



STEP BY STEP GUIDE FOR MINORS IN THE RESEARCH LABORATORY

To provide a safe and rewarding research experience for minors, the Office of STEM Engagement (RSTEM), the Department of Environmental Health and Safety (EHS), the Office of Risk Management (RM), and the Office of Research have created the following process for Faculty to facilitate bringing minors into a research group **individually**. [Note that specific programs targeted to minors follow a different pathway through the program organization.]

PLEASE REVIEW THE KEY DOCUMENTS RELATED TO MINORS:

[Policy 811 Minors on Campus](#)
[Minors in University Laboratory Activities and Research](#)
[Guidelines for Minors in Laboratories](#)
[Release and Hold Harmless Form](#)

STEPS TO BRING MINORS INTO THE LABORATORY:

When an individual faculty member decides to bring a minor seeking to pursue research into their laboratory, the following processes will need to be completed.

1. **Registering the Minor.** A web-based form, [Minors in University Activities and Research](#), must be filled out by the sponsoring faculty member, lab manager, or research scientist familiar with the work that the student will pursue. The form takes about 5-10 minutes to complete.

The full name of the Faculty Member and their contact information will be required. In addition, the full name and contact information for the Mentor (i.e., the person in daily supervision of the minor, is required).

The remainder of this form provides information that will be utilized to ensure appropriate safety training has taken place and approved by EHS (the form will route through this office and the Office of Risk Management and RSTEM to follow-up with the requirements for the mentor(s) listed in the form).

2. **Safety Training.** To ensure appropriate and timely safety training for the Minor, please complete the section on the form describing accurately the type of research the minor will pursue and select the appropriate boxes describing the risks to which the minor will be exposed. This information will be utilized by EHS to ensure proper training prior to entering the laboratory. EHS will assume that the start date submitted in the form is when the Minor is set to arrive to begin participating in the research activities.

3. **Child Protection Training.** The Mentor (and preferably the Faculty Member as well) is **required** to complete [Child Protection Training](#) (~30 minutes required). **The certificate is good for 2 years.**
4. **Background Check.** In addition to the Child protection training, based on state law, the **mentor(s) identified** in the Minors in University Activities and Research web-based form must also have a background check, which will be carried out by Risk Management once the mentor(s) submits the Authorization to Release Information Background Check Form to the Office of Risk Management, sde2@rice.edu. **The background check is good for 3 years.**
5. **Forms/Steps Required:** Upon completion of the Minors in University Activities and Research Form, the Office of STEM Engagement will be notified and will initiate email to **assigned mentor(s)** confirming receipt of the registration of a minor along with the following information and forms.
 - **Release and Hold Harmless Form** — must be completed by a parent or guardian and a copy of health insurance card required. **This form will remain at all times with the assigned mentor,** and a copy should be sent to the Department Administrator for record keeping.
 - The following forms/requests will be sent and information/forms should be returned to Sonja Edwards as sde2@rice.edu, 713-348-5082.
 - Certificate of completion of Child Protection Training (see link above).
 - Form giving permission for Background Check for the designated Mentor (requires a social security number — which should be conveyed directly by phone to Sonja Edwards, 713-348-5082).
6. **Appointment of the Minor:** Two types of appointments are available for minors: Academic Visitor appointments and compensated appointments. **It is the responsibility of the faculty member (or designated person in the laboratory) to inform their Department Administrator that the minor(s) in their program requires registration.** There are two forms of gaining access to Rice ID, lab access, parking, etc.
 - [Visitors Academic Portal](#) (VAP) – Visitors processed through VAP can access Rice Resources and receive stipend payment via check request with Payment Solutions.
 - [Staff Personnel Action Form](#) (SPAF) – Visitors processed through SPAF can access Rice Resources and be compensated by an hourly wage by appointment through the Payroll Office