

## Frequently Asked Questions for Minors and Visiting Undergraduates Participating in Research or Clinical Activities August 24, 2017

1. *Where do I submit the application?*

Submit the application via EHS Integrator <https://ehsis.yale.edu/EHSIntegrator/Registration>.

2. *Can business office and HR staff submit the application on behalf of the Principal Investigator and see the status of pending applications?*

Yes. We can provide business office access. Email your request to [ehs@yale.edu](mailto:ehs@yale.edu).

3. *Can I start the application and let someone else submit it?*

Yes. Fill in as much information as you can, then save the application. You can open it and complete it later, or have someone else finish it and submit.

4. *Can you add multiple students to the same application?*

Yes, but only if start/end dates and answers on Questionnaire and Procedure tabs are identical.

5. *Why are some of the questions auto-answered to “yes”? Can I change the answer to “no”?*

Questions will auto-answer to “yes” if the Principal Investigator conducts those activities in the space where the student will be working. (For example, a lab uses radioactive material, this question will automatically be answered as “Yes”.) This will create a training requirement for the student. You can not change the answers if they are auto-answered.

6. *After I submit the application, how will I know what my next steps should be?*

The PI, Supervisor and Submitter of the application will be notified through email explaining the next steps.

7. *Where do I obtain a NetID for my student?*

Request a new Sponsored Identity <https://sgi.its.yale.edu/sponsoredidentity/sponsoredIdentityCreate>.

You will need student’s name, date of birth, department name or organization number, and home address. Select role type “Minor Student Research/Clinical” or “Visiting Undergrad Research/Clinical”. Contact the Help Desk at 203-432-9000 or [helpdesk@yale.edu](mailto:helpdesk@yale.edu) for help with Sponsored Identity.

8. *When should I submit the Sponsored Identity request? Do I have to wait to get EHS Integrator approval?*

You do not have to wait. You should request the new Sponsored Identity immediately after submitting the EHS Integrator application.

9. *Where do I obtain a PIN to activate the NetID?*

Send an email to [helpdesk@yale.edu](mailto:helpdesk@yale.edu) requesting NetID activation PIN. Include the student name and NetID in your email.

10. *Where does the student activate the NetID and create a password?*  
Once you obtain the PIN, instruct the student to visit <https://veritas.its.yale.edu/netid/ActivateNetID.do>. The student will need the activation PIN to complete the process.
11. *How can I review outstanding training or compliance issues that are not allowing the application to be authorized?*  
On the application, click on the Outstanding Issues tab and then click on the following four tabs to see any outstanding issues that need to be resolved: Manage Students, EHS Survey Issues, Principal EHS Training Compliance, and Student EHS Training Compliance.
12. *When should the student complete any required training?*  
The student must complete all required training prior to entering the work, lab, or clinical area. The EHS application will not be authorized until all required training is complete.
13. *Can my student see a list of his training requirements and where to complete them?*  
Yes. The student can log into TMS at <http://www.yale.edu/training> and click on “My Training Information” to see all requirements and links to the trainings.
14. *What happens when all training and compliance issues are resolved?*  
The Safety Advisor will authorize the application. The PI, Supervisor and Submitter of the application will be notified through email explaining the application has been authorized.
15. *Can the student take training from a non-campus computer?*  
Yes. Obtain multi-factor authentication instructions from [helpdesk@yale.edu](mailto:helpdesk@yale.edu) or 203-432-9000.
16. *How do I process the parental consent form for a minor student?*  
The sponsoring faculty member must obtain signed parental consent forms and liability waivers for all participants prior to allowing a minor to participate in any Yale affiliated research/clinical activities. The sponsoring faculty member or Program Director must keep the parental consent form on file for at least two years and make it available for periodic review by the relevant compliance unit. Download the form here: <http://provost.yale.edu/sites/default/files/files/Minors-in-Labs-Consent.doc>.
17. *How do I get J-1 Visa approval for my international students?*  
Visit <http://oiss.yale.edu/immigration/other-visa-options/j-1-student-intern>. When applying through OISS, you should attach a copy of the “pending email” from EHS confirming VSR status has been requested. Attach the automated email from the minor/visitor application to the J-1 application. Please contact OISS at (203) 432-2305 for help with international students.
18. *Where can I find the University policies on minors and visitors?*  
<http://provost.yale.edu/policies/minors-participating-research-or-clinical-activities>  
<http://provost.yale.edu/policies/visiting-undergraduates-participating-research-or-clinical-activities>
19. *Is there a Help Guide?*  
Yes. Visit <https://ehsis.yale.edu/EHSIntegrator/Help/Document/EHSIntegratorWeb-Registration-LabSafetyApplication~Yale>
20. *Who can I call for more help?*  
Please call EHS at 203-785-3550 or email [ehs@yale.edu](mailto:ehs@yale.edu).