

**Research at the STAFS Facility
Important Information and FAQs**

Research/Teaching Proposal Submission

1. STAFS recommends researchers email a brief description of proposal, as well as sampling requirements, before submitting the proposal. This allows us to identify any major issues before a researcher takes the time to complete the proposal.
 - a. Please note STAFS cannot formally review your request until the Research/Teaching proposal is submitted.
2. STAFS recommends researchers complete the proposal with their ideal research request, but also include what is minimally required.
 - a. Example- Research requires the use of 4 skeletons, however 8 skeletons is preferred.
3. STAFS can provide a rough estimate before the proposal is formally submitted for review, however the formal estimate will not be sent until after the proposal has been submitted.
4. Review of Research/Teaching Proposal can take up to two weeks under normal circumstances. Holidays, and/or extreme circumstances, may extend this timing. STAFS will notify the researcher if the proposal review will take more than two weeks.
5. All proposals are reviewed by the STAFS Lab Manager, Assistant Director, and Director. Subject matter experts may also need to review, depending on research requirements.
6. Invoices will be sent upon after sampling has taken place.
7. Loans of skeletal material for teaching purposes are on a semester-by-semester basis.
8. **See STAFS Procedure 2.20- Research, Teaching, and Method Development Proposals and STAFS Policy 1.13- Loaning STAFS Research Material for more information.**

Research/Teaching Approval, Denial, or Amendments

9. The PI & CoPI will receive an email detailing if their proposal has been approved or denied. This email will also include the SRP number. This email will also include information on required paperwork/trainings. The PI and CoPI will be required to sign STAFS confidentiality and liability forms, regardless of project.
10. The PI & CoPI are responsible for ensuring that all research assistance/associates/collaborators are aware of STAFS policies/procedures and have had all required trainings to participate in the project.

11. All collaborators who will be receiving biohazardous material or potentially identifiable information including research data, unedited photos/video, or information that could potentially identify other family members of a STAFS Donor, must complete the STAFS Confidentiality & Liability forms. STAFS must receive these completed forms before material can be shared. Any shared material must be mailed in accordance with all local, state, and federal packaging and mailing requirements.
12. SRP numbers should be included with any further correspondence with STAFS to ensure your project remains the most up to date.
13. Requests by STAFS for more information will be sent via email and will contain which specific areas of the proposal require more detailed information.
14. Projects that have been denied will contain the denial reason, and the PI/CoPI will have the opportunity to address any questions/concerns with STAFS personnel.
15. All amendments to approved research proposals must be documented on the STAFS Research Amendment Form (can be requested via email) and emailed to the STAFS lab manager for review.
16. Amendments to research can only begin after the amendment form has been approved by STAFS administration.

Important Policies, Procedures, and Information Involving Research at STAFS

1. ***Research involving accessing STAFS Facilities***
 - a. Since STAFS is not located on the main SHSU campus, researchers are required to drive their own vehicle to/from STAFS facilities for research. STAFS does not provide transportation and does not permit researchers to be dropped off/picked up by another individual.
2. ***Research involving the use of STAFS Skeletal Collection***
 - a. STAFS Skeletal Collection is in the Criminal Justice Building, located on the SHSU Main Campus. Any research involving the use of the skeletons will require the researcher to park on SHSU main campus, and to pay parking fees. STAFS cannot cover these parking fees.
3. ***STAFS Policy 1.7- Photo Policy***
 - a. Due to donor confidentiality/security, STAFS requires all researchers use STAFS SD cards for all photographs/videos involving STAFS donors.
 - b. Photographs/videos must be reviewed by STAFS administration, and any identifiable/sensitive information/features be blurred before they are released to the PI/Co-PI.
 - c. Researchers must provide an external hard-drive or flash drive for storage of any released photos.
 - d. STAFS will maintain all original photos on an external hard drive at STAFS.
 - e. Researchers are welcome to use their own cameras.
 - f. **See STAFS Policy 1.7- Photo Policy for more information.**

4. Access to STAFS Research Facilities & Equipment

- a. Only individuals documented on the approved research proposal are permitted on STAFS premises or to access STAFS material.
- b. STAFS only permits research to take place during its normal business hours of Monday-Friday, from 8:30am-4:30pm CST, and while STAFS personnel are present. Any research outside of these hours must be first gain approval from STAFS Administration.
- c. All research personnel must complete STAFS required paperwork before access will be granted.
 - i. Required paperwork will be provided in acceptance email.
 - ii. Some research also requires completion of the CITI Initial Biosafety training, as well as the Research Security Combined training, or something equivalent.
- d. **All research personnel must wear long pants and closed toed shoes while on STAFS premises (STAFS Facility or Skeletal Collection).**
- e. Research personnel will be required to complete training on how to properly operate STAFS equipment prior to its actual use. Certain STAFS equipment is not available for researcher use.
- f. **See STAFS Policy 1.1- Access to STAFS Research Facilities, STAFS Policy 1.2- Compliance, STAFS Policy 1.3- Dress Code, and STAFS Policy 1.9- Access to STAFS Equipment, for more information.**

5. Access to STAFS Donor Information, Security of Facility/Donors, and Presentations involving STAFS Donors

- a. Only research relevant information regarding STAFS donors will be shared to the PI/Co-PI. Researchers should request this information via an email to the STAFS Lab Manager.
- b. Potentially identifiable information regarding STAFS donors will not be shared, regardless of research requirements.
- c. If needed, STAFS will assign a unique gate code to the researcher to be used for the duration of their study. This gate code is confidential and should not be shared with anyone outside of the approved proposal.
- d. STAFS location is confidential and should only be shared with individuals documented on the approved research proposal.
- e. Only approved photos released to the PI/Co-PI are permitted to be used in presentations. No identifiable/sensitive information or features are permitted to be used.
- f. STAFS must receive a copy of all presentations.
- g. **See STAFS Policy 1.0- Access to Donor Information, STAFS Policy 1.4- Security of Facility & Donors, and STAFS Policy 1.8- Presentations Involving STAFS Donors for more information.**

Any questions regarding research procedures, policies, and/or access should be directed to Haeli Kennedy, STAFS Lab Manager, at hrd004@shsu.edu.