

## Liberty University College of Osteopathic Medicine

### Center for Research

#### Laboratory Access Policy

- 1.) Liberty University faculty, staff and students or other individuals interested in contributing to LUCOM research in the lab, may, upon application, be granted key card access privileges to work in the lab.
- 2.) All individuals contributing to a faculty project must be supervised by the faculty mentor when working in the lab until the faculty member, mentee and research manager have signed off on training pertinent to the project (see "Student Training Verification" form on LUCOM Research website). Upon completion of adequate documented supervision and training, individuals may be granted permission to continue work unsupervised, strictly within the project parameters, on specific equipment and in the methods in which the individual received training by the PI.
- 3.) Mentors may revoke student or volunteer access privileges at any time due to completion or termination of the project, or student removal from the project for various reasons including poor academic performance, student lack of interest, unapproved, non-documented unsupervised activity in the research facility, mentor/ Director of Research discretion, etc.
- 4.) Individuals with key card access privileges are NOT to lend their key cards to others nor to allow others into the Center for Research without notifying the Research Manager and obtaining permission from the Director of Research. Liberty University monitors all uses of key card readers. Guests MUST sign in with the Research Manager.
- 5.) Signed access request forms must be submitted to the LUCOM Research Manager following completion of CITI training, reading of the access policy and an orientation meeting with the Research Manager.
- 6.) Doors leading into the Center for Research MUST remain closed at all times. Propping doors open is NOT allowed and will result in revoked access and potential note added to the student's Dean's letter.
- 7.) Failure to abide by the Access Policy may result in disciplinary action including loss of lab access/privileges, failure of course or dismissal.
- 8.) Access records will be reviewed annually by the Research Manager and access privileges will be revoked at that time for those no longer in need of access to the Center for Research.

*"Let every person be subject to the governing authorities.  
For there is no authority except from God and those that exist have been instituted by God."*

Romans 13:1