

**Frequently Asked Questions for
Minors and Visiting Undergraduates Participating in Research or Clinical Activities
April 10, 2024**

- 1. Where is the application found?*
Submit the application via [EHS Integrator](#).
- 2. Can the Principal Investigator delegate someone else to submit the application on their behalf?*
Yes. If you need access to EHS Integrator, please email your request to ehsintegrator@yale.edu.
- 3. Can different people complete different sections of the application?*
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 multiple students be added on the same application?*
No, we require one student per application due to security/technical issues.
- 5. After the application is submitted, what are the next steps?*
The PI, Supervisor and Submitter listed on the application will be notified through email explaining the next steps. In addition, you may open the application and click on the Outstanding Compliance/Issues tab to see any outstanding issues that need to be resolved.
- 6. How is a NetID created for a new student?*
Once the registration is submitted, Integrator will create a Sponsored Identity request for your Lead Administrator/Operations Manager to approve. Sponsored Identity will send the Lead Administrator/Operations Manager an email with instructions on how to approve in Sponsored Identity.
- 7. Where does the student obtain the PIN to activate their NetID?*
Integrator will email the student their Net ID, PIN, activation instructions, and information on how to set up DUO multi-factor authentication.
- 8. Can the student take training from a non-campus computer?*
Yes, the student may take training from anywhere. The student should connect to the Yale network with DUO multi-factor authentication. For help with DUO multi-factor authentication, contact the ITS Help Desk at helpdesk@yale.edu or 203-432-9000.
- 9. Where can outstanding training or compliance issues be viewed?*
PIs and Supervisors can see a list of outstanding compliance issues by clicking on the Outstanding Compliance/Issues tab in the application and then clicking on the following four tabs to see any

outstanding issues that need to be resolved: Student Records, Survey, Principal Training, and Student Training.

Students will receive an email directly from Integrator informing them of their required trainings, which includes requirements from EHS, IACUC, HIPAA and HRPP and are based on the lab activities listed on the application. Students do not need to take the Compliance Assessment in TMS.

10. When should the student complete any required training?

The student must complete all required training prior to entering the lab, clinical, or work area. The EHS application will not be authorized until all required training is complete.

11. What happens when all training and compliance issues are resolved?

After all training and compliance issues are completed and the necessary reviews have been performed, the PI, Supervisor and Submitter of the application will be notified through email from EHS Integrator that the application has been authorized.

12. How is the parental consent form processed for a minor student?

The sponsoring faculty member must obtain a signed parental consent form for all minors prior to allowing them to participate in any Yale affiliated research/clinical activities. In addition, the sponsoring faculty member or designee must upload a copy of the signed parental consent form as part of the application. Download the form here:

<https://provost.yale.edu/sites/default/files/files/minor-parental-consent.pdf>.

13. How do international students get a J-1 Visa?

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.

14. Where are the University policies on minors and visiting undergraduates?

<http://provost.yale.edu/policies/minors-participating-research-or-clinical-activities>

<http://provost.yale.edu/policies/visiting-undergraduates-participating-research-or-clinical-activities>

15. Is there an EHS Integrator help guide?

Yes. Help guides are available on the web:

[Help Guide – Minor Students](#)

[Help Guide – Visiting Undergraduates](#)

16. Who may I contact for further help?

If you have additional questions, please email ehsintegrator@yale.edu or call 203-737-2122.