# Quick Contacts

<table>
<thead>
<tr>
<th>Three Parkway</th>
<th>Office</th>
<th>Email</th>
<th>Phone / Intercom Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Research Labs</td>
<td>Arun Ramakrishnan, PhD</td>
<td>223</td>
<td><a href="mailto:ar88@drexel.edu">ar88@drexel.edu</a> 215.553.7018 / IC-10 Cell: 209.565.2786</td>
</tr>
<tr>
<td>Director of Clinic Parkway Health &amp; Wellness</td>
<td>Shelia Plungis, RN, MBA</td>
<td>229</td>
<td><a href="mailto:sap355@drexel.edu">sap355@drexel.edu</a> 215.553.7013 / IC-04 Cell 856.298.3499</td>
</tr>
<tr>
<td>Building Security</td>
<td>Available 24/7</td>
<td></td>
<td>215.399.5755/ 5757</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td></td>
<td></td>
<td>9-911</td>
</tr>
<tr>
<td>Drexel Public Safety</td>
<td></td>
<td></td>
<td>Ext. 2222 or 215.895.2222</td>
</tr>
<tr>
<td>Research Subject Scheduling</td>
<td></td>
<td></td>
<td>215.553.7010</td>
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<tr>
<th>Common Areas Three Parkway</th>
<th>Room</th>
<th>Phone/ Intercom Numbers</th>
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<tbody>
<tr>
<td>Clinic Reception Area</td>
<td>201</td>
<td>215.553.7011/7012 IC 00, 02, 03</td>
</tr>
<tr>
<td>Specialized Data Lab</td>
<td>215</td>
<td>8542/ IC 71</td>
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<tr>
<td>Specialized Data Lab</td>
<td>345</td>
<td>8550/ IC 79</td>
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<tr>
<td>Big Data Lab</td>
<td>322B</td>
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<tr>
<td>IRB File Room</td>
<td>227/329</td>
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<tr>
<td>Research Consenting</td>
<td>222</td>
<td>8511/ IC 36</td>
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<thead>
<tr>
<th>Center for Family Intervention Science</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Director Center for Family Intervention Science</td>
<td>Guy Diamond, PhD</td>
<td>Suite 510</td>
<td><a href="mailto:gd342@drexel.edu">gd342@drexel.edu</a> 215-.571.3420</td>
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<table>
<thead>
<tr>
<th>Nutrition Sciences</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Nutritional Biochemistry Lab Director</td>
<td>Suite 750</td>
<td></td>
<td>215.571.4352</td>
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## Locations

<table>
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<tr>
<th>Mailing Address</th>
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<tr>
<td>Three Parkway</td>
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<tr>
<td>Center for Family Intervention Science</td>
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<tr>
<td>Nutritional Biochemistry Lab</td>
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## CNHP Compliance

<table>
<thead>
<tr>
<th>Clinical Compliance Coordinator</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecile McDuffie (<a href="mailto:caj57@drexel.edu">caj57@drexel.edu</a>)</td>
<td></td>
<td>1601 Cherry Street, 10th Floor, Room 1024, Philadelphia, PA 19102 Tel: 267.359.5878</td>
</tr>
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## CNHP IT

<table>
<thead>
<tr>
<th>IT Support Specialist</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Merritt</td>
<td></td>
<td>1601 Cherry Street, 11th Floor, Room 11622, Philadelphia, PA 19102 Tel: 267.359.5700, Hours: Mon - Fri 8:00 AM - 4:00 PM E-mail: <a href="mailto:cnhpit@drexel.edu">cnhpit@drexel.edu</a></td>
</tr>
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<td>Section</td>
<td>Page</td>
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<td>Lab Phones</td>
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<td>Pantry</td>
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<td>Garbage and Recycling</td>
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<td>Exercise Equipment</td>
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<td></td>
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<tr>
<td>Prayer Room Facility</td>
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<td>Lactation Room</td>
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Access to CNHP Research Space and Labs:

Clearance for Use of All CNHP Research Space and Labs (Three Parkway, 3020 Market- Center for Family Intervention Sciences, 3711 Market- Nutritional Biochemistry Lab, NCB- Food Microbiology Lab):

Clearance must be obtained to access and use the CNHP Research Laboratory spaces, including all research spaces that also serve as clinical treatment space. Depending upon your role and type of research performed, background clearance, medical requirements and research training may be required.

This policy refers to ALL individuals who are working in the research space, including research space within the clinical areas. If you have students (undergrad and graduate), co-ops, grant managers, research assistant, research collaborators, post docs, volunteers or visiting professors that are working with you in the space, they must also be cleared to be there. Only individuals with a Drexel User ID can be cleared for access. Non Drexel collaborators can obtain access by filling out a Non-Employee Associate (NEA) form. Non Drexel personnel must be accompanied by a Drexel faculty, staff or student at all times while within clinical and research spaces.

How to get access to Research Lab space

1. Department Chair would first need to approve any and all access requests (i.e., ID card swipe access, keys, cubicles, etc) and provide this information to Dr. Arun Ramakrishnan (cnhplabresearch@drexel.edu) the lab research engineer or, if clinic access, is required, Shelia Plungis (sap355@drexel.edu), the clinic services director. And also CC the compliance coordinator Cecile McDuffie caj57@drexel.edu
2. CNHP Compliance Office will notify the researcher of all the required modules and provide a link to Castle Branch to which all documentation needs to be uploaded.
3. Once complete, CNHP compliance will notify Dr. Ramakrishnan or Shelia Plungis and access will be granted.

Keys, Drexel ID Swipe Access, Cubicles, IRB File room:

Only after this verification process is completed will office keys, IRB file room keys, swipe access, Kastle cards, etc. be granted. This may also require a face-to-face meeting with Dr. Ramakrishnan to review lab policies and procedures. Emails regarding keys, or access, will be accepted ONLY via Drexel email from the respective Department Chairs. Not following this route of communication will only delay the process.

In cases of completion of work, extended leave of absence, graduation, etc., access may be revoked. You will be required to return all keys and Kastle cards when requested.

Clearance and Training

Compliance requirement keep changing to adapt to the applicable policies. As a researcher most likely to be working with human subjects, you would be required to clear these basic modules: Training modules (Drexel HIPAA, Drexel BioRAFT Lab Safety, CITI Program), Federal background check and fingerprinting, Child-abuse clearance, Immunizations

A comprehensive list of requirements can be found here: https://drexel.edu/cnhp/about/compliance/

Operation of CNHP Research Space:

CNHP Research Website

The CNHP research website (https://drexel.edu/cnhp/research/overview/) is constantly being updated with information pertinent to research operations as well as useful resources, FAQs and event notifications. Major announcements will however be made via email or messages in BlackBoard.

Three Parkway Lab Space Reservation Policy

A SharePoint electronic calendar is used to reserve the labs, consenting rooms, library materials and computers in the specialized data labs. Access to this calendar is granted to only those working in the research labs. CNHP research faculty and PhD students can have access to the research lab and conference room calendars. Please remember this is multiuse space primarily for research. Maintenance of an accurate calendar is imperative for smooth functioning of the labs. This calendar also includes sign outs for equipped lab spaces. Access to these lab spaces and equipment is by permission of the primary researcher using that lab.
or via collaborations on projects with the primary researchers in that area. In some areas, research lab space also functions as clinical treatment space; therefore, permission/approval must be granted to avoid impinging on clinical treatment schedules (i.e., creative arts therapies, dance/movement, art, music areas and couple and family therapy rooms). In these cases, the system will allow you to see open times and you can request a reservation. You will receive an email indicating if the reservation is granted or not. Please note: This calendar system is also used to document use of CNHP labs and therefore should accurately reflect actual use of the research space. Please use your calendar times according to your actual use.

Contact the lab research engineer in order to obtain access to the SharePoint Calendars.

List of Calendars:

Three Parkway Research Lab Calendar
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/Lists/AllResearchLabs/calendar.aspx

Three Parkway Clinical Lab Calendar
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/Lists/AllClinicalLabs/calendar.aspx

Three Parkway 2nd & 3rd Floor Conference Rooms Calendars and Phone Numbers
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/default.aspx

Research Small Conference Room (207) 215-553-7036 Polycom
Research Small Conference Room (343) 215-553-7049
Research Large Conference Room (206) 215-553-7035 Polycom
Clinic Small Conference Room (234) 215-553-7022 Polycom 215-553-7023/ IC 19
Clinic Large Conference Room (235) 215-553-7037 Polycom 8498/ IC 18

Reservation of Conference Rooms, Labs, Computers and Equipment:

Sign up information and general rules:

• Please sign out the labs, consenting office, computers and library materials, only when you know you will be using it. Please indicate the computer number you are reserving. A list of computers, location and software is below. Blanket sign out of times or days is not allowed, as it will unduly limit access to other researchers and students.
• If you find that you will not be using a previously signed out time, please delete your calendar entry in a timely manner.
• When signing out the labs or consenting room, please do not indicate the subject’s full name, only your name as the person reserving the room.

Specific sign out requirements for calendar:

• Each entry should start with your first name or research study name.
• Indicate the computer # or library material being borrowed or the activity, as appropriate.
  o Examples: Jane- Computer 1, Maureen-SPSS Basic Stats Manual, Move & Play, consenting office, Dave-Sports Study 1-3 PM, Subject Testing, Stella- Nutrition Research, 2-3, methods testing

Conference Room Reservation Policy

Conference rooms are for research or clinic related meetings ONLY. You can request open times on the SharePoint scheduling system website. These requests will be confirmed through the Parkway clinic reception, the lab research engineer or clinic director. So please check that you have received confirmation. All primary research and clinical faculty working in Three Parkway will have access to these calendars. If you do not have access, please contact either the lab engineer or clinic director. You may use these conference rooms for impromptu research meetings, as long as no one has the room scheduled. A weekly schedule of reserved times is posted outside of each conference room door. These rooms may not be used for lunches or as classrooms.

Computer Policy

Specialized computer programs shared by faculty and graduate students in all PhD programs are located on computers within the specialized data labs. These computers are equipped with Drexel software packages, as well as proprietary software used for research data reduction (SPSS, NVivo, MaxQDA, MatLab, BEP Software,
LabVIEW, Visual 3D…) Therefore, you must reserve computer time using the lab calendar. If you have not signed up for use of the computer and someone has reserved it, he/she has priority. If computers are not functioning or are suspected of malwares or viruses, stop use immediately and notify the lab research engineer immediately, via phone or e-mail. You should not leave personal projects on the lab computers. Do not download programs, screen savers, personal material or music files onto these computers as these computers may be wiped clean at any time and without notice. Please log off of these computers when you are finished with data reduction. Storage space on these computers is “at your own risk” and should be for research data and lab related work ONLY. These computers are also connected to the department printer called “Main Entrance” located in each floor. You need to obtain the copier code provided to you by your Department Chair.

If a researcher, PI or Department has a program they would like loaded to any of these computers, please contact Dr. Ramakrishnan for approval and assistance.

Software by Computer
Common software loaded on all specialized data lab computers include:QSR Nvivo, Matlab, IBM SPSS, Microsoft Office, EndNote, Adobe Acrobat Pro, Google Chrome Browser, etc. Additional software installed as per request include:

2nd Floor Specialized Data Lab (Rm 215)- 4 Computers (with dual screens)
• LabVIEW 2015, C-Motion; Vicon Nexus 1.8.5; Visual 3D; Winsteps Rasch; SAS University; DSS Olympus Transcription, MaxQDA, Autodesk Suite

3rd Floor Specialized Data Lab (Rm 345)- 6 Computers
• MAXQDA10, FoodWorks 17

3rd Floor Big Data Lab with VPN access to REDCap (Rm 322B)- 2 Computer (will be expanded to 3)
• REDCap, ArcGIS, Adobe Creative Suite, Autodesk suite

2nd Floor Library, PhD Dissertations and Equipment Manuals
Faculty provided textbooks from their personal libraries for student use. These items are located in the Data Reduction Lab and PhD breakout area. These texts should remain in the lab for all to use. If it is necessary to remove a textbook, reference materials, dissertation or software from the lab for a short period of time, please sign out the text or software on the research lab calendar (your name, text or software, dates out of lab).

Equipment Policy
Faculty and students share research equipment for research, clinical practice and teaching purposes. Therefore, you must reserve equipment and lab space using the lab calendar. Some equipment and lab space is naturally signed out together, for example: gait lab/Vicon motion analysis; biomechanics lab/EMG/Pohlemes/force plate). If you have not signed up for use of a particular piece of equipment or the lab space and someone has reserved it, they have priority.

If equipment is not functioning, it is your responsibility to notify the primary researcher in the lab and the lab director immediately via phone or e-mail. The condition of the lab equipment is the responsibility of all those using the lab. Please clean up the space and equipment when you are finished using it. Please handle sensitive equipment with care and return to appropriate storage units when done.

Much of this equipment is expensive and sensitive to inappropriate use. If you have not been trained to use a particular piece of equipment, please contact the lab director who can assist you, or refer you to specific faculty or PhD students who will be able to assist you. If several students are interested in similar equipment, software (data collection/analysis programs) or testing paradigms this provides the impetus for an educational session or seminar. If you are interested in learning more about particular pieces of equipment, for which you have basic use competency, please refer to the equipment manuals located in the library within the 2nd floor Specialized Data Lab. These manuals should not leave the lab.
Read the equipment manual before operating it. Make sure you understand procedures dictated by your protocol. Wear proper attire and take necessary precautions while handling sensitive lab equipment. When done, leave the lab equipment clean and ready for next use. Report any malfunctions immediately.

A detailed list of lab equipment available at CNHP can be found here:
https://drexel.edu/cnhp/research/facilities/hardware-list/

AV Facilities
CNHP facilities provide a variety of Audio Visual recording and monitoring services for on-campus and off-campus research. We also host a state-of-the-art secure video streaming service via HIPAA compliant Zoom. These services are available for research and clinical use and need to be provisioned prior to start of the project. Please contact the lab research engineer for any questions related to use of AV equipment.

Software services
A list of available software including discounted software can be found here:
https://drexel.edu/cnhp/research/facilities/software-list/

General Operations for Three Parkway Space:

Delivery to 3 parkway research areas:
To ensure that packages get delivered to the research areas on 2nd and 3rd floors, please ship them to the following address:

[Your Full Name]
Attn: Arun Ramakrishnan,
1601 Cherry St, 2nd Floor Suite 223,
Philadelphia, PA 19102.
Ph: 215.553.7018

Packages will be received by the front desk staff and kept in the chart room until it is picked up.

Three Parkway Reminders
• Please keep your Drexel DragonCard with you at all times. You will need to scan your DragonCard at the building lobby every time you enter the building. More information about DragonCards is available here:  http://www.drexel.edu/campusservices/dragonCard/obtaining/.
• You may not bring bikes inside the building. Please lock your bike up outside.
• Do not ride scooters inside the building. You may fold the scooter up and carry it with you.
• Do not use the stairwells except in emergencies.
• Lost and Found – If you have either lost or found an item, please see Phil Young in the reception are of the 10th Floor of Parkway. If you are retrieving a lost item, please have your DragonCard with you.

Restroom Passes
Since the restrooms are located outside the secure area in the research floors, you may obtain a restroom pass-card that you can provide to your research participant in case they need to use the restroom. These can be signed-out at the front-desk for temporary use during the study visit and must be returned promptly.

Security Procedures
• Drexel Public Safety offers a walking escort service Monday through Friday between 6:00 p.m. and 10:00 p.m. Please phone in your request and leave a voice mail at 215-852-7996. All requests must be called in at least 30 minutes in advance of the escort time. If you have any questions or would like more information regarding this service, please contact Robert Taylor, Assistant Director/Director of Security Center City Campus, at robert.a.taylor@drexel.edu.
• Please report any suspicious activity by calling Philadelphia Police at 911 or Drexel Security at 215-895-2222. If you are in the Bellet Building or New College Building, please call Hahnemann Security at 215-762-7111.

Housekeeping
Housekeeping does not have access to the research labs or consenting rooms; therefore, general lab cleanliness is the responsibility of all using the labs. There is NO eating or drinking in the research labs (unless it is study-related), consenting rooms, data labs. Please help keep the labs clean by picking up trash and
placing the trash and recycling cans out in the hall each evening. Door signs are available in lab binders that inform the cleaning staff to mop the lab floor. Check with the lab research engineer on how to use it.

There will be a Mandatory lab cleaning on the first Thursday of every month (5-6pm) where the housekeeping staff will mop/vacuum the floor. Contact the lab director if you have any concerns.

**Laundry**

There are rooms for clean and soiled towels and linens in room 249/250 (clinic side). Linens are replaced in these rooms every Thursday morning and replaced based solely on what is present in the soiled linen room. Please have all dirty linen deposited into the appropriate room by Wednesday evening. If this does not occur we will run short of clean linen. It is the responsibility of those individuals using the clinic and lab spaces to make sure this occurs.

**Cell Phones**

Cell phone use in the labs is limited to the hallway and common areas. Cell phones will interfere with some of the instrumentation in the labs and therefore cannot be used in the research lab areas particularly when data is being collected.

**Lab Phones**

The 2nd and 3rd floor research areas have separate phones with internal phone and intercom numbers. The 2nd and 3rd floor are on the same intercom system and this system should be used for internal communication. These lines cannot be called directly from the outside. The lab phones should be used for research related issues and emergencies ONLY. **There is no long distance service on these phones.** The reception staff will also use these phones to contact researchers regarding the arrival of a research subject for a scheduled appointment. In case of an emergency, call 911 first and, if possible, call extension 2222 (Drexel public safety).

**Lab Manual/ Inspection**

Every lab will have a binder that will have the following documents: (please keep this updated)

- Incident reporting form: Use this to report any safety issues and incidents within 24 hours
- Lab safety self-audit form: Use this to periodically inspect the lab for safety hazards
- Inventory: List all major items in the lab. Notify the lab research engineer of any new purchases.
- Device manuals: Save a list of the equipment use manuals for all the items in the lab
- Emergency contact: List the primary contact number for the person in charge of the lab equipment

Floor Mop Sign: Paste this sign at the door and leave the door open for building facilities to mop the lab floor

Every lab will be periodically inspected by the lab research engineer for safety hazards (physical, electrical, etc.). If there are any concerns regarding these issues, please consult the lab research engineer immediately.

**Printer/ Copy/ Scan/ Fax**

Networked black and white print/copy/scanner are available on the 2nd and 3rd floor research spaces. These are available to PhD students and faculty working in the space and allow you print based upon entering a 4-digit Department code. The lab research engineer will assist you in gaining access to these printers. This should be used for research related work and not for personal projects. Please notify the lab research engineer when supplies are low. A separate fax machine is available for research use. Unnecessary prints containing PHI MUST be disposed at the DocuVault bins located next to the printers.

**Internet Access**

Internet access is both hardwired and wireless in the clinic and research lab space. This access is on the Drexel Domain. Dragonfly3 is preferable to Drexelguest for wireless internet access.

**Pantry**

The research area pantries are provided for use of the PhD/ MS students and researchers. Please keep these areas clean. Please use these areas to prepare and eat food. These areas contain a refrigerator with water dispenser, microwave, and K-cup coffee maker. You must supply your own coffee, creamer or sugar. The college will provide plates, napkins and plastic or paper cups. The college will stock basic cleaning supplies so that you can wash dishes and clean off the countertop and table. Please put all recyclables in the blue cans. Do
not leave unwashed dishes in the sink. **First-Aid Kits** can be found in every pantry. Please notify the lab research engineer if any of these supplies are running low.

**Garbage and Recycling**
Garbage cans in the offices, common areas and those placed outside of the lab doors will be emptied nightly. If there are unusually large items or boxes that need to be cleared, please contact the lab research engineer, so they may alert the maintenance staff. Recycling cans are available in the pantries and throughout the research and clinic area, please use these containers for appropriate recyclables.

**Exercise Equipment**
The exercise equipment in the 2nd floor physical therapy gym is NOT available for personal use at ANY time.

**Prayer Room Facility**
Students, faculty and staff who need space for prayers can use the prayer room located on the 6th floor Rm 652. The prayer room will be available for use during normal building hours.

**Lactation Room**
Students, faculty and staff who need to breastfeed or breast pump can use the lactation room located in the 3rd floor Rm 350. The lactation room will be available for use during normal college hours (Monday through Friday 9.00AM to 5.00PM). It is a private, locked room that accommodates one person. You must bring your own pump. The college will provide a chair, table and power supply. There is a pantry across the hall with a refrigerator for temporary storage and a microwave for steam cleaning equipment.

**Three Parkway Building Hours and Rules**
Building Hours: 7 AM to 6:30 PM Monday- Friday. After hours and weekend access requires scanning the Dragon Card outside the west side door, and sign in procedure at the security desk. Request for expanded access must come from your Department chair to the lab research engineer via the process outlined under access. You can leave the building at any time. Please NOTE: On weekends the building temperature is put on energy saving mode.

Bike must be place in the bike racks located at Cherry St and 16th St along the sides of the building.

NO use of stairs other than for emergencies. **Stairwells are alarmed.**

This is a **smoke-free** building. Ashtrays are placed a designated areas outside the building.

**Messages and Flyers**
Posting of messages or recruitment flyers is not allowed in the building common areas. Flyers for research studies may be posted in the clinic on the recruitment board in the waiting area, if appropriate, and on the bulletin board located in the common space near the PhD/MS student cubicles. The boards near the cubicles can also be used for communication of lab activities and seminars. Please keep postings to lab and educational opportunities only. Make it a habit to check this for educational opportunities and/or lab announcements. NOTE: Recruitment flyers require and IRB- approved stamp.

**Research presentation and Posters:**
Whenever presenting CNHP research data in conferences and meetings, please use the poster and slide-show templates that are available at [https://colleges.moss.drexel.edu/cnhp/research/](https://colleges.moss.drexel.edu/cnhp/research/). Additionally, Drexel Logos are also available on this site along with other useful templates like bio sketch, letters of support, etc.

We have poster and journal article displays throughout the 3-Parkway building. Please contact the lab research engineer if you would like to showcase any interesting posters and articles in the hallway.

**Three Parkway Security and Emergencies:**

**Security Policy**
Please DO NOT give out the lab door-codes to individuals outside your Department faculty or PhD/MS students working in the labs. Do not loan out your Drexel ID (Dragon Card) for those not cleared to be in the
research space. Your swipe access is recorded by your name. Please keep the entrance doors to labs closed at all times. This is a lab safety issue.

Emergency Evacuation
All-purpose fire extinguishers are located at stairwell entrances and along the hallways. Manual pull stations (fire alarms) are located on every floor throughout the building outside every stairwell. Evacuation plans are posted throughout the floor.

Security Emergencies
You should immediately contact security from a lab phone. Please dial 9-911.

Building security is available 24/7 at 215-399-5755/ 5757.

Drexel Public Safety is available at extension 2222 from any Drexel landline phone or 215 895 2222.

Medical Emergencies
First aid kits are located in the pantries (see diagram). An AED (emergency deliberator) is located on each floor. On the 2nd floor it is located between the pantry and Biomechanics lab (Rm 212). On the 3rd floor it is located outside the Metabolic Research Lab (Rm 325). In the event of a medical emergency, dial 9-911 from the lab phone and also contact building security.

Reporting Emergencies and Incident Reports
You are required to notify the lab research engineer of any incident within 24 hours. Use the incident report form found in the end of this manual. If it is a weekend, leave a voice message or e-mail for the lab research engineer, and or grant PI and follow up the next business day. Students should contact your faculty advisor or grant PI as a follow up. In some instances, an incident report may need to be filed within a specific time frame, therefore contact the lab engineer via phone or e-mail within one business day.

Office / Cubicle Space on Research Floors in Three Parkway:
Access to dedicated post-doctoral and grant manager/ coordinator office space on the research floors can be obtained through communication with the lab research engineer following completion of all required CNHP compliance and training. This process of gaining access to the research floors must be started with the Department Chair who is responsible to communicate with CNHP Compliance, the Associate Dean of Research for CNHP and the lab research engineer regarding these hires.

Access to cubicle space for graduate students (MS, PhD) working in the research labs can be obtained through the lab research engineer. This process must be started by communication between the graduate student’s advisor or PhD program director from your department and the Department Chair. Once roles and type of access required has been determined, this information should be communicated by the Department Chair to CNHP Compliance and the lab research engineer. Once cleared by Compliance, the student must meet with the lab research engineer to obtain cubicle space and keys to the cubicle cabinets. This may be a shared cubicle in some instances. This process may be streamlined to some extent and orientation to the labs may occur during a group meeting, particularly in the beginning of an academic year. Please note: This space is limited and will be granted based upon the student’s designated role and whether the student is grant supported or supported by a stipend from the Department or College.

General Operations for 3020 Market Street Space- Center for Family Intervention Science:
For information regarding operations of the research space at 3020 Market Street in the Center for Family Intervention Science, please contact Dan Sullivan, Director of Center Operations.

Office / Cubicle Space at 3020 Market:
Guy Diamond (Center Director) will determine use of space in the Center for Family Intervention Sciences.

General Operations for 3711 Market Street Space-Nutritional Biochemistry Lab:
For information regarding operations and services available at 3711 Market Street in the Nutritional Biochemistry Lab, please contact Juan Muniz, PhD the lab’s director.
Human subjects research
Before you collect your first data sample
Research projects are meticulously planned and hence need to be executed with utmost care. Our human subject participants put their trust in our ability to execute our research queries with utmost precision and confidence. Before collecting the first data sample, it is very important to run mock-trials if the project permits. These mock-trials should serve as a test for the data collection, data analysis and data storage aspects of the project. The more rigorous these tests are, the more confidence you will have in your testing mechanisms. If you have any questions regarding your data collection methods, it is imperative that you consult your PI or the Lab director before proceeding with your research study.

Research Subjects, Data and IRB Materials:
Drexel university policies regarding usage of the research space are listed at the end of this document.

Subject Privacy
When you are collecting data on a consented subject, please post the “STOP DO NOT ENTER” sign on the lab door so that subject privacy can be maintained. See the Office of Research website for HIPAA regulations and training [http://www.drexel.edu/research/administration/compliance/overview/](http://www.drexel.edu/research/administration/compliance/overview/). There are signs on the lab and consenting room doors that are to be used when privacy is required for consenting or testing of subjects or clients. Please use and obey these signs.

IRB and PHI Materials
Secure storage for IRB materials, subject files and any research articles containing Protected Health Information (PHI) is provided in the IRB File Room 227 and Room 329. Designated areas also exist with the other CNHP research spaces. All IRB materials/consents **MUST** be located in these designated file rooms. Research faculty can obtain keys to their designated file cabinets from the lab research engineer. These cabinets should be locked at all times given they hold study protocols and data for previous and ongoing studies in the labs. See the Human Research Protection Program website for issues related to protection of human subjects, research project approvals and training requirements [http://www.drexel.edu/research/administration/compliance/humanSubjects/](http://www.drexel.edu/research/administration/compliance/humanSubjects/)

Dedicated Research Project Server Space
CNHP Research rents server space on the Drexel main server for storage of research data. Faculty access and dedicated folders in this space is limited to permission of the Associate Dean of Research for CNHP. Faculty researchers determine access to faculty folders for graduate students, research assistants, etc. Please see your Department representative for new or additional needs. Individual folders on this space are password protected.

Video Conferencing and/or Recording
Video conferencing including participant faces inherently contains PHI. There are approved solutions that can be used to conduct video conferencing and/or recording for research purposes. These may include Skype for Business (provided by Drexel University Office 365 portal), Zoom (HIPAA compliant versions provided by the College), etc.

Research Data Management (RDM)
Research Data should be stored only under the primary custodian (in most cases the PI of the project) and shared as per the above policies. Students, project managers, staff and other faculty should access this data using shared folders from the PIs account. Research data should not be stored in students’ accounts. A detailed guide to research data management is currently available here: [https://drexel.edu/cnhp/research/resources/data_management/](https://drexel.edu/cnhp/research/resources/data_management/)

Encrypted file server (EFS)
Encrypted file server space is available to store sensitive data and can be obtained by filling out the EFS Request form (in the Appendix). This form can be obtained from the lab research engineer. Once approved by the Associate Dean of Research and provisioned by CNHP IT, a link to this server space will be setup on the computers that are authorized in the SDIF. Access to EFS is limited to Drexel issued computers which run the
Sophos Encryption. If accessing EFS from offsite locations, a VPN login is necessary. Provisioning this space may take a couple of weeks, so please submit the requests to the lab research engineer, well in advance.

Office 365
Office 365 is available to faculty, staff and students at different tiers of functionality. It comprised of 30 web applications that we have arranged in 13 functional groups. More information can be found here: [http://drexel.edu/it/help/a-z/office365/](http://drexel.edu/it/help/a-z/office365/)

Drexel OneDrive
Drexel offers 5TB online storage to research personnel which can be accessed via [https://portal.office.com/](https://portal.office.com/). It comes with the full suite of Office 365 desktop and browser apps that allow collaborative editing of Microsoft office documents. For more information and acceptable use policy, visit the Drexel OneDrive terms of service: [http://drexel.edu/it/about/policies/tos/OneDrive/](http://drexel.edu/it/about/policies/tos/OneDrive/).

REDCap @ Drexel
Research Electronic Data Capture (REDCap) is a leading tool for collecting (amongst others) survey data.

Steps to get REDCap access using your Drexel login credentials (e.g. abc123):

1. **Register** for REDCap: Register for REDCap access by filling out the form located at: [https://portals.drexelmed.edu/tools/redcapaccessregistration/](https://portals.drexelmed.edu/tools/redcapaccessregistration/).
2. Complete the **Training**: Go to [http://learn.drexel.edu](http://learn.drexel.edu) to access the online learning management system. Detailed instructions will be in the email.
3. **Notify** the team: After you have passed the test, please send an email to Research.Informatics@Drexelmed.edu informing them that you have taken and passed the REDCap quiz.
4. **Login** to REDCap: Once notified that you have access, go to [https://redcap.drexelmed.edu/redcap/](https://redcap.drexelmed.edu/redcap/) and login with your Drexel credentials. This will be your REDCap portal. Bookmark this link if necessary. You are ready to start your first project!

**Note:** There is a similar site [https://redcaptraining.drexelmed.edu/redcap/](https://redcaptraining.drexelmed.edu/redcap/). This site is for training purposes only. Do not use this site for research data.

Custom Drexel Email for Research Studies
Using non-Drexel emails can potentially compromise confidentiality, privacy and research integrity. Custom Drexel emails should be used for recruitment, follow-ups and any other correspondence with research subjects. This must be setup prior to the commencement of the study. Also these emails can be periodically backed up into the encrypted file server to free up space and archival purposes. To use this feature, please contact the lab research engineer.

Recruitment assistance from CNHP
If your research study involves participant recruitment, we can offer a variety of services through which the study can be advertised. Only IRB approved study flyers can be posted.

1. We can post it on the CNHP research website so that any link can be redirected to the site.
2. The CNHP office of research can send out an email blast to the Drexel community
3. Marcom can highlight it on our daily-dose online newsletter
4. Flyers posted in various approved areas in Drexel buildings
5. Online recruitment sites like Researchmatch, clinical-trials.gov, social media posts would need special approval form the IRB.

Subject Recruitment Phone Number
A research subject recruitment number and phone tree has been set up on line 215-553-7010 in Three Parkway. The phone will ring at the front desk and the clinic receptionist can pick it up and take a message from subjects. He/she will then notify the appropriate person for the study. If the receptionist does not answer, it goes to voicemail and the caller will hear the following options:

Current voice mailboxes:

1. OEEP- 8888887011
2. Running Studies- 8888887012
3. Shoulder Studies - 8888887013
4. Low back Pain- 8888887014
5. Subject scheduled mailbox for notification of office staff / other callers - 888887015

When a voicemail is left in any of the mailboxes the message light will activate on x7010. The clinic receptionist can take off all of the messages, or you can assign a person to take off the messages remotely. The reception need updated and accurate lists of study names and contact persons for the study messages. This is the responsibility of the researchers using this service.

Please also notify the receptionist if messages should not be taken off of a certain mailboxes.

All of the mailboxes will initially have the security code of 373935 and currently have the password of Drexel1 (3739351). You will be asked to change the security codes when you first login to the mailboxes. To login, just pick up your phone and press the “Msg/Inbox” key or call 215-895-4900. When Voicemail asks for a security code press * then enter one of the 10-digit mailbox numbers listed next to your mailbox (above) then enter the security code “373935.”

If you would like to use this number and have a mailbox added to the system, your Department or grant will incur the costs of the mailbox. Please contact the lab research engineer if you interested in this service.

Three Parkway Scheduling Research Subjects -- Notification of Office Staff

This process is REQUIRED to notify 2nd floor office staff and building security that a subject will be arriving. If the subject does not have Drexel ID, he/she will need to sign into the security desk log and provide a reason for their visit. The information provided to security allows them or our main reception office staff to notify you when a subject arrives.

Three Parkway Subject Check-In & Notification of Subject Arrival

1. Appointments during regular building hours: Please tell your subjects they will need to check in with security on the ground floor prior to using the elevators to gain access to the research/clinic floors. Instruct them to go to the front desk/ waiting area on the 2nd floor and check in with the office staff. The office staff will notify you of the subject’s arrival as per your instructions in above.

2. Appointments after hours and weekends: You MUST have a Drexel ID with 24 hour building access to get research subjects into the building after hours and weekends, as you will be responsible for escorting your subject into the building after hours and on weekends. If you have someone entering after 6:30 PM nights or weekends, you must meet the subject downstairs outside the building and bring them into the building. Security will not let them into the building. Therefore, we suggest you provide your subject with a phone number so that they can call you when they arrive. Security will have them sign in, you must sign your name next to theirs, as you will be directly responsible for the individual while they are in the building. In addition, you MUST escort them out of the building when your session is complete and also have them sign out of the building. We MUST do this to avoid issues with security allowing subjects onto the research/clinical floors off hours. Failure to follow these specific steps will not only have consequences for you, but potentially for all CNHP researchers.
Drexel university policies for research investigators

All principal investigators listed in a research study should review all Drexel University policies. Contact the lab research engineer for any questions regarding adherence of your research to these policies. Pay close attention to the following.

Acceptable Use Policy (IT-1):
http://www.drexel.edu/irt/about/policies/policies/01-Acceptable-Use/

Drexel University's Acceptable Use Policy (AU) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)") may use their assigned computer accounts, email services and the shared Drexel University network.

Security of Enterprise Systems Policy (IT-3)
http://www.drexel.edu/irt/about/policies/policies/03-Enterprise-Systems/

Any breach in the security of these systems or networks could disrupt the University. Recognizing these vulnerabilities and the need for institutions to limit access to such information, the Federal Government has passed numerous laws concerning personal information viz. FERPA: The Family Educational Rights and Privacy Act, HIPAA: Health Insurance Portability and Accountability Act. Enterprise Systems, System Owners, Administrators, Custodians, Computing Systems, Server are defined. Accounts management, authorization and access control, password policies are covered in this policy. For general Password Policy See IT-4-Appendix 2:
http://www.drexel.edu/irt/about/policies/policies/04-Info-Sec-Net-Sys/

Clinical Research Data Storage Policy (IT-6):
(For Protected Health Information (PHI) Data Elements and the definition of sensitive data.)
http://www.drexel.edu/irt/about/policies/policies/06-Clinical-Data-Storage/

This Policy applies to all Users performing research activities with sensitive information as defined in this policy. Sensitive Information: Sensitive Information is defined as PHI, credit card numbers, financial account numbers, dates, and other individually identifiable information protected by HIPAA, FERPA, and other laws. PHI Data Elements are listed. Drexel University reserves the right to monitor and identify files on network drives that would violate the Clinical Research Data Storage Policy. Penalties for violating the Clinical Research Data Storage Policy may include restricted access or loss of access to Drexel networks or systems, termination and/or expulsion from the university and in some cases, civil and/or criminal liability.

Records Management Policy (OGC-4)
http://www.drexel.edu/generalcounsel/policies/OGC-4/.

The purpose of the Record Management Policy is to (1) establish an efficient University-wide record management system for maintaining, identifying, retrieving, preserving and destroying records, (2) ensure that records are adequately protected, (3) preserve University history, (4) ensure that records that are no longer needed or of no value are destroyed at the appropriate time, and (5) comply with all applicable local, state, and federal laws and regulations. Please note the Record Retention Schedules and links to the On-line training video on record management.

Email Policy (IT-7):
http://www.drexel.edu/irt/about/policies/policies/07-Email/

Use of Email, Encryption of Emails containing sensitive data. Emails containing sensitive data must be encrypted by approved University email encryption software before being sent over a network. http://www.drexel.edu/irt/help/a-z/encryption/email/. There may be times when a sender wants to encrypt a message being sent outside even if it does not contain any of the type of information that the system always protects. To manually encrypt any message being sent to someone on a less secure mail system, simply add [encrypt] to the subject line.

Security is extremely important.

As the gatekeeper to your account and therefore Drexel University Intellectual Property and (possibly) sensitive data, you are responsible to maintain your computer at the highest security standards and best practices by following all of the policies established by Drexel University. We appreciate your cooperation. All software you use should be vetted by Compliance and IRT. IRT recommends that you do not install any additional software unless you have written permission to do so.

Research Compliance:

Drexel University is committed to the highest standards of ethics, honesty, integrity and compliance with all applicable laws, regulations and policies.

We never guess. We ask!

Click the following link where you will find information to help you with common questions like research integrity, conflict of interest, human research protection, Environmental health and safety, export control, financial audits, etc.: http://drexel.edu/research/compliance/overview/
TERMS OF SERVICE FOR ONEDRIVE FOR BUSINESS

REVISED NOVEMBER 2, 2016

The OneDrive for Business Service (the "Service") is a part of the Microsoft Office 365 productivity suite licensed by Drexel University (the "University"). BY USING THE SERVICE, YOU AGREE TO ABIDE BY THE FOLLOWING TERMS OF SERVICE. IF YOU DO NOT AGREE WITH THESE TERM OF SERVICE, YOU MAY NOT USE THE ONEDRIVE FOR BUSINESS SERVICE.

1. POLICIES. You acknowledge and agree that the Drexel University Acceptable Use Policy and other applicable policies apply to the Service regardless of the computer or network used to access the Service.

2. DEFINITIONS.
   1. “Sensitive Data” means data containing a) protected health information (PHI), b) information covered by the Family Education Rights and Privacy Act (FERPA), c) credit card-related information covered by the Data Security Standards of the Payment Card Industry (PCI), d) other personally identifiable information (PII), or e) business or research information.
   2. “Export-Controlled Research Data” means data resulting from research that is bound by access or dissemination controls, including information, technology, and software considered to be strategically important to the U.S. in areas of national security, economy and/or foreign policy.
   3. “Non-Sensitive Data” means publicly available data and other data not included in the definition of Sensitive Data.

3. LIMITATIONS ON USE. Export-Controlled Research Data should never be stored on OneDrive or any other cloud storage service. (Additional information is available about Drexel Export Compliance.)

4. DATA SHARING.
   1. You may share Non-Sensitive Data, if doing so does not violate any copyright, laws, regulations or other contractual obligations.
   2. You agree that you will not share any Sensitive Data arising from human subjects research activities, except with individuals named in the data handling protocol which has been approved by an Institutional Review Board and the Drexel University Privacy Board. (Information about the IRB and the Privacy Board can be found at the Human Research Protection Program website).
   3. You agree that you will not share any Sensitive Data arising from non-human subjects research activities, unless you are the principal investigator of the research activity. Data and information resulting from sponsored research projects may be subject to additional specific confidentiality or limitations of use requirements imposed by the sponsor and/or federal regulations. You acknowledge and agree that any such restrictions take precedence over these Terms of Service.
   4. You agree that you will not share any other Sensitive Data, except with employees of the University who are authorized to access the information.

5. SHARING EXCEPTIONS. You agree that before sharing Sensitive Data with individuals not provided for in #4 above, you will request permission to do so via email to SensitiveDataSharing@drexel.edu and will comply with all the terms under which permission may be offered. (Permission requests must contain a description of the Sensitive Data, a list of the identities which are being provided access, and the purpose of their access.)

6. BUSINESS USE. The Service is primarily for University business purposes and, as such, follows the same de-provisioning rules as other systems when an individual is no longer affiliated with the University.

7. MONITORING. You agree that your usage and sharing characteristics and all data is subject to review at any time by the University for purposes of ensuring compliance with University policies.

8. COMPLIANCE. You will not take any action that encourages or assists others in engaging in any acts prohibited under this Terms of Service (including, without limitation, providing others with the ability to access Sensitive Data outside the scope of these Terms).

9. DIRECTION. You will abide by administrative directives issued from time to time by Microsoft and/or Drexel University concerning access to or use of Office 365 or the Service.

If you are found to be in violation of these Terms of Service or any of the additional terms imposed as part of an authorization to share Sensitive Data, the University may take disciplinary action, including restriction of and possible loss of access to the Service, other computing, networking, or service privileges, or more serious consequences, up to and including suspension, termination, or expulsion from the University. You may also be subject to federal, state and local laws applicable to the misuse of computer systems.

If you have any questions, contact cnhplabresearch@drexel.edu
Occupational Health Guidelines

(PLEASE PRINT)
Employee Name ___________________________ Date of Hire ___________________________
Department ______________________________ Phone Number ___________________________
Supervisor Name __________________________ Supervisor Phone _______________________

CHECK ALL APPROPRIATE CATEGORIES (YOU MAY HAVE MORE THAN ONE):

☐ Research Activity 1 (do not work with animals, human subjects/patients/human blood or where bodily fluids or exotic etiologic agents are present)
☐ Research Activity 2 (work with human blood, bodily fluids, tissues or cell lines)
☐ Research Activity 3 (work with human subjects/patients)
☐ Research Activity 4 (work with potentially pathogenic botanical agents)
☐ Research Activity 5 (work with animals)
☐ Research Activity 6 (work with biological agents known to be infectious, animals exposed to infectious/exotic agents or human subjects/patients, blood or bodily fluids known to be exposed to or contain/carry infectious/exotic agents). List known agents: ___________ , ___________
☐ Research Activity 7 (work with anesthetic gasses or chemical agents known to be carcinogenic, teratogenic or mutagenic). List known agents: ___________ , ___________
☐ Clinical Activity 1 (direct contact with human subjects/patients)
☐ Clinical Activity 2 (work with non-fixed human cadavers or tissues, human blood or bodily fluids or work in a clinical setting, hospital or provider office)
☐ Clinical Activity 3 (work with anesthetic gasses)
☐ Administrative 1 (located within a clinical setting, hospital or provider office where human subjects/patients are present)
☐ Administrative 2 (located within a clinical setting, but in an area where no human subjects/patients are present)
☐ Administrative 3 (located in a separate, non-clinical setting where no human subjects/patients are present)

Employee Signature ___________________________ Date ________________
Chair/Supervisor Signature ___________________________ Date ________________

IF YOU ARE IN ONE OF THE FOLLOWING CATEGORIES, PLEASE COMPLETE PAGE 2:
• Research Activity 2, 3, 6, 7
• Clinical Activity 1, 2
• Administrative 1

PLEASE SCAN AND EMAIL COMPLETED AND SIGNED DOCUMENT(S) TO
CHNPCOMPLIANCE@DREXEL.EDU
Name of involved person: ___________________________________________________________
Date & Time of Incident: ____________________________________________________________
Location of Incident: _______________________________________________________________
If associated with HRPP approved research, provide the protocol number: ________________
Was the person a Drexel Employee: ☐ Yes ☐ No
Description of Incident (Please include names of individuals involved, nature of incident, narrative of what occurred)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Was an EMT/ Ambulance called? ☐ Yes ☐ No
Was building security called? ☐ Yes ☐ No
Did a family/friend escort the person out of the facility? ☐ Yes ☐ No
How was incident handled?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
What was the outcome? (i.e., symptoms resolved, subject able to complete testing, testing discontinued)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Print Name of Person Completing Incident Report Form: ________________________________
Signature of Person Completing Incident Report Form: ________________________________
Print Name of Person Involved: ____________________________________________________
Signature of Person Involved: _____________________________________________________

* Please provide a copy of this report to the lab research engineer (cnhplabresearch@drexel.edu) within 5 business days, to determine if additional reporting is required.
**Drexel CNHP-Secure Data Identification Form for Encrypted File Server**

Please use this form to inform CNHP IT about the storage needs in the encrypted file server. List each sub-folder separately with data type and users access.

<table>
<thead>
<tr>
<th>Project / Sub-Folder Name</th>
<th>Server address (will be completed by CNHP IT)</th>
<th>Estimated space required (e.g. 8GB)</th>
<th>Nature of the Information contained</th>
<th>List all user who need READ access ONLY (e.g. John Smith abc123)</th>
<th>List all user who need READ and WRITE access (e.g. John Smith abc123)</th>
<th>List all devices that will be accessing this space (e.g. CNHP-ABC123-9000)</th>
<th>Notes: e.g. Accessing from off-site locations, etc</th>
</tr>
</thead>
</table>

Please email the completed forms to the Lab Research Engineer (cnhplabresearch@drexel.edu). For questions, call
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