



BAPTIST HEALTH SCIENCES UNIVERSITY

COLLEGE *of* OSTEOPATHIC MEDICINE

STUDENT RESEARCH HANDBOOK



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A Message from the Dean

Dear Students,

It is with great pride and enthusiasm that I present the Baptist University College of Osteopathic Medicine (BUCOM) Student Research Handbook, a comprehensive guide designed to support and inspire you, our students, as you embark on your research journeys at Baptist University. Research is a cornerstone of academic excellence and an essential component of higher education. It allows students to explore their passions, contribute to their fields, and develop critical thinking and problem-solving skills that will serve you well throughout your careers.

This handbook has been meticulously crafted to provide you with the tools, resources, and guidance necessary to navigate the research process successfully. Whether you are just beginning your research journey or are well on your way, you will find valuable insights and practical advice to help you at every stage.

I encourage you to take full advantage of the opportunities that research offers. Engage with your faculty mentors, collaborate with your peers, and immerse yourself in the pursuit of knowledge. The skills you develop and the discoveries you make will not only enrich your academic experience but also contribute to the broader community of scholars and practitioners.

On behalf of the entire faculty and staff, I wish you great success in your research endeavors. We are excited to see the innovative and impactful work that you will produce.

Sincerely,



Peter A. Bell, DO, MBA, FACOEP-dist, FACEP
Vice Provost and Dean, BUCOM



Purpose of This Handbook

This handbook serves as a comprehensive guide for students interested in participating in research at BUCOM. It is designed to encourage student engagement in research by providing the essential information and tools needed to navigate the research process effectively.

Within these pages, students will find details about available opportunities, institutional resources, research goals, and the expectations and commitments associated with participation in scholarly activities. Additionally, the handbook provides procedural guidelines that ensure ethical, high-quality research in alignment with BUCOM's standards, as well as the broader standards set by accrediting bodies and government regulations.

Equipping students with this knowledge will empower them to make meaningful contributions to the advancement of osteopathic medicine through research.

Our Mission

Baptist University prepares graduates for careers of service and leadership by providing a comprehensive health sciences education within an integrated environment of learning and Christian principles.

To fulfill its mission, Baptist University is committed to:

- Educating individuals to value competence, caring, and collaboration in their roles as members of the interprofessional health care team
- Developing students to become engaged learners, scholars, and leaders in their chosen professions
- Creating a collaborative and supportive learning environment in which students are encouraged to develop intellectually, socially, and spiritually
- Providing a curriculum that reflects a strong general education and scientific foundation
- Promoting and rewarding excellence in teaching, professional practice, and scholarly activity
- Contributing positively to the health status of the community
- Fostering an atmosphere of respect for cultural diversity and the dignity of all persons

Student Research in Osteopathic Medicine

Our Initiative

BUCOM students will have a wide variety of options from which to choose when completing their research/scholarly activity requirements for graduation. Students will choose a topic of interest for their project in the OMS-1 year working with an assigned research mentor. Project foci may include survey research, randomized controlled trials, bench research, educational research, community or public health-based projects, academic writing, or quality assurance/quality improvement. Students will be paired with faculty, BCRI or community mentors to help achieve their goals.

Our Culture

Research is a vital component of osteopathic medicine, driving innovation and improving patient care through evidence-based, holistic approaches. At BUCOM, research is deeply integrated into medical education, equipping students with the skills to address complex health challenges while reinforcing the osteopathic philosophy of treating the whole person: mind, body, and spirit.

As Memphis' only osteopathic medical school, BUCOM prioritizes **hands-on, inquiry-driven learning** to train future physicians who are not only skilled clinicians but also scientifically literate, evidence-based practitioners. Students engage in research under faculty mentorship, contributing to a growing body of knowledge that advances medicine. Whether investigating novel therapies, addressing health disparities, or improving preventive care strategies, students gain critical experience in experimental design, data analysis, and translational science, preparing them for careers in both medicine and clinical research.

BUCOM continues to invest in research infrastructure, expanding lab space, offering methodological support, and encouraging faculty scholarship. The **Summer Research Internship Program** and other such initiatives offer our students opportunities to engage in immersive, mentor-guided experiences. These empower students to cultivate critical thinking skills, explore innovative approaches to healthcare, and contribute to meaningful advancements in medicine.

As a BUCOM student, you are encouraged to **embrace research opportunities**, not only to enhance your education but also to help shape the future of osteopathic medicine and improve the health of the communities we serve.

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Goals for Student Researchers

Engaging in research at BUCOM offers students an invaluable opportunity to grow as future physicians, scholars, and leaders. While each research project has its own objectives, it is equally important for students to consider how their research experience aligns with their broader personal and professional goals. Research enriches students by fostering the critical thinking, collaboration, and problem-solving skills that are essential for success in medical practice and lifelong learning.

All BUCOM student researchers should share several foundational goals, including contributing to high-quality, ethical research that advances the osteopathic medical field, addressing critical healthcare needs, and upholding the institution's commitment to evidence-based, patient-centered care. By participating in research, students help to expand the body of knowledge that supports the holistic principles of osteopathic medicine, including the integration of mind, body, and spirit in patient care.

Beyond these shared goals, students will naturally develop their own personalized objectives, reflecting their unique interests and career aspirations. Whether it is exploring a specific area of medicine, addressing healthcare disparities, or building expertise in a particular research methodology, each student's journey will be distinct.

By thoughtfully setting and pursuing these goals, students not only enhance their own education but also contribute meaningfully to the betterment of their patients and communities. At BUCOM, research is more than an academic exercise; it is a pathway to becoming compassionate, evidence-driven physicians who lead with innovation and purpose.

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Research Expectations and Commitments

All student researchers are expected to adhere to the following guidelines and principles, which are essential for maintaining a productive, safe, and ethical research environment. These expectations form the cornerstone of a respectful and professional research environment. Adherence to these principles will not only foster personal growth but also contribute significantly to the advancement of osteopathic medicine.

Ethical Conduct of Research: Students must conduct research with the highest integrity, adhering to university policies on ethical conduct as well as standards set by governing bodies such as the Office for Human Research Protections (OHRP), the Institutional Review Board (IRB), and the Office of Research Integrity (ORI). This includes honest reporting of data, accurate citation of sources, avoidance of plagiarism, and appropriate attribution of authorship. Ethical use of animals in research is governed by the Institutional Animal Care and Use Committee (IACUC), which ensures that all animal research is conducted humanely, with minimal distress and discomfort to the animals. Additionally, students must handle all protected personal information and student data in compliance with the Family Educational Rights and Privacy Act (FERPA) and other relevant privacy regulations, ensuring confidentiality and security.

Safety: A paramount concern in all research activities is safety. Students must follow all safety protocols, use protective equipment as required, and ensure a safe working environment for themselves and others.

Maintaining a Neat Workspace: A clean and organized workspace promotes efficiency and safety. Students are responsible for keeping their work areas tidy and free from hazards.

Responsible Data Management: Accurate and responsible data management is essential. Students must ensure that all data is recorded meticulously, stored securely, and handled in compliance with institutional and legal requirements.

Time Management: Students are expected to manage their time effectively, meet deadlines, and fulfill all research-related commitments. Punctuality and reliability are crucial for the smooth progression of research.

Maturity and Self-Sufficiency: Students should demonstrate maturity and self-sufficiency in their research endeavors. This includes taking initiative, seeking guidance when necessary, and working independently to achieve research objectives.

Harassment: Students must treat their peers, faculty, and staff with respect and report any instances of harassment they witness or experience in accordance with university policy.

Reporting Equipment Damage: Prompt reporting of any laboratory equipment malfunctions or damage is essential to ensure the safe and proper functioning of BUCOM research facilities. Students must immediately notify laboratory personnel of any such issues via verbal notification and a completed damage report form at <https://shorturl.at/s6VEo> or using the following QR code:



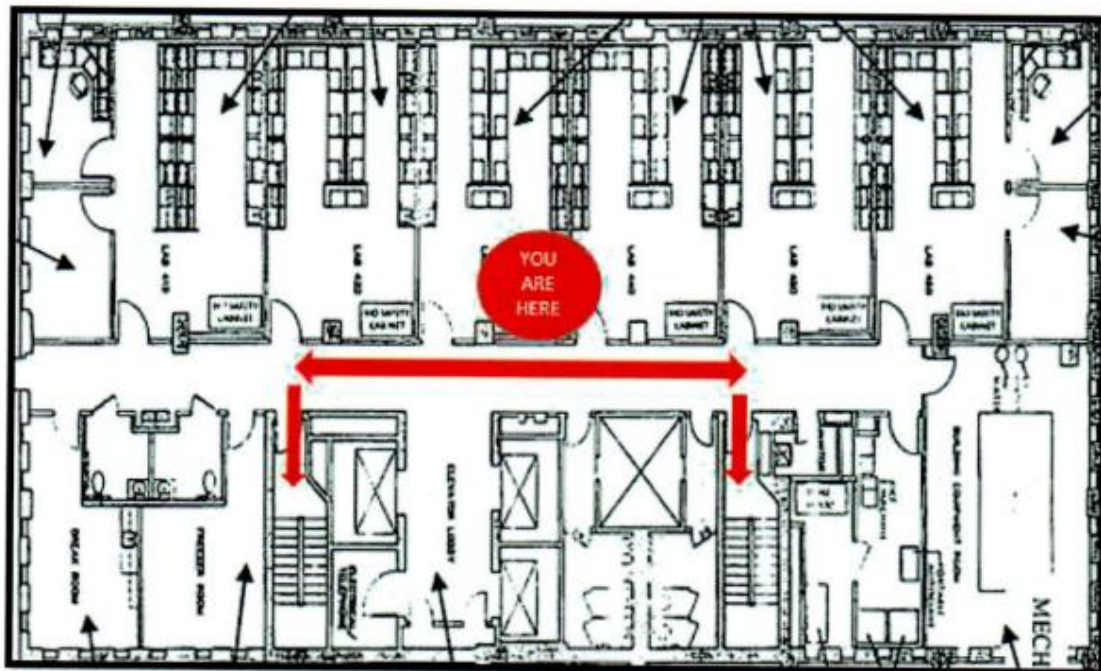
Responsible Use of Resources: Students are expected to use all research resources responsibly and efficiently. Wastefulness or misuse of resources can lead to increased costs, depleting the research budget and potentially hindering the progress of current and future projects. Additionally, misuse of resources can lead to equipment damage or shortages, impacting the ability of others to conduct their research effectively. By using resources judiciously, students help ensure sustainability and the continued success of the research program.

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Evacuation Plan

In the event of an emergency requiring building evacuation, it is essential to know the designated exit routes and assembly areas to ensure a safe and orderly evacuation. The following evacuation map outlines the proper procedures for evacuating the laboratory floor of the Collaboration Building, including the nearest exits, emergency stairwells, and safe gathering locations. All students should familiarize themselves with this map and review the evacuation procedures regularly. In an emergency:

- Remain calm
- Activate the nearest fire alarm pull station (if applicable)
- Evacuate the building immediately by following posted exit signs or using the nearest exit, assisting others if needed
- Once outside, assemble at the building evacuation assembly location
- Do not re-enter the building until authorized by emergency personnel



YOU ARE HERE

EVACUATION ROUTE

AED LOCATION – ACROSS FROM AUDITORIUM ENTRANCE

EVACUATION ASSEMBLY AREA – NORTHWEST CORNER OF GARAGE

SHELTER LOCATION – GRONER AUDITORIUM

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Library Resources

The **Batist University Library** is available to BHSU students both in person and online. The library offers a range of services, including circulation, course reserves, interlibrary loan, reciprocal borrowing, and library instruction.

The library is committed to connecting individuals with authoritative information resources and services to enhance the development of future healthcare professionals. It strives to stay at the forefront of scientific advancements while promoting the use of biomedical research to enhance patient care.

To learn more about the Baptist University Health Sciences Library, please visit <https://baptistu.libguides.com/library/homepage> or scan the QR code.

For inquiries, contact Library@BaptistU.edu.



Writing & Editing Resources

The **Research Grant & Scientific Editor** for the **Office of Research** primarily assists faculty with refining, polishing, and submitting research grant proposals and scientific writing, but she also provides support to students, helping to refine abstracts, posters, and slide presentations through editing and proofreading, as well as offering limited guidance on document layout and design.

Please note the Research Grant & Scientific Editor cannot create student writing materials from scratch. Additionally, direct student requests for **research paper** editing will not be accepted; such requests must be conveyed via a faculty mentor when appropriate.

To submit a request, visit <https://forms.office.com/r/bc0nhRuGgp> or scan the QR code:



Laboratory Resources

BUCOM's research laboratories provide students with access to advanced scientific equipment and specialized workspaces to support coursework, independent projects, and faculty-led research. Whether you're culturing cells, performing molecular analyses, or preparing biological samples, our labs are designed to facilitate hands-on learning and innovation.

We encourage all students to take full advantage of BUCOM's lab resources. These spaces are provided to support your academic and professional growth. For assistance, contact Director of Research Labs, Dr. Tomeka Nailer (Tomeka.Nailer@baptistu.edu).

Welcome to BUCOM's research labs. We look forward to supporting your discoveries!

Locations and Access

- Six labs (numbered 410–460) are in the Collaboration Building, 4th Floor
- Lab staff available 8:30 AM - 4:30 PM, Mon-Fri
- Summer laboratory hours
 - Mon-Fri, 8:00 AM - 5:00 PM
 - Sat, 8:00 AM – 10:00 PM
- Students working after 5:00 PM or on Saturdays must:
 - Coordinate with their faculty mentor
 - Notify the Director of Research Labs, Tomeka.Nailer@baptistu.edu
 - Notify Campus Security, (901) 572-2468
- Wrap up all work and initiate cleanup 30 minutes before lab closing
- See [Research Laboratory Access](#) for further information

Available Lab Equipment

Multiple lab spaces provide access to essential tools and instruments, including:

- **Molecular and Cell Biology Tools** – QuantStudio real-time PCR machine, Varioskan Lux plate reader, SDS-PAGE and Western blot workflows, Countess Cell Counter, and a SimpliAmp Thermo Cycler for PCR amplification applications.
- **Microscopy and Imaging** – Olympus and inverted microscopes for detailed sample analysis, a CX23 microscope for routine laboratory observation, and a cryostat and microtome for tissue sectioning and sample preparation.
- **Temperature-Controlled Equipment** – CO₂ incubator, egg incubator, analog incubator, 4°C chromatography refrigerator, -80°C and -20°C freezers, and a bacterial shaker.
- **Sterilization and Water Purification** – Autoclave, Millipore ultrapure water system, and a dishwasher for lab glassware.
- **Safety and Sample Handling** – Biosafety cabinets with vacuum pumps, chemical fume hood, refrigerated cell culture centrifuge, minicentrifuge, and NanoDrop for small-volume sample analysis.
- **Mixing and Sample Processing Equipment** – Sonic dismembrator for sample disruption and homogenization, magnetic stirrer, mini vortexer, and microplate vortex for mixing and agitation applications.
- **Additional Lab Essentials** – Ice machine, platform rocker, pipettors, hot block (dry bath), water baths, microwave, and a precision balance.

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For further resources offered by the Office of Research, visit <https://shorturl.fm/nINsa> or scan the QR code:



Required Laboratory Training

To maintain a safe research environment, all lab users must attend an in-person safety orientation led by lab personnel as well as completing Collaborative Institutional Training Initiative (CITI) Training.

CITI Training

Visit the CITI Training website at **citiprogram.org** to begin the enrollment process. You may then select to register or log in using your BHSU email and password. If registering for the first time, please affiliate with **Baptist Health Sciences University**. After you log in, click **View Courses**. You may be asked to verify your profile. You will then arrive at the course selection page. Select your courses from the options below.

Course title	ID#	Required For
Biomedical (Biomed) Comprehensive	300523	All Researchers and All Students
COI – Researchers	300516	All Researchers
Biomedical Responsible Conduct of Research	300536	All Researchers and All Students
Biosafety Research Laboratory Researcher or Student	312211	All Researchers and All Students
GCP – Social and Behavioral Research Best Practices for Clinical Research	300534	Clinical Research Only
Researchers - Information Privacy & Security (IPS)	300543	All Researchers and All Students
Social and Behavioral Responsible Conduct of Research	300539	Clinical Research Only
Social-Behavioral Educational (SBE) Comprehensive	300524	Clinical Research Only

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Ethical Compliance

Conducting research involving **human subjects** requires strict adherence to ethical, regulatory, and data protection guidelines to safeguard the rights, safety, and privacy of all participants. Like all researchers, medical students **must obtain proper approvals** before initiating any such research by following protocols established by governing bodies, the U.S. Department of Health and Human Services' (HHS) Office for Human Research Protections (OHRP) and the Food and Drug Administration (FDA). Institutional oversight is provided by the Institutional Review Board (IRB) for human subjects research and Institutional Animal Care and Use Committee (IACUC) for animal studies.

In addition to ethical and safety considerations, researchers must ensure compliance with **data protection laws** to prevent unauthorized access or misuse of sensitive information. The Health Insurance Portability and Accountability Act (HIPAA) governs the handling of patient health data, while the Family Educational Rights and Privacy Act (FERPA) protects student education records.

Failure to adhere to these regulations can result in ethical violations, legal repercussions, academic consequences, and compromised research integrity.

To access IRB forms and the latest compliance guidelines, visit <https://shorturl.fm/Ksavx> or scan the QR code:



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Procedures

The following section outlines key procedures and guidelines governing research activities at BUCOM. These protocols ensure a safe, ethical, and productive research environment for all participants. Included are specific procedures related to the **student-faculty research agreement, program evaluation and feedback, laboratory safety and conduct, and lab access**. Understanding and adhering to these procedures will help you navigate your research responsibilities effectively while maintaining the highest standards of academic integrity and excellence.

Additionally, university-wide policies relevant to research, including **Data Management** (GEN 2067 and GEN 2110) and **Authorship & Intellectual Property** (GEN 2043), are available on PawPrints. Many **safety-related policies and procedures** can also be found at the BHSU Campus Safety Program website. QR codes for both online resources are provided below. While laboratory personnel will review many of these safety procedures with you, it is essential to familiarize yourself with these policies to ensure safe, responsible, and successful research.



<https://pawprints.baptistu.edu/Policies>

BHSU Policies on Pawprints (login required)



<https://pawprints.baptistu.edu/PopularSites/CampusSafetyProgram>

BHSU Campus Safety Program (login required)

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Student-Faculty Research Agreement

1. Purpose

- 1.1. The purpose of this document is to outline the procedures governing research collaborations between BUCOM students and faculty. These procedures are designed to foster a supportive research environment, ensure productive and ethical conduct of research, and clearly define the responsibilities of both students and faculty members involved in research projects.
- 1.2. These procedures apply to all BUCOM students and faculty members participating in research activities as part of their academic or professional development at BUCOM.

2. Definitions

- 2.1. Research - a systematic study directed toward fuller scientific knowledge or understanding of the subject studied

3. Procedure

3.1. Initiating a Student-Faculty Research Agreement

- 3.1.1. Complete and submit the “Faculty Mentorship Confirmation for Research Participation” form. (See QR)
- 3.1.2. Review and Approval: The form will be reviewed by the Office of Research to ensure compliance with BUCOM policies and ethical standards.



3.2. Roles and Responsibilities

3.2.1. Student Responsibilities

- 3.2.1.1. Follow ethical guidelines, university policies, and relevant regulatory standards while conducting research.
- 3.2.1.2. Attend scheduled meetings with the faculty mentor and provide progress updates as instructed.
- 3.2.1.3. Complete all tasks outlined by the faculty mentor, including data collection, analysis, and documentation.
- 3.2.1.4. Uphold high ethical standards including academic integrity, honesty, respect, and professionalism throughout the project.

3.2.2. Faculty Responsibilities

- 3.2.2.1. Provide mentorship, resources, and guidance to support the student's research objectives.
- 3.2.2.2. Conduct regular meetings to monitor progress and provide feedback.
- 3.2.2.3. Ensure the student upholds high ethical standards including academic integrity, honesty, respect, and professionalism throughout the project.

3.2.2.4. Facilitate access to necessary resources (e.g., labs, equipment, software, data) within the bounds of university policy and federal regulations.

3.3. Research Conduct and Ethics

3.3.1. Conduct all research activities in line with BUCOM's ethical research standards, including human subjects protection (if applicable) and data collection, storage, and analysis.

3.3.2. Disclose any potential conflicts of interest at the start of the project.

3.3.3. Refrain from plagiarism, data fabrication, and other forms of dishonesty. Violations may lead to disciplinary actions, including project termination.

3.3.4. Conflict Resolution

3.3.4.1. The student and faculty member should attempt to resolve disputes directly, and request mediation from the Office of Research if disputes remain unresolved.

3.3.4.2. Address conflicts with a focus on academic integrity and fairness, in line with BUCOM's mission and values.

3.4. Authorship and Publication

3.4.1. Determine authorship for publications based on individual contributions as outlined by the faculty mentor.

3.4.2. Faculty members should guide students through the publication procedure and emphasize authorship ethics.

3.4.3. Include acknowledgment of BUCOM's resources in all publications or presentations.

3.5. Completion and Termination of Research Agreement

3.5.1. Review and finalize all project deliverables (e.g., preliminary data, manuscript, abstract, report) upon project completion or termination.

3.5.2. Promptly notify the Office of Research if either party cannot meet their obligations as outlined in the agreement.

3.5.3. Address noncompliance with the Office of Research on actions ranging from formal warnings to project termination.

4. Related Information

Please direct questions or concerns about this document to:

BUCOM Office of Research: BUCOMresearch@baptistu.edu

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Safety and Laboratory Conduct

1. Purpose

- 1.1. This document outlines the procedures governing use of laboratory facilities at BUCOM. The purpose of these procedures is to establish safety protocols and standards of conduct for researchers working in BUCOM laboratory settings. These procedures are intended to protect the health and well-being of all students, faculty, and staff, while ensuring compliance with university and regulatory guidelines.

2. Definitions

- 2.1. **Faculty Mentor** - a qualified faculty or staff member at BUCOM who carries out research at BUCOM and oversees/supervises student investigators' research, serving as a co-investigator or faculty sponsor in the student's research
- 2.2. **Research** - a systematic study directed toward fuller scientific knowledge or understanding of the subject studied

3. Procedure

- 3.1. Training Verification: Researchers must present proof of completion of the mandatory safety training before being granted lab access. Coordinate with laboratory personnel to complete all required training.
- 3.2. PPE Checks: The laboratory director is responsible for ensuring that researchers are properly equipped with PPE at all times.
- 3.3. Laboratory Access: Researchers who fail to comply with these procedures will have their laboratory access suspended until they demonstrate compliance.
- 3.4. Emergency Drills: Periodic emergency drills will be conducted to ensure all researchers are familiar with emergency procedures.
- 3.5. The Director of Safety and Organizational Compliance is responsible for overseeing policies and training and conducts periodic laboratory inspections. Researchers must receive training on chemical safety protocols, including labeling, storage, and disposal.
- 3.6. Laboratory personnel must ensure that researchers:
 - 3.6.1. Have received all required safety training prior to participating in the lab, including chemical safety protocols, and that they know where to find the Safety Data Sheets (SDS) for all chemicals.
 - 3.6.2. Are educated on emergency contact information and procedures, which must be posted in all labs.
 - 3.6.3. Know the locations of first aid kits, eye wash stations, spill kits, and fire extinguishers.

- 3.6.4. Follow biosafety guidelines for handling biological materials and utilize universal precautions for potentially infectious agents or human-derived specimens.
- 3.6.5. Are properly equipped with PPE at all times, including lab coats, gloves, safety goggles, and closed-toe shoes.
- 3.6.6. Adhere to safety protocols and report any violations or incidents.
- 3.6.7. Maintain professionalism and responsibility in the laboratory, prohibiting running, horseplay, or disruptive activities.
- 3.7. Any person participating in BUCOM laboratory research must:
 - 3.7.1. Complete all training requirements:
 - Collaborative Institutional Training Initiative (CITI) Courses
 - Biomedical (Biomed) Comprehensive [300523]
 - Biomedical Responsible Conduct of Research [300536]
 - Biosafety Research Laboratory researcher or student [312211]
 - COI-Researcher [300516]
 - Researchers - Information Privacy & Security (IPS) [300543]
 - Financial Conflict of Interest Training
 - Baptist Financial Conflict of Interest Training must be completed annually. See <https://shorturl.fm/mK1bF> or QR code. (Login with Baptist credentials and select “Continue with University SSO”). 
 - The current NIH Financial Conflict of Interest Certification module must be completed at <https://shorturl.fm/w7sra> or QR code. 
 - 3.7.2. Always wear appropriate personal protective equipment (PPE) as instructed and dispose of it according to designated waste disposal protocols. PPE includes safety glasses, gloves, coats/gowns, and other necessary face/body protection as dictated by the hazard with which you are working. The laboratory director is responsible for ensuring that researchers are properly equipped with PPE at all times.
 - 3.7.3. Dispose of sharps, biological waste, and chemical waste in accordance with BHSU waste disposal policies.
 - 3.7.4. Keep hands away from face and wash them thoroughly with soap and warm water before leaving any laboratory area.
 - 3.7.5. Never eat, drink, chew gum, smoke, or apply lip balm or cosmetics in the laboratory.
 - 3.7.6. Always wear closed-toe shoes in the laboratory.
 - 3.7.7. Tie back long hair to prevent it from coming into contact with hazards.

- 3.7.8. Wear clothing that minimizes exposed skin.
- 3.7.9. Maintain professionalism and responsibility (e.g., no running, horseplay, or disruptive activities), and foster an atmosphere of teamwork and mutual respect. Promptly report any disruptive behavior, harassment, or bullying.
- 3.7.10. Clean and return equipment after use.
- 3.7.11. Report malfunctions or damages immediately to laboratory personnel issues via verbal notification and a completed damage report form at <https://shorturl.at/s6VEo> or using the following QR code:
- 3.7.12. Report any accidents, injuries, or spills to the lab director to ensure proper response and documentation. Near-miss incidents must also be reported to promote safety and prevent future accidents.
- 3.7.13. Maintain clean and organized lab spaces, storing personal belongings only in designated areas.

3.8. Additionally, student researchers must:

- 3.8.1. Be a degree-seeking student enrolled at BHSU
- 3.8.2. Be at least 18 years old
- 3.8.3. Obtain approval from the BUCOM Office of Research
- 3.8.4. Never work alone in a lab without direct supervision from the faculty mentor or designee.
- 3.8.5. Always follow instructions from the faculty mentor or designated lab personnel.
- 3.8.6. Refuse any tasks that appear to be unsafe or unethical, reporting these concerns immediately to the lab director or BUCOM Office of Research.
- 3.8.7. Ask questions immediately if safety requirements are unclear.
- 3.8.8. Complete the student volunteer portion of the BUCOM Research Laboratory Volunteer Agreement form, and ensure that the PI/Faculty mentor completes their portion of the form
- 3.8.9. Upload the following to the BUCOM Lab Research Volunteer Form (See QR):
 - 3.8.9.1. Signed Research Laboratory Volunteer Agreement form
 - 3.8.9.2. Copies of all required CITI training completion records

4. Related Information

Please direct questions or concerns about this document to:

BUCOM Office of Research: BUCOMresearch@baptistu.edu

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Research Laboratory Access

1. Purpose

- 1.1. The purpose of this policy is to outline the protocol for students to gain access privileges to the BHSU research laboratory and to maintain a safe and secure research facility.

2. Definitions

- 2.1. **After-Hours Work** - Laboratory work performed outside Monday–Friday (8:00 AM–5:00 PM) and Saturdays (8:00 AM–6:00 PM)
- 2.2. **Authorized access** - official permission to access the laboratories upon written approval and completion of all training requirements
- 2.3. **Authorized Researcher** - An individual who has completed required BUCOM lab safety, chemical hygiene, biosafety, and SOP training
- 2.4. **BHSU Research Laboratories** - specifically refers to the BHSU research laboratories 410, 420, 430, 440, 450 and 460 of the New Collaboration Building at 20 Dudley St.
- 2.5. **Office of Research** - the administrative office responsible for overseeing research activities, supporting funding initiatives, and ensuring compliance with state, federal, and institutional policies and regulations
- 2.6. **Principal Investigator (PI)** - faculty responsible for the project(s)/research conducted within the BUCOM research laboratories and/or affiliate sites.
- 2.7. **Research** - a systematic study directed toward fuller scientific knowledge or understanding of the subject studied
- 2.8. **Researcher** - a person engaged in systematic study directed toward fuller scientific knowledge or understanding of the subject studied
- 2.9. **Research Laboratory** - Any space where chemicals, biological agents, tissue culture, or other hazardous materials are used
- 2.10. **Unauthorized researcher** - not having official permission to access the laboratories due to unfulfilled requirements

3. Procedure

3.1. Application and Approval Procedures

- 3.1.1. For students to obtain card access, their sponsoring faculty must submit a laboratory faculty access request form at <https://shorturl.at/eOFrd> or the following QR:



3.2. Training and Documentation Requirements

- 3.2.1. After receiving approval, complete the required training to receive card access. See Office of Research SOP [Laboratory Safety and Conduct](#) for training requirements.
- 3.2.2. Attend an orientation meeting with research personnel and the research mentor to discuss lab expectations and procedures.

3.3. Laboratory Supervision and Independent Work

- 3.3.1. Initially, work under the supervision of a faculty mentor or research laboratory staff.

- 3.3.2. Continue working under supervision until training on specific equipment and procedures is complete.
- 3.3.3. Once fully trained, work independently within the approved project scope and assigned methodology.
- 3.3.4. Research mentors oversee researcher participation and, in coordination with the Research Laboratory Director, may revoke access for the following reasons:
 - 3.3.4.1. Project completion or termination.
 - 3.3.4.2. Student removal due to academic standing, failure to meet expectations, or policy violations.
 - 3.3.4.3. Unauthorized or unsupervised activity in the lab.

3.4. **Standard Access**

- 3.4.1. Use designated sign-in logs when entering and exiting the laboratory.
 - Student researchers sign in and out using the posted login QR code.
 - Guests (e.g., sales representatives) sign in and out at the BHSU Campus Hub information desk.
 - Unapproved guests ("plus ones") are not permitted inside the collaboration building.
- 3.4.2. Research staff availability: 8:30 AM – 4:30 PM, Monday-Friday
- 3.4.3. Lab operational hours during the summer are 8:00 AM – 5:00 PM Monday-Friday, and 8:00 AM – 8:00 PM Saturday
- 3.4.4. Researchers should complete activities and begin cleanup at 4:00 PM; all lab work should be completed by 4:30 PM

3.5. **After-Hours Access**

- 3.5.1. After-hours laboratory access is granted per semester and must be renewed.
- 3.5.2. Students working after 5:00 PM or on Saturdays must:
 - Coordinate with their faculty mentor
 - Notify the Director of Research Labs, Tomeka.Nailer@baptistu.edu
 - Notify Campus Security at (901) 572-2468
 - Complete a BUCOM Research Lab After-Hours Request form:



3.5.3. Responsibilities

3.5.3.1. Researchers must:

- Follow all BUCOM safety standards and this SOP
- Ensure no prohibited high-risk procedures are conducted alone
- Maintain professionalism and accountability during after-hours work

3.5.3.2. Faculty Mentors / Supervisors must:

- Approve after-hours work only when appropriate; planned work must be suitable for limited supervision or unsupervised conditions
- Confirm completion of all required safety training

- Ensure safe work practices and hazard mitigation
- 3.5.3.3. It is the responsibility of the Office of Research staff to:
- Provide oversight and enforce policy.
 - Review and update SOP annually or when regulatory changes occur.
 - Maintain access rosters
 - Ensure compliance and safety training
 - Investigate incidents or noncompliance
- 3.5.4. Authorization Requirements
- All individuals requesting after-hours access must:
- Be active BUCOM researchers with supervisor/PI approval.
 - Complete required training, including:
 - o CITI training
 - o In-person biosafety and laboratory safety training
- 3.5.5. Facility Access Requirements
- Entry requires an active ID badge with electronic access
 - No tailgating or unauthorized entry is permitted
 - Doors must remain closed and locked at all times
 - Security PINs for lab access must not be shared
- 3.5.6. Safety Procedures
- 3.5.6.1. At least two authorized individuals must be present in the lab suite during any high-risk procedure.
- 3.5.6.2. The following high-risk procedures are prohibited when working alone:
- Handling BSL-2 materials
 - Use of volatile, carcinogenic, or highly reactive chemicals
 - Operating specialized/high-risk equipment (centrifuges >12,000 RPM, cryostats, autoclaves, liquid nitrogen systems, etc.)
 - Procedures involving sharps with hazardous biological or chemical materials
- 3.5.6.3. Unaccompanied after-hours work is limited to the following permitted tasks:
- Computer-based work
 - Non-hazardous bench tasks (e.g., buffers, non-hazardous reagents)
 - Checking incubators; changing media; seeding cells; PCR; ELISA; Western blots; microscopy; histological steps; sample prep; checking freezers or equipment status
 - Routine cell culture monitoring only if pre-approved by supervisor and the Office of Research
- 3.5.6.4. Researchers must keep a charged cell phone accessible at all times and have rapid access to the following contacts:

- BUCOM Security – Information Center: 901-572-2468
- BUCOM Security – Emergency: 901-572-2911
- Faculty mentor or supervisor contact

3.6. Incident Reporting

Any incident (including injury, spill, equipment malfunction, or near-miss) must be reported within 24 hours using BUCOM's Incident Report Form and communicated to:

- Faculty Mentor
- Office of Research



3.7. Noncompliance

Failure to comply with the SOP may result in:

- Suspension of after-hours access
- Mandatory retraining
- Revocation of laboratory privileges
- Additional disciplinary action as deemed appropriate by BUCOM administration

3.8. Laboratory Entry and Security Procedures

3.8.1. At the end of research hours, follow these closing procedures:

- Ensure all laboratory doors are closed and locked.
- If any doors were propped open during work hours, secure them before leaving.

3.9. Compliance and Record-Keeping

3.9.1. Maintain adherence to the above procedures to avoid disciplinary actions, which may include:

- Loss of laboratory access
- Dismissal from the research program

3.9.2. Laboratory access logs are reviewed monthly by laboratory personnel to monitor compliance.

4. Related Information

Please direct questions or concerns about this document to: BUCOM Office of Research:
BUCOM.research@baptistu.edu

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