Clarifying Guidelines for Onboarding Non-Traditional Personnel (NTP) During Ramp-Up of Research

The purpose of this document is to provide: 1) general guidance about the scope of the Non-Traditional Personnel (NTP) program at CHOP Research Institute and 2) clarifying guidance about onboarding NTPs during the ramp-up of research at CHOP.

The majority of NTPs on-boarded at the Research Institute are made up of a diverse category of individuals who have an expressed interest in pursuing careers in research. At CHOP, we have created opportunities for these NTPs to train in our wet bench, dry bench, and clinical research laboratories.

The NTP program also offers the opportunity for some NTPs to work closely with researchers and physician-scientists to encounter a more enriched and hands-on-teaching and learning experience. Additionally, some NTPs perform critical laboratory functions that serve not only a learning experience but also pertains to critical lab functions (e.g., washing dishes, making reagents, performing inventories – these are generally undergraduates). The remainder of NTPs are on-boarded to facilitate important research collaborations between CHOP researchers and individuals at neighboring institutions and industries.

These guidelines are intended to clarify:

1. The distinct categories of NTPs on-boarded at the Research Institute
2. Types of NTPs allowed to be on-boarded during the ramping up of research
3. Which category of NTPs will need prior approval before being registered
4. Instructions for unpaid NTPs to access CHOP's COVID-19 vaccination program

Distinct Categories of NTPs On-boarded at the Research Institute:

I. Research Collaborators and Visiting Scientists (faculty, postdocs, students)
II. Virtual Research Collaborators
III. Federal Work-Study Students
IV. Graduate Students / Medical Students / Rotation Students
V. Industrial Collaborators
VI. Research High School Scholars (formally referred to as "Interns")
VII. Postdoctoral Research Associates
VIII. Research Stipend Fellows
IX. Undergraduate Students (includes co-op students)
X. Research Visitors

I. Research Collaborators & Visiting Scientists (faculty, postdocs, students)

Typically, MD/PhD level scientists/physician investigators from both foreign and domestic institutions, who are Co-PIs or collaborators on existing or future research project(s) at CHOP and who typically require physical access to CHOP facilities (e.g., labs, cores, etc.) and/or CHOP systems (e.g., RedCap).

    a. **Research Ramp-up Related Guidelines for <u>Research Collaborators and Visiting Scientists</u>:**

        i. The Research Institute <u>NTP Office</u> will continue to onboard Research Collaborators & Visiting Scientists as NTPs. We will closely monitor how international travel and immigration restrictions will impact the successful onboarding of these NTPs and coordinate with the Office of Visa and Immigration Services.

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II.   Virtual Research Collaborators

The Virtual Research Collaborators represent a category of NTPs who support CHOP Principal Investigators <u>100% remotely</u>. These NTPs are often acknowledged in IRB protocols as part of the study team and have virtual access to research study data. All Virtual Research Collaborators will be required to execute and abide by the terms and conditions memorialized in a Data Use Agreement. The Agreement governs the sharing and use of data between the PI, Study Team, and the Virtual Research Collaborator. Virtual Research Collaborators do not require any clearances, will not be issued a CHOP badge, and they will not require any physical access to any CHOP facility.

    a. Research Ramp-up Related Guidelines for <u>Virtual Research Collaborators</u>

        i. The Research Institute [NTP Office](#) will continue to onboard Virtual Research Collaborators as NTPs.

III. Federal Work-Study Students UPDATED 9.11.2020

Through partnerships between CHOP and neighboring degree-granting institutions, eligible students have the opportunity to accept work-study opportunities at CHOP.

    a. Research Ramp-up Related Guidelines for <u>Federal Work-Study Students</u>:

        i. Effective September 11, 2020, the onboarding of all Federal Work-Study students will resume at CHOP.

        ii. In summary:

            1. The onboarding of Federal Work-Study students may resume on-site or virtually.

            2. Safety measures as summarized in the CHOP [Guiding Principles of Wet Lab Research Ramp-up, Stage 4: Safe, Gradual, Flexible, Nested](#) also apply to Federal Work-study students.

            3. All on-site work performed by Federal Work-Study students should adhere to the [Universal Masking](#) guidelines, [social (physical) distancing](#) requirements, and the staged increase plan as prepared by the Principal Investigator.

            4. Any limits to the percent of research personnel allowed in the lab or research setting also applies to the Federal Work-Study students. For example, at the 75% stage – If 10 lab members (including the PI) plus two students represent the lab members, only nine members can be at the bench at one time.

            5. Federal Work-Study students who are ill or think they are ill should stay home, consult their physician, and call the CHOP COVID-19 hotline: 1- 800-722-7112.

IV. Graduate Students / Medical Students / Rotation Students

The NTP program creates a unique opportunity for Graduate / Medical / Rotation students to work with faculty on their scholarship and produce a presentation, paper, or creative work that contributes to the knowledge or activity of a particular academic discipline. Some students will work on part of a faculty member's current research project. Other students may develop an independent project of their own that is guided by a faculty member. In fact, mentoring of PhD students is required for promotion of CHOP-based Penn faculty.

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a. Most common scenario: Graduate/Medical/Rotation students matriculating at a degree-granting institution (e.g., University of Pennsylvania) and paid by CHOP from internal source(s) (e.g., IDF, PDF, etc.) and/or external source(s) (e.g., grant, IDF, SPF, etc.)

b. Least common scenario: Graduate/Medical/Rotation students matriculating at a degree-granting institution and paid directly by their degree-granting institution (funds do not flow through CHOP).

c. In either scenario (a) or (b), the Graduate/Medical/Rotation Students are likely physically located in a laboratory or other research setting on the CHOP campus and either directly remunerated by CHOP or by their home institution. *We recognize that all research may not be conducted in traditional (wet) lab settings and thus the students' customized research experience at CHOP may be fulfilled successfully via remote work options. These arrangements must be established between the PI and the Graduate / Medical / Rotation student.*

d. Some of the Graduate Students are ready to transition to postdocs, and there are a few but not many pre-docs at CHOP. These transitions will continue until notified otherwise.

e. **Research Ramp-up Related Guidelines for Graduate / Medical / Rotation Students:**

   i. The Research Institute [NTP Office](#) will continue to onboard Graduate / Medical / Rotation students (which include Masters' level, PhD-level and Medical Students) as NTPs without need for prior approval or an exception. They do however need to be on-boarded following the process established in the [Non- Traditional Personnel (NTP) On-Boarding Process SOP](#).

V. Industrial Collaborators

The Industrial Collaborators represent a category of NTPs employed by companies external to CHOP and who require authorization to enter CHOP facilities to maintain and/or service laboratory equipment.

a. **Research Ramp-up Related Guidelines for Industrial Collaborators:**

   i. The Research Institute [NTP Office](#) will continue to onboard Industrial Collaborators as needed to maintain laboratory equipment without need for prior approval or an exception.

VI. Research High School Scholars (includes co-op students) UPDATED 4.14.2021

High school level students who are invited to CHOP to explore and gain basic knowledge about laboratory experiments. Some applicants are paid for their studies from internal and external sources.

a. **Research Ramp-up Related Guidelines for High School Scholars / Co-op Students:**

   i. Effective May 1, 2021, the onboarding of all Research High School Scholars and Cooperative students will resume at CHOP. Exceptions for students to be onboarded earlier than May 1, 2021 should be submitted to [Michelle Lewis](#).

   ii. In summary:

   1. The onboarding of Research High School Scholars and Cooperative students may resume ON-SITE or VIRTUALLY.

   2. Safety measures as summarized in the CHOP [Guiding Principles of Wet Lab Research Ramp-up, Stage 4: Safe, Gradual, Flexible, Nested](#) also apply to Research High School Scholars and Cooperative students.

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3. All on-site work performed by Research High School Scholars and Cooperative students should adhere to the Universal Masking guidelines, social (physical) distancing requirements, and the staged increase plan as prepared by the Principal Investigator.
4. Any limits to the percent of research personnel allowed in the lab or research setting also applies to the Research High School Scholars and Cooperative students. For example, at the 75% stage – If 10 lab members (including the PI) plus two students represent the lab members, only nine members can be in the lab or research setting at one time.
5. Research High School Scholars and Cooperative students who are ill or think they are ill should stay home, consult their physician, and call the CHOP COVID-19 hotline: 1-800-722-7112.

VII. Postdoctoral Research Associates

A postdoctoral researcher or postdoc is a person professionally conducting research after the completion of their doctoral studies (typically a PhD). The ultimate goal of a postdoctoral research position is to pursue additional research, training, or teaching, in order to have better skills to pursue a career in academia, research, or any other fields.

a. **Research Ramp-up Related Guidelines for Postdocs:**
  i. The Research Institute NTP Office will honor ALL commitments to onboard postdoctoral associates at CHOP throughout the ramp-up, particularly in the instance where their experience at CHOP is required to maintain matriculation in their academic program and/or to ensure their preparedness to transition to an academic faculty position. These are not intended to be rate-limiting criteria to onboard postdocs just examples for illustrative purposes.

VIII. Research Stipend Fellows

Typically comprised of MD Fellows who participate in specialized programs within Research (e.g., Ben Fox Orthopaedic Fellowship Program). Often the commitment to onboard these fellows occur many months in advance of the fellow's start date.

a. **Research Ramp-up Related Guidelines for Research Stipend-Fellows:**
  i. The Research Institute NTP Office will honor ALL commitments made to onboard Research Stipend Fellows, particularly in the instance where the fellows' experience at CHOP is required to maintain matriculation in their academic program or if a commitment to onboard these fellows has already been secured.

IX. Undergraduate Students (including co-op students) UPDATED 9.11.2020

An undergraduate is a college or university student who after graduating from high school has been accepted to college, but has not yet graduated. All undergraduate students who are typically on-boarded through the Research Institute NTP program often matriculate at degree-granting institutions within and outside of the Commonwealth of Pennsylvania. These students are typically offered the opportunity to partner with a Principal Investigator and his/her research team and to participate in and contribute to supporting a wet bench or clinical research activity.

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a. UNPAID undergraduate students are on-boarded and registered via the NTP Office.

b. PAID undergraduate students are on-boarded via the traditional HR onboarding process via Workday.

c. **Research Ramp-up Related Guidelines for <u>Undergraduate Students</u>**:

    i. **Effective September 11, 2020, the onboarding of all undergraduate students will resume at CHOP.**

    ii. In summary:

        1. The onboarding of undergraduate students may resume allowing undergraduate students to be ONSITE or VIRTUAL.

        2. Safety measures as summarized in the CHOP [Guiding Principles of Wet Lab Research Ramp-up, Stage 4: Safe, Gradual, Flexible, Nested](#) also apply to undergraduate students.

        3. All on-site work performed by undergraduate students should adhere to the [Universal Masking](#) guidelines, [social (physical) distancing](#) requirements, and the staged increase plan as prepared by the Principal Investigator.

        4. Any limits to the percent of research personnel allowed in the lab or research setting also applies to the undergraduates. For example, at the 75% stage – If 10 lab members (including the PI) plus two undergraduate students represent the lab members, only nine members can be at the bench at one time.

        5. Undergraduate students who are ill or think they are ill should stay home, consult their physician, and call the CHOP COVID-19 hotline: 1-800-722-7112.

X.   Research Visitors

Mainly University of Pennsylvania personnel who may need ongoing, and in some instances, temporary one-time access to CHOP facilities for a variety reasons (e.g., accessing CHOP Core Service laboratories).

    a. **Research Ramp-up Related Guidelines for <u>Research Visitors</u>:**

    The Research Institute intends to continue to allow visitors onsite, but requests can be sent to and will be reviewed by the Vice President of Research Administration (Michelle Lewis) on a case-by-case basis. The PI will need to provide detailed justification for why the visitor needs access to CHOP premises and ensure that the visitor complies with all [social (physical) distancing](#) and [Universal Masking](#) requirements.

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Additional Information

Important note for unpaid Research NTPs' to follow prior to scheduling an appointment at one of CHOP's COVID-19 Vaccine Clinics UPDATED 4.14.2021

Unpaid Research NTPs must follow the instructions below to create an account **and** complete the COVID-19 immunization survey **prior to** scheduling their vaccine appointment at CHOP:

- Click the link below to access your secure and private My Health webpage online.
    - [Access your secure and private My Health webpage online](.).
- Follow the instructions to create a username and password and complete your Health Assessment Surveys. If clicking on the link above does not take you to the ReadySet site, then copy and paste the following URL in your browser: https://chop.readysetsecure.com
- Click "New User? Click Here to Begin" and follow the instructions. You will need the following information:
    - **Access/Org Code**: 1188
    - **Program Type**: Non-Employee COVID vaccine
    - **Employee ID# N/A**
    - **Population Type: Outside Contractor**
- Complete the assigned COVID-19 (SARS-CoV-2) Immunization Survey.
- The survey status will have a green checkmark under status when you are finished.

Common misconceptions about the CHOP Research Institute NTP program are:

- *NTPs are only students,*
- *NTP onboarding should not be subjected to pre-onboarding clearances based on their expected activities while on the CHOP research premises,*
- *Most NTPs on-boarded in the Research Institute are unpaid,*
- *All successfully registered unpaid NTPs will automatically have access to CHOP electronic systems (i.e., digital identity) and be issued a CHOP ID Badge for building/lab access.*

On the contrary, NTPs make up a very diverse compliment of personnel (both paid and unpaid), and clearance checks are required to be in compliance with Federal, State and Local laws. Lastly, in order for unpaid NTPs to access CHOP electronic systems and physical sites, they must be:

1. [Registered as an NTP](.)
2. The NTP position must be created in Workday, and
3. The candidate must be registered in the [NEProfile database](.).

Additional NTP-related policy and procedural guidance available as follows:

- [Non-Traditional Personnel On-line Registration](.)
- [Non-Traditional Personnel (NTP) Program](.)
- [On-Boarding for Non-Traditional Personnel (NTP) Requiring a Digital Identity](.)
- [Non-Traditional Personnel (NTP) On-Boarding Process SOP](.)
- [Moving to Non-Paid NTP Status](.)
- [Non-Traditional Personnel (NTP) Stipend Program](.)
- [[NTP] Moving to CHOP Payroll](.)

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More Information?

- Please direct any questions about this guidance document to Michelle Lewis.
- Further inquiries about how to register and onboard NTPs or questions about any of the NTP Office standard operating procedures and/or policy guidance, can be directed to Kaila Gammon or please send an email to researchntp@email.chop.edu.

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