

Instructions for Research Assistant Trainings (Needed to Enroll in PSY 99P/99/199P/199)

Rules:

- a) Every student must take 99P/199P before they can take 99/199 units for letter grade.
- b) Only full major, JR/SR standing can take 199P/199. Non & pre-majors may take 99P/99.
- c) You must have a qualifying UCSB GPA of 3.0 or above in the last 3 *quarter* GPAs.
- d) Transfers & freshman may use 2 quarter GPAs to qualify by their 3rd quarter at UCSB.

Bring these four items to a UG Advisor in Psy East 1800, to receive an add code:

1. The PSY 99P/99/199P/199 Form completely filled out;
 - a. IRB # (you must get this from your lab manager or supervisor)
 - b. Proposal of your job duties
 - c. Signature of the FACULTY sponsor (not the TA/Grad/Post Doc).
2. A copy of your Unofficial Transcripts printed from GOLD.
3. Proof of Completion of the Human Subjects Training Module.*
4. Screen shot your quiz score as Proof of Completion of the UCSB Safety, Rights, Responsibilities & Resources Web Orientation.

Human Subjects Training Module Instructions:

**If you do not work with human subjects, please skip to UCSB Safety Rights Training.*
(Faculty that do not work with Human Subjects: Ettenberg, Kippin, Reese, Szumlinski)

Step 1: Go to <http://hstraining.orda.ucsb.edu>.

Step 2: Login with the **Faculty ID number:** PSYC - - - (Include dashes)

Step 3: Enter www.subpool@psych.ucsb.edu in “other notification” box. This is not optional. (This puts you on a list so you won’t have to retake the training each quarter.)

Step 4: Print out the email confirming that you have completed the training and bring it to the Psych office.

Step 5: Save this email if you plan on participating in research in the future as you will need to turn it in again each quarter.

UCSB Safety Rights, Responsibilities & Resources Web Orientation Instructions:

Step 1: Go to <http://learningcenter.ucsb.edu>

Step 2: Click on the second link for NON-EMPLOYEES.

Step 3: Email ehstraining@ehs.ucsb.edu the following → → →

Step 4: Wait ~2 business days for your account to be processed.

Step 5: Log on with your account information

Step 6: Search “TR29” and complete the training titled: “*Non-supervisors-Safety Rights & Responsibilities*”

Step 7: Print out a screenshot of your certificate of completion/screen shot your quiz score and bring it to the Psych office (with your signed 99P/199P or 99/199 form and a copy of your unofficial transcript).

Step 8: Save an electronic copy of your certificate of completion for future quarters.

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➤ Sponsoring PI (Dr. Mackie; <i>faculty member, NOT the grad student.</i>)