and is relevant for 3-5 years. The Student Research Modules – Basic Course – (Behavioral, Social Sciences) is a learning activity/training which contains several modules with reading material and a quiz for each module. Faculty use the Researcher modules with similar topics and activities. The estimated time to complete the entire course is 4-6 hours. As you complete each module, your progress is saved, so you can complete modules separately and return to CITI to complete other modules later. You may be directed to complete additional research modules, if requested by the Senior Associate Dean for Research and Innovation or your assigned faculty member depending on the duties, study needs, and program milestone guidelines.

*Print these instructions and have them available when you access the CITI website. Please be sure to use your UNCG username as your CITI username in order to expedite the verification process for the online submission system. **You will need your 9-digit University ID to register for the CITI course.**

To start the CITI modules:
- This will transfer you to the CITI website: https://www.citiprogram.org/
- You will need to register to create an account as a new user. On the right side of the page, click on "register" to create an account.
- Under participating institutions, type in and select "University of North Carolina at Greensboro".
- You may have previously affiliated with another institution, but you will need to be currently affiliated with UNCG. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.

- You may **"View/Update your Learner Group"** This link will take you to the enrollment questions and permit you to change your **"Learner Group"** by providing new responses to the enrollment questions.
- You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research.
- Your institution has prescribed your course curriculum.
- The next page is the **Learner Menu.** This page lists the courses you have chosen. The Learner menu also provides a number of **Course Utilities** designed to help you.
- To complete the Member Information, complete the boxes with an asterisk.
- Select *Basic Human Subjects*
    – Institutional email address – enter your UNCG email address
    – UNCG ID number – enter your 9-digit University ID number
    – Department – enter Nursing
- Role in human subject's research – select Student Researcher – Graduate (students only)
- Research Modules – select **Social and Behavioral Research Focus (Faculty too)**
- Scroll down to My Courses and click on Enter (in red type)
- You will see required modules and a list of elective modules, of which you will need to choose the required number. Each module has associated quizzes. Please check with your supervisor to determine which of the optional modules you should complete.
- To start, click on the Integrity Assurance Statement, and after reviewing the statements, click the first box.
- Scroll to the bottom of the screen for instructions to proceed to the next module.

To Complete the Course:
- The minimum "passing" aggregate score for the quizzes is determined by the online system. A running tally is compiled in the Grade Book. You may take quizzes for modules more than once.
- When you complete all Required Modules in your curriculum, you will be shown a link to **"Review Completed and Optional Modules"** in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
- When you complete all required modules successfully, you will be shown a link to: **"View course completion history and print completion certificates"**
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements.
- Submit a voluntary, anonymous user satisfaction survey.
- Once you complete the course, **give the printed (or pdf) completion report** to the faculty advisor/supervisorr and the SON Research Office Administrative Support Specialist in 271 Nursing and Instructional Building.

Conflict of Interest Training
    Training is required of all individuals involved in research at UNCG and at least every four years thereafter. Such training will inform the individual of the University's policy on conflict of interest, the individual's disclosure responsibilities, and the federal regulations on financial conflict of interest.   Connect to the Conflict-of-Interest page of the "Office of Sponsored Programs" website at: http://sponsoredprograms.uncg.edu/conflict-of-interest/

Click on "COI Training Login" on the right side of the page. Select the button for UNCG Faculty/Student/Staff and click Continue to Login. Use your UNCG credentials to login, as needed, and complete the training module.

Responsible Conduct of Research training
　　　　This training may be required for specific projects conducted by the school. RCR training can be completed through workshops provided/approved by the Office of Research Integrity and the CITI training RCR modules. Students will be provided information on this training requirement and can review additional information on the UNCG Office of Research Integrity website.
https://integrity.uncg.edu/rcr-training-resources/

Research Involving Animal Subjects
The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must review all revisions to research protocols before the changes are implemented. Procedures for obtaining IACUC review for research are similar to those for human subjects. The PI completes the online Application for Research Animal Use found at: http://integrity.uncg.edu/institutional-animal-care-and-use-committee/ and follows procedures similar to human subjects' review.

Scientific Integrity
Ensuring Scientific Integrity is expected by all students, staff and faculty members. This includes not only the appropriate conduct of studies, protection of human subjects, financial disclosure, conflict of interest, and storage and use of data, but authorship and ownership issues. Please review the UNCG guidelines for copyright, conflict of interest, access to and retention of data, HIPAA compliance, responsible conduct of research and research protections. Additional federal and UNCG policies may apply.

Data and Safety Monitoring
The UNCG Office of Research Integrity and IRB are required by federal law to conduct data safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects. The School of Nursing Research, Scholarship and Innovation Committee faculty may periodically assist with conducting safety and compliance monitoring.

Last Revised 5/2022

University of North Carolina at Greensboro
School of Nursing

GUIDELINES FOR AUTHORSHIP AND OWNERSHIP

These guidelines are to assist faculty, students, staff and other persons in the assurance that credit, and acknowledgement of effort and responsibility for research, scholarship and creative activity, especially for funding, publications, and patents are appropriately assigned. Research, scholarship and creative activity is becoming an increasingly collaborative activity with both faculty, staff, students, consultants and agency personnel involved in the initiation, conduct, evaluation and dissemination of project findings. The dissemination and legal ownership should reflect such collaboration. Several published guides provide insight into decisions of authorship and ownership. Sources particularly important are:

1. The Publication Manual of the American Psychological Association (most recent edition) Principles include authors should only take credit for work performed or that has a real contribution; early decisions regarding authorship and a written agreement; and order of authorship should reflect the contributions to the work. Authorship is defined and steps to determine this are provided.
In addition, APA provides guidance on student authorship.
https://www.apa.org/science/leadership/students/authorship-paper

2. National Academies of Sciences, Engineering, and Medicine; Policy and Global Affairs; Committee on Science, Engineering, Medicine, and Public Policy; Committee on Responsible Science. (2017). *Fostering Integrity in Research*, Washington (DC): National Academies Press (US).
(https://www.nap.edu/catalog/21896/fostering-integrity-in-research)

3. International Committee of Medical Journal Editors
(2022**)** provides a guide for determining authorship for publication. These guidelines are followed by many nursing, health care and medical journals and should assist in determining effort and attribution contribution. https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html

4. Council on Graduate Education, Scholarly Integrity and Responsible Conduct of Research (RCR) policies and principles, including principles of student authorship. The guidelines require that faculty acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyright and patents. Likewise, students are expected to acknowledge the contributions of faculty advisors and other members of the research team to the student's work in all publications and conference presentations. Faculty, staff, students and collaborators are expected to maintain confidentiality and integrity of other's work. (available online at www.cgsnet.org

5. The US Department of Health and Human Services Office of Research Integrity provides guidance on student authorship https://ori.hhs.gov/authorship-faculty-student-collaborations

6. UNCG University Policy Manual: *Access to and Retention of Research Data* describes the responsibilities and privileges for using research data while at UNCG and if an investigator leaves UNCG. In addition, student involvement in data use is discussed. These guidelines are used to assure retention of data for audit, public use, protection of faculty, staff and student investigators, IRB and public scrutiny. https://policy.uncg.edu/university-policies/research_data/

7. UNCG University Policy Manual: *Copyright Ownership and Use Policy*.
https://policy.uncg.edu/university-policies/copyright/ and https://policy.uncg.edu/university-policies/patents_inventions/

8.   UNCG University Policy Manual: *Conflicts of Interest and Commitment Policy*, https://policy.uncg.edu/university-policies/conflicts_of_interest/

9.   Rasmussen, L.M., Williams, C.E. Hausfeld, M.M. Banks, G.C., & Davis, B.C. (2020). Authorship Policies at U.S. Doctoral Universities: A Review and Recommendations for Future Policies. *Science and Engineering Ethics, 26*(6) 3393-3413. PMID: **33210194**, PMCID: PMC7755643 , DOI: 10.1007/s11948-020-00273-7 9

10.   Miles, S., Renedo, A. & Marston, C.   (2021). Reimagining authorship guidelines to promote equity in co-produced academic collaborations. *Glob Public Health, 14*;1-13. doi: 10.1080/17441692.2021.1971277. PMID: 34520317

11.   Coery, K.D., Monfaredi, Z., Poole, E., Proulx, L., Fergusson, D., & Moher, D. (2021). Editors-in-chief perceptions of patients as (co) authors on publications and the acceptability of ICMJE authorship criteria: a cross-sectional survey. *Research Involving Engagement, 14*;7(1):39. doi: 10.1186/s40900-021-00290-1, PMCID: PMC8201727

updated 5/2022

Decisions of Authorship and Ownership

The decisions of authorship should be made as early as possible in the research or creative activity process. **It is preferable that the decisions of authorship and ownership and decisions regarding dissemination are in written form and signed by all persons involved at the initiation of any project or program.** Collaborators should determine each members' contribution (noted above), what level (first, second, etc.) and the type (presentation, publication, copyright, patent, etc.) of authorship to be assigned. For example, often students participate in data collection or gathering materials to be used in a grant or manuscript. Though this may not constitute authorship on a publication, authorship on presentations at times may be granted by faculty members. Likewise, assisting to develop a tool, method, computer program or such product that is used and which may tangentially result in a copyright or patent may not constitute authorship but may warrant ownership. No authorship rights are guaranteed for RAs, GAs, or TAs regarding SON reports/initiatives or faculty projects. Student research for an honors project, a master's thesis/project, dissertation, or directed research in which faculty are involved as a committee member or chair does not automatically award authorship to faculty members. Specific details are provided by the graduate school and PhD program if the manuscript dissertation option is used. Similarly, other students should use the author/ownership agreement form in this handbook to establish agreements. If a student is using faculty data or data collected as part of a faculty member's study/grant, this agreement should be determined at the initiation of the activity, in writing.

A second consideration is ownership. One issue is data collected either prior to or after the conduct of a specific project. For example, if a faculty member has collected, or obtained, or has access to data that is used for a secondary analysis, authorship should include the faculty member, but this may or not constitute first authorship by the faculty member depending on the written agreement. If students collect or obtain data that is later used for secondary analysis by other students, agency personnel, or faculty, the student should be included as an author. Another issue is if the data,

method, or tool is deemed to be necessary for patent or copyright. Also, ownership should reflect the contribution and effort of those involved. Legal statutes, university policies on copyright and ownership, state and federal work for hire/work product, copyright and patent laws as well as ethical principles, may assist in those decisions. It is incumbent upon all involved to assess this possibility at the initiation of a project and consult the appropriate faculty member, associate dean/dean, technology transfer offices, legal counsel, and university/agency Institutional Review Board, and UNCG policies.

A third consideration is when the principal author does not follow through on dissemination or ownership efforts. In the event of the sudden incapacity or death, the principal author or investigator often remains first author. If not first author, the contributor should be an author in the order determined by the team with serious consideration of contribution. Similar consideration should be made for ownership decisions. In the event that a student or faculty member does not publish work that is co-authored by a faculty member, community or agency personnel, or another student, discussion should occur that allows the other authors to pursue dissemination that acknowledges the student contribution but allows credit for additional efforts to complete the dissemination effort. It is preferable that these discussions take place at the initiation of the study and that the contingencies be agreed to in writing. This is the most consistent and clear communication strategy.

The fourth issue is that all authors and owners assume accountability and responsibility for the integrity of the study, including but not limited to ethical treatment of human subjects or animals and accurate sampling, analyses, and reporting of results. The appropriate interpretation of the data is expected. Thus, authors should have access to and review documents prior to submission for presentation or publication. Many journals require signatures stating that each author is accountable and responsible for all conduct and content of publications. It is especially incumbent upon first authors and faculty members to protect students and other authors from fraud and scientific integrity concerns. If any issues arise, it is the responsibility of the first author to notify all other authors.

***Reassessing authorship and ownership may occur during the research process, if additional applications for funding are submitted, if persons' efforts are not those expected and agreed upon (preferably in writing), if required by funding application/guidelines, or if there are unexpected findings or usage for data. Any alterations may be included in the original agreement or additional written agreements may be added as amendments. The Authorship/Ownership Agreement Form is available from the SON Research Office and is recommended as a sample for use. Also, you may also wish to use the UNCG Data Use Agreement and Data Retention and Data Disposition policies and forms, the graduate school and SON dissertation manuscript option policies, and other guidelines and resources noted in this handbook and elsewhere.

***The Senior Associate Dean for Research and Innovation, the IRB representative and alternate, the Research, Scholarship and Innovation Committee chair and members, and the program directors are available for consultation. Additional information is available from the UNCG legal counsel and the technology transfer officer, as well as university, state and federal guidelines and statutes. The Office of Research Integrity and the Vice Chancellor for Research and Engagement can assist persons.

Last revised 5/2022

AUTHORSHIP/OWNERSHIP AGREEMENT FORM (Sample)

Form should be on UNCG SON Letterhead

** DATE ***_____****

<u>TITLE OF PROJECT/MANUSCRIPT</u>

Principal investigator: Name, Credentials, PhD RN
Co-Investigators: Name, Credentials MSN, RN
         Name, Credentials, BSN RN Graduate Student

All participants will be co-authors on any presentation or publication resulting from this project. Dr. xxxxx will be first author and xxx , xxxxx will be second author, unless otherwise negotiated with the group. (*Alternative statement see listing below*). In further dissemination efforts, the 2nd and 3rd authors will alternate in order between xxx, and xxxx. Any additions to or deletions from the participant list will be made through negotiation between the PI and other team members.

The PI retains the rights and responsibilities for determining appropriate submission of abstracts and manuscripts for presentation or publication. Team members may serve as presenters through agreed upon formats. The PI retains authority for final decisions. Team members may serve as presenters through agreed upon formats. If person do not complete their responsibilities in a timely manner, the PI reserves the right to change author order or remove authors.

Data remains shared property of the UNCG PI (and others if deemed appropriate) as is consistent the UNCG policies and procedures, and standard ethical and professional standards. If a PI leaves UNCG, the UNCG data use agreement policies will be used, including original data remaining at UNCG and authorship agreements enforced. In addition, student dissertations, thesis or other academic products that utilize the data must be completed as agreed to upon origination.

All participants must abide by the UNCG Institutional Review Board and the US Department of Health and Human Services guidelines for human subjects and animal protection and scientific integrity. All participants must also abide by UNCG's Access to and Retention of Research Data policy: https://policy.uncg.edu/university-policies/research_data/.

The following manuscripts and presentations are expected from this project:
Title of paper, anticipated author order and assignment, journal possible if known.
Title of paper, anticipated author order and assignment, journal possible if known.

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Signature   date

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Signature   date

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Signature   date

revised 5/2022