



HARVARD LONGWOOD CAMPUS (HLC) Harvard Sponsored Role (HSR) request form

Part 1: (to be completed by HSR applicant)

*HSR Applicants Full Name as it appears on a government issued ID:

(*) = Required Fields

(Print): _____ *(select one): ___ New Request || ___ Renewal
(Last) (First) (M.I.)

*DOB: _____ *SSN (Last Four): _____ Harvard University ID # (Badge #): _____

*Mobile number: _____ *Email: _____

*Sponsoring Company or Institution name: _____

Company or Institution of HSR (if different from above): _____

Read and Sign

Your employer is responsible for implementing a worker protection program that is in compliance with all applicable regulations. Your employer is also responsible for identifying and providing the appropriate personal protective equipment (e.g. eye protection, gloves, hard hat, and respirator) to all employees based on the type of work they will be performing. Your employer must provide any required environmental, health and safety training and related job-site supervision to all employees. This training may include, but is not limited to: chemical safety, hazard communications, spill prevention, occupational exposure to blood borne pathogens, lockout/tag out, confined space entry, emergency evacuation, fall protection, ladder safety, hazardous waste management, and personal protective equipment training. Contact your supervisor about your company's safety program.

Special Notice Regarding Laboratory Animals

The Harvard Longwood Campus is a research facility and has certain inherent risks including those while working with laboratory animals. In addition to risks from bacterial infection from bites and scratches, some animals carry infectious agents that can be fatal to humans. Exposure to animals can also cause allergic rhinitis, asthma or other reactions. If your job will involve working in an area where others are working with laboratory animals, you may need to complete additional specialized training and enrollment in the institutional Occupational Health Program before you can work in the area. In addition, you may need vaccinations or medical surveillance, from your employer, as determined by the nature of your job. If your job description does not specifically involve laboratory animals, YOU SHOULD NOT TOUCH, TRANSPORT OR CARRY ANIMALS OR THEIR CAGES, FOOD REFUSE, BEDDING, ETC. Research animals require special handling practices to protect the animal from human-borne diseases and to protect the human from potential animal borne diseases. If for any reason you come in contact with animals or animal materials and you have not had Animal Care Training, or if the presence of animals interferes with your job, you must notify the Harvard representative for your employer and the Harvard Center for Comparative Medicine (HCCM) at 432-1285. Do not move animals yourself. Contact the HCCM before entering any animal area. Please sign below to acknowledge that you have read and understand this form.

*(Signature)

*(Date)

Your sponsor must complete Part 2 of this form and then Email the completed form to HMS-CPF-HSR-REQUESTS@HU.onmicrosoft.com



HARVARD LONGWOOD CAMPUS (HLC) Harvard Sponsored Role (HSR) request form

Part 2: (to be completed by Point Person / Authorizer / Sponsor)

Point Person / Authorizer / Sponsor: _____ () = Required Fields

(Print): _____ HUID#(Badge#): _____
(Last) (First)

*Company or Institution: _____ *Title: _____

*Mobile number: _____ *Email: _____

*HSR Role Type: _____ (Tenant/Vendor/etc.)

*Role START date: _____ *Role END date: _____ (Maximum 1 year)

*ID Card required (select one): YES || NO

If Building access is required complete the following two questions:

*Building Name(s) or Address(es) for access: _____

Specific building location(s) for access (i.e. 3rd floor): _____

Attestation (select one):

This HSR will not collaborate on research and will not be granted access to otherwise inaccessible Harvard research materials in conjunction with ongoing work of a PI.

This HSR is an industry collaborator who will be collaborating on research pursuant to an IP agreement between Harvard and the outside vendor that has been approved in place of the standard Participation Agreement/Visitor Participation Agreement (PA/VPA) and Acknowledgement of Risk and Release of Claims (R&R) documents.

Notes:

1. Creation of a HSR account does not automatically provision IT services or access to IT systems. Work with HMS IT or HUIT for authorizing access to digital resources.
2. You agree to notify HMS-CPF-HSR-REQUESTS@HU.onmicrosoft.com when a HSR role is no longer required and is to be terminated.

*(Signature)

*(Date)

Email completed form to HMS-CPF-HSR-REQUESTS@HU.onmicrosoft.com