

## Policies and Procedures

SECTION: Sponsored Programs Administration	NUMBER: 17	
CHAPTER: Sponsored Programs Administration	ISSUED: 10/2011	REVISED: 3/2013; 7/2013; 5/2017
POLICY: Volunteers in Research Laboratories	PAGE 1 OF 1	

### 1. PURPOSE

Principal Investigators may use the services of volunteers in laboratories for work funded by grants and awards. This policy details the process Principal Investigators shall use when they wish to use volunteers in their laboratories.

### 2. POLICY

Volunteers are permitted to perform research activities at Creighton University, provided the following requirements are met:

- 1) Principal Investigators or faculty members shall notify the departmental personnel office, the University Risk Manager, and Sponsored Programs Administration.
- 2) The volunteer completes the [Volunteer Acknowledgment Form](#).
- 3) The supervising researcher meets with the volunteer worker and reviews all laboratory specific hazards and safety precautions. It is recommended that the [Laboratory Personnel Safety Check List for Volunteers](#) be completed during this meeting.
- 4) The volunteer worker shall complete and document all applicable safety training.
- 5) The volunteer worker is under the supervision of a Principal Investigator, faculty member, Research Associate, or Graduate Research Assistant in the laboratory where the work will occur.

There are special requirements for children and vulnerable adults who volunteer to work in laboratories. For information on these requirements, see Creighton University policy 2.1.27., "[Children and Vulnerable Adults Policy](#)."