

Research Volunteers at UMMC

UMMC accepts temporary research volunteers to facilitate collaborations, to raise the profile of research, and to promote an appreciation for the role of research in improving human health. Involving volunteers in research provides meaningful opportunities for developing their interest in research careers and advancing their education.

A “Volunteer” may generally be described as:

- (a) An individual who performs hours of service for a public agency for educational, civic, charitable, or humanitarian reasons, or for personal growth without promise, expectation or receipt of compensation for services rendered.
- (b) An individual whose volunteer activities provide personal benefit and growth. An individual who is offering services freely and without pressure or coercion, direct or implied, from UMMC.
- (c) An individual whose volunteer activities do not displace regular employment of other individuals

Please note that all volunteers at UMMC must 18 years of age or older. (Individuals that are at least 16 years of age, but less than 18 years of age can be considered for observer/shadower experiences.)

The goal of the on-boarding process is to facilitate a smooth transition into the efforts that the volunteer will engage in while associated with the institution. To that end, this document should serve as a guide to the process. The process of on-boarding a temporary research volunteer begins by providing information needed to open a dialogue between the principal investigator, Human Resources, and the Office of Research to ascertain the appropriateness of accepting the temporary research volunteer through the Primary Investigator’s completion of the **Research Volunteer Qualifying Form**. The review process will allow UMMC to assure classification into the temporary research volunteer role meets the Department of Labor’s Fair Labor Standards Act (FLSA) requirements ([Click Here](#)) concerning designation as a volunteer.

Once approval has been obtained from Human Resources, the next step in the on-boarding process is for the Primary Investigator and Research Volunteer to complete the **Research Acknowledgment Form** and **Non-Employee Personnel Action Request Forms**. Both of these forms should be completed, signed, sent to your HR Business Partner. Please allow 24-48 hours for your HR Business Partner to process the forms. The Primary Investigator will be notified when the volunteer application has been processed so the P.I. can schedule an appointment to be fingerprinted/photographed for ID badge with the Executive Assistant in the Chief Human Resource Officer’s area at extension 4-1126. Fingerprinting and ID badging is required for all non-employees and there is a \$50 fee (cash or money order) that must be covered either by the volunteer or the department.

Research Volunteer Qualifying Form

Primary Investigator: _____

Research Volunteer: _____

Proposed Start Date: _____

Anticipated End Date: _____

1. Describe the research project in which the prospective temporary research volunteer will be involved and the role of the volunteer in the project.
2. Explain how the temporary research volunteer experience will benefit the individual volunteer.
3. Explain how the principal investigator expects to benefit from the temporary research volunteer experience.
4. Describe any ongoing interactions and collaborations between UMMC and the institution with whom the individual is associated. Please make note if not applicable.
5. What is the prospective volunteer's explanation of how he/she will be maintained financially throughout the experience?

6a. Is this volunteer in the U.S.A. on a VISA? ___Yes ___No

6b. If yes, what type of VISA?

Note: If the individual is in the U.S.A. on a VISA, your HR Business Partner will connect the P.I. and UMMC's Immigration expert to address any potential implications or concerns a volunteer role may have on the individual's VISA status.

By completing and signing the **Research Volunteer Qualifying Form**, the Primary Investigator is assuring that no regular employment is displaced by providing the individual the requested volunteer experience and that the temporary research volunteer will work under the close supervision of existing employees, and is acknowledging that the Primary Investigator has read, understands, and agrees to abide by the policies and procedures related to temporary research volunteers and any other related UMMC policies and procedures that apply.

Primary Investigator Signature: _____ Date: _____

Temporary Research Volunteer Acknowledgement

Welcome to the University of Mississippi Medical Center (UMMC). We believe that the success of UMMC is directly linked to the personal contributions of every team member. Thank you for agreeing to volunteer at the UMMC. Please verify your acceptance of the terms of this acknowledgement, stated below, with your signature.

1. I agree to serve as a volunteer with UMMC and the Department of _____.
2. I agree to donate my services to UMMC with no expectation of compensation or future employment. I understand that I do not have a formal work appointment for these activities. I understand that I may volunteer for personal or educational growth, or for humanitarian purposes.
3. I agree that, as a volunteer, I will not be an employee of the University of Mississippi Medical Center. I understand and agree that UMMC and I both have the right to end my volunteer relationship at any time, for any reason, and without advance notice.
4. I understand that UMMC will not provide me with accident or medical insurance, and is therefore not responsible for any accidents or medical expenses that I may incur. Further, I understand that I am not covered by Workers' Compensation nor entitled to employee benefits as a result of my voluntary affiliation.
5. I agree to become familiar with and follow UMMC's policies and procedures (found at <http://www.umc.edu/intranet/reports/FacultyStaffHandbook.pdf>) along with those of the departments where I engage in volunteer activities. I also agree to hold confidential any information obtained directly or indirectly concerning research subjects and unpublished research data.
6. I understand that to be considered a volunteer my services must be offered freely and without pressure, or coercion, direct or implied, from UMMC.
7. I am aware of the terms and conditions of this acknowledgment and am signing this acknowledgment of my own free will.
8. I understand the terms and conditions of this acknowledgment are valid for the duration of my volunteer status as so determined by UMMC. This acknowledgment may be modified by UMMC as it deems necessary and, if so modified, I will be provided with notice of such modifications.

Dates of Service _____ to _____

Volunteer Signature Date

Immediate Supervisor Signature Date

Department Chair Signature Date