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Program Effectiveness:

Minors Participating in Research Activities

Ask RCA Open House - March 11, 2025

Program Effectiveness Updates: Current Minors' Approval Process

- The minor cannot begin participating in research activities until Program Effectiveness/RCRA provides final approval.
- Email researchcompliance@emory.edu to obtain the Minors Registration Form.
- PI/sponsor contacts RCRA Program Effectiveness directly or reaches out to their school. The school will forward the PI/sponsor to Program Effectiveness.
- Program Effectiveness emails the PI the Minors Registration Form and the required trainings.
- Once the sections have been completed by the PI, the minor, the minor's parent/guardian, and the minor's school official, Program Effectiveness reviews the Form for completion and forwards the Form to the other necessary Emory offices.
- Once all of the required trainings and signatures have been completed, Program Effectiveness will provide final approval.

Program Effectiveness Updates: Upcoming Minors' Approval Process

- The Minors' Registration form will be available online through the research portal.
- The PI/sponsor will need the minor's name and email to begin the form.
- After saving the minor's information, the minor will receive an email link to complete their portion of the form and to enter their parent's and school official's email.
- The parent and school official will receive links to complete their portions of the form.
- The PI will then receive an email notification that the minor, parent, and school official have completed their portions of the form and asking the PI to go in the portal to complete the remaining sections of the form.
- Once the PI completes the form, internal review will be triggered based on applicability (EHSO, research security/export control, and IACUC).
- Once the internal Emory offices have signed off, RCRA will issue final approval. The minor can begin participating in research activities only after RCRA issues approval.

Contact Information:

- researchcompliance@emory.edu



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Research Compliance and Regulatory Affairs
Research Administration