

**Procedures for Minors (High School Student Interns)  
Assisting with Research Activities**

Below are items needed to start the process for having high school students assist you with research at New York Institute of Technology. Please contact our office at [grants@nyit.edu](mailto:grants@nyit.edu) to obtain permission forms for parents and minors and to submit the required information.

**1) Information for OSPAR and General Counsel**

- a. Name and purpose of the research
- b. Date and time of the research
- c. The number and ages of expected program participants
- d. Names of research staff
- e. Location of research
- f. Any additional relevant information

**2) Permission Forms for Parents and Minors**

- a. Intern Research Agreement
- b. Permission for Online Learning and Electronic Communication
- c. Media Consent Form
- d. Behavioral Conduct Form

**3) CITI Training**

- a. Can be completed with an nyit.edu, institutional or personal email address
- c. Use faculty member's department name for department
- d. Select "Research Assistant" instead of "Student Researcher" (there is no high school option only undergrad/grad).

**4) Background Check**

- a. Contact [HR@nyit.edu](mailto:HR@nyit.edu).

**For additional information, see the Minors on Campus web page ([nyit.edu/policies/minors on campus](http://nyit.edu/policies/minors_on_campus)).**