Non-Employee Research Procedures

As of November 2018, an agreement between Northwestern University (NU) and Northwestern Memorial Healthcare Corporation (NMHC) was executed to outline the requirements for individuals who are not employed by NU to contribute to NU research conducted at NMHC clinical affiliates. As part of this Agreement, NU will provide a certificate of insurance coverage to NMHC for non-NU employees (interns/volunteers).

In order to receive this certificate of coverage and be eligible for access at NMHC, the following processes described below must be completed. There are two steps to this process. First, there is a documentation process with NU. Second, there is a process for access at NMHC. Both must be completed to gain access to NMHC resources.

1. NU Documentation Required
   To get started, first complete the intern and volunteer process with NU HR. Please see the process governing interns and volunteers at https://www.northwestern.edu/hr/for-managers/hiring/hiring-interns-volunteers/index.html for more information.

   Once the interns and volunteer process has been completed it must then be documented in REDCap using the following form: https://redcap.nubic.northwestern.edu/redcap/surveys/?s=9F3TPEFFL3.

   Gather the following for documentation:

   1. Completed interns and volunteer forms*:
      - Volunteer and Visitors Lab Use Agreement Form
      - DCFS Mandatory Reporter Form
      - Unpaid Intern and Volunteer Acknowledgement Form

         *IF you have a visiting scholar of any kind, pre-doc, post doc, etc. please upload the offer letter from Faculty Affairs and a PI support letter. Intern/volunteer forms are not required.

   2. A background check for NU staff accessing NMHC. This can be initiated either by the volunteer process or by answering “no” to the question “Was a background check completed?” in the REDCap survey.

   3. A letter from the non-employee’s PI describing the research activity that will take place and a plan for supervision of the non-employee.

2. NMHC Documentation Required
   Once all items have been cleared and the REDCap form has been submitted, documentation of completion will be emailed to the requestor. This documentation must be submitted to the NMHC Office for Research with the Access Program application packet.

   In addition, non-employees must complete the NMHC Access Program application. A Corporate Health check may be required depending on the level of access requested, as dictated by the NMHC Access Program policy. The access program process may start after completion of all other items.

Definitions
   Access Program:
   In order to participate in research and perform research activities at NMHC, NU employees must go through the NMHC Access Program. The Access Program process connects NU staff members with
Corporate Health and other components of NMHC to meet minimum standards for access. The level of access requested dictates the checks required and are outlined in the NMHC Access Program Manual. As a component of this agreement, non-employees will also be required to go through this process. You can begin this process by emailing accesspr@nm.org after you have completed the NU Documentation process outlined above.

Background Check Process:
During onboarding at NU, a staff member undergoes an HR-initiated background check and verification of certificate of insurance coverage. For those accessing NMHC, the following background check elements are required; SanctionsBase, County-Criminal, Federal-Criminal, National Criminal Database, OIG-SAM, TransUnion-Social, National Sex Offender Registry. As a component of this agreement, non-employees will also be required to have this level of background check.