
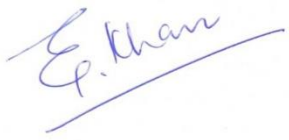




THE AGA KHAN UNIVERSITY

Title:		Policy for Use and Access to Juma Research Lab	
Department/Division:		Office of Research and Graduate Studies/Juma Research Lab	
Approved By:		Document No.:	<i>JRL/001-2019</i>
Associate Vice Provost (AVP)		Issuance Date:	June 2019
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Chair, Institutional Biosafety Committee		Prepared By:	Coordinator, Juma Research Lab
		Total Pages:	5

1. Policy Statement

Juma Research Lab facilitates research at Aga Khan University through effective work bench allocation and equipment placement. A queue order is followed when providing space in the lab. The Office of Research and Graduate Studies (ORGS) holds the rights for bench allocation based on innovation, funding source (extramural or intramural) and prospects of future grants.

2. Scope

This policy is applicable to AKU faculty, students and staff who intend to acquire bench space at Juma Research Lab to conduct research work.

3. Responsibility

Associate Vice Provost

- Ensure an appropriate and safe workspace is provided for the work being performed.
- Ensure distribution of the policy to all stakeholders including principal investigators, students and staff members.
- Take appropriate disciplinary action in case of policy violation.

Principal Investigators (PIs)

- Expected to fully understand and implement all requirements of this policy and the guidelines listed below.
- Responsible for the supervision of research staff/students throughout the project life cycle within the laboratory.
- Ensure that research staff is provided with any needed medical surveillance and/or medical support services required by their work.
- Certify the provision of appropriate training on safety and regulatory requirements of staff and students under his/her supervision.
- Ensure staff/students receive appropriate procedure-specific instructions and are proficient at performing those procedures.
- Confirm that prompt action is taken to address any unsafe acts or conditions which have been observed or reported by laboratory coordinators.

Laboratory Manager and Coordinators

- Responsible for monitoring compliance of Policy for Use and Access to Juma Research Lab.
- Conduct laboratory orientation, engage in communication with end-users and sign off on all requirements mentioned in Move-In Checklist.
- Ensure that research staff is appropriately trained on core equipment usage as per the requirements of the project.
- Monitor safety equipment and ensure that personal protective equipment are provided, maintained, and used.
- Ensure that specific standard operating procedures incorporating safety considerations are developed and observed.
- Ensure that all research staff has been familiarized on the incident reporting process in case an injury or illness occurs in the laboratory.

Research Staff

- Expected to fully understand and implement all requirements of this policy and the guidelines listed below.
- Comply with safety requirements for the work being performed on the project.
- Participate in mandatory biosafety, EHS and other training programmes organized by laboratory/University.

- Thoroughly review and implement policy and standard operating procedures.
- Obtain essential training before using the new equipment.
- Inform faculty member, principal investigator, lab manager, lab supervisor or designated responsible authority of any accident or unsafe conditions.

4. Procedures

A. Bench Space Acquisition

- i. Request for bench space allocation should be made at pre-award stage i.e. at the time of grant submission to ORGS.
- ii. The validity of each submitted request at pre-award stage is six months. If grant is not procured during that period, a fresh request should be made from the PI.
- iii. Typical bench space includes, 4.5 ft. bench top area, overhead shelves, lockable drawers and a shared computer.
- iv. It is mandatory for PI to mention any additional requirements at pre-award stage; including grant equipment, with all technical details such as UPS points etc.
- v. All types of submissions for bench requests including those for new projects, space for graduates, and Ph.D. students' studies, sub studies, pilot studies, etc., must be considered as a new project and routed through ORGS.
- vi. In case of any additions or alterations to a submitted grant, it is mandatory for the PI to immediately notify ORGS and Institutional Biosafety Committee (IBC). Bench space will be on hold unless clearance or approval is granted both from ORGS and IBC. Lab coordinator should also be notified if any additions or alterations occur after the commencement of research work at Juma Research Lab.
- vii. Once grant is approved, the PI is responsible for informing the lab coordinator via email and submitting the Research Project Description Form (RPDF), duly signed, 2 weeks prior to the commencement of research work inside the lab.
- viii. Research Staff hired on approved grant should fill the Move-In Checklist and submit it after lab orientation.
- ix. After approvals of RPDF and Move-In Checklist, research staff shall be provided with controlled access to use allocated bench space for research work. (See Procedure B for controlled access to research lab).
- x. Space is limited with finite resources therefore all users are advised to store their chemicals, biological samples, reagents/kits and equipment etc. within the provided approved space.
- xi. At the time of grant conclusion, PI will receive bench return alerts 8 weeks prior to actual project conclusion. If PI has plans to extend the project, then he/she must notify ORGS and JRL at the earliest.
- xii. In case of resignation or transfer of hired research staff before grant conclusion, it is mandatory to submit a duly signed EXIT Checklist to the lab coordinator.

- xiii. On conclusion of the project, it is mandatory for PI to evacuate bench space and to fill and submit the Research Project Conclusion Form (RPCF). It is also mandatory to clear storage areas, refrigerator and freezers, return chemicals, consumables etc. issued from lab store and clear all belongings of the project within the specified time. It may include, hard and soft copies of data, log books, biological samples, grant based chemicals, reagents, consumables, etc.
- xiv. No biological material obtained from humans shall be passed on or left for the use of other colleagues without ERC approval. For sample retention, the policy of [Code of Good Research Practice](#) shall be applicable.
- xv. In case any samples/chemicals or any other belongings are left unattended after grant conclusion, lab coordinator will communicate to the parent department to either pick or discard the material. If the parent department fails to reply to the lab coordinator or request discarding of materials, safe disposal will be initiated in line with IBC policy.
- xvi. The research work can be interrupted/halted and space can be revoked in case of the following conditions:
 - Non-compliance to lab safety protocols and standard operating procedures
 - Resignation of the PI or his/her transfer to another department without informing ORGS
 - Utilization of bench space for unapproved activity

B. Lab Access

- i. Lab coordinator is responsible for providing access to BSL-2 and BSL-3 facilities at JRL.
- ii. Access provision shall be granted following the submission of a formal request by the PI via email as soon as actual bench work is planned. The request shall include name of the research staff, designation, department and employee ID.
- iii. Laboratory operating hours are from 8:00 am to 5:30 pm, Monday till Friday. Research staff/PI can be granted 24-hours access on request.
- iv. Access to lab is reviewed on a periodic basis and lab reserves the rights to revoke access if any deviation from original information and approvals is observed (e.g. uninformed use of facility on holidays or at late hours).
- v. In case of work planned over weekends and public holidays, the lab coordinator should be informed via a formal email with the exact purpose.
- vi. Lab access for programmes including research module, AKU internship or any other observership requires prior approval from AVP and Chair IBC followed by the submission of JRL observership form at least 3 months prior to the start date.
- vii. As lab staff is not available on weekends and public holidays, PI shall hold the responsibility of monitoring research staff working inside the lab.

- viii. Access shall only be given on special permission as stated above and will be deactivated as soon as the mentioned time period is ended.
- ix. The access of research staff shall be deactivated upon grant conclusion or when the staff resigns from the grant.
- x. In case of no cost extension or any other reason, a formal email shall be written to the lab coordinator 4 weeks prior with exact period to avoid deactivation.

5. Annexures:

- Research Project Description Form
- Move-In checklist
- Research Project Conclusion Form
- Exit Checklist
- Observership Form

6. Related Policies:

- [Extramural Grant Application Policy \(Pre-award\)](#)
- [Code of Good Research Practice](#)
- [Policy and Guidelines for Intramural Funding](#)

Document Change Record:

Review	Review Date (dd-mm-yyyy)	Description of Change	Approved by Chair, IBC	Approved by AVP