

ARKANSAS CHILDREN'S HOSPITAL RESEARCH INSTITUTE
LITTLE ROCK, ARKANSAS

SUBJECT: Visiting Scientist Policy	DATE: Pending Board Approval PAGE 1 of 3
Policy No.: Signature:	Interdepartmental Policy and Procedure
Distribution & Applicability: <i>To Non-ACHRI Affiliated Scientists, technologists, graduate students, Clinicians and others seeking to conduct research at ACH/ACHRI.</i>	APPROVED BY: ACHRI Board of Directors APPROVED DATE: 2/18/05
RECOMMENDED: Tanda R. Grisham, JD	SUPERSEDES: N/A

PURPOSE

The purpose of this program is to bring to the Arkansas Children's Hospital Research Institute scientific knowledge and expertise that would contribute directly or indirectly to the quality of its research activities and to provide the Visiting Scientist with an opportunity for accomplishment that stems from the unique environment at ACHRI.

QUALIFICATIONS

1. ACHRI recommends that the Visiting Scientist be an individual with an established record of productivity and peer recognition. The Visiting Scientist must have appropriate credentials to conduct the research for which he/she will be engaged.
2. Research in which he/she will engage may or may not be tied to projects already funded by grant support. The Visiting Scientist could work on a project not currently represented within the institution. If not identified with an ongoing research project, justification should be given for the mutual benefits to both the Visiting Scientist and the Institution.
3. There will be no formal recruitment for the visiting scientist. Generally arrangements will be worked out at the personal level as opportunities arise. These positions may be for a period up to two years and will be handled as a limited term appointment.

REVIEW PROCESS

1. The Sponsoring Investigator will provide a written request that has been approved by the Department Chair and forwarded to the ACHRI President.

2. The formal request shall include the candidate's name, a copy of the most recent curriculum vitae, one or two letters of support from the visitor's institution or peers, the prospectus of the work planned to occur at ACHRI and information concerning the benefit to be anticipated by both parties. A supporting statement from the Sponsoring Investigator providing justification information should be submitted separately.
3. These appointments require review approval by the ACHRI President.
4. Once the ACHRI President approves the appointment, he will notify the Sponsoring Investigator and the Visiting Scientist in writing and a copy of the approval letter along with the written request and supporting documents will be kept in a file in the ACHRI administrative offices.

***Note:** ACHRI reserves the right to waive the documentary requirements for visitors who will be on campus for a period of 6 months or less; however, waivers will be granted on a case by case basis. All visitors must be reported to ACHRI.*

CHECK IN / CHECK OUT PROCEDURES

1. Once the appointment has been approved by the ACHRI President, the Sponsoring Investigator is responsible for obtaining the appropriate Human Resources clearance, keys, identification badges, etc. for the Visiting Scientist.
2. If the Visiting Scientist will be participating in Human Subjects Research projects, he/she must provide ACHRI administration with proof of insurance covering both professional malpractice and research activities. It is the responsibility of the Sponsoring Investigator to assist the Visiting Scientist with ACH credentialing if clinical activities will be performed.
3. If the Visiting Scientist is coming from a foreign country, the Sponsoring Investigator must assure ACHRI that the proper Visa and security clearance has been obtained prior to the commencement of any research by the individual.

4. Committee Approval and Training Requirements:

Human Subjects Research: UAMS Institutional Review Board [IRB] approval is required for all human subjects research protocols before any activity may begin. The UAMS HIPAA and Human Subjects on-line training is required for all investigators and research personnel. Note that the IRB must be notified when new personnel are added to on-going studies.

Animal research: The Institutional Animal Care and Use Committee [IACUC] must approve all animal research protocols before any animal research activity begins. The Visiting Scientist must complete the UAMS/ACHRI training program governing the use of research animals.

It will be the responsibility of the Sponsoring Investigator to make sure that all IRB and/or IACUC requirements are met.

5. Exit Requirements: Upon the completion of the appointment, the Visiting Scientist shall contact ACHRI administration and complete a formal check-out process. The individual will be required to leave one copy of study notebooks, data logs and other source documents associated with the study for auditing/legal purposes.

FUNDING

1. No major items of equipment will be purchased based upon the presence of the visiting scientist nor will additional funds be provided for technical support by ACHRI. The funding of all research activities is the responsibility of the Visiting Scientist, the Sponsoring Investigator and/or the Sponsoring Department.

COMPLIANCE

1. The Sponsoring Investigator ensures that the Visiting Scientist must become familiar with and abide by state and federal laws, the policies of ACH, ACHRI, as well as all federal regulations regarding clinical and/or animal research and must ensure that such policies and regulations are adhered to by all study trial personnel.

2. As required by the ACHRI/ACH Federal Wide Assurance, the Visiting Scientist must enter into an "Unaffiliated Investigator Agreement" for all studies involving Human Subjects. Contact the ACHRI Legal Administrator at 501-364-3571 to obtain this document.

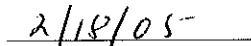
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ACHRI Approving Official



Date