

Fall, 2010

Social Work Research Center

All funded PhD Doctoral Teaching Fellows (TFS) or IAS (Instructional Aides) are required to do 12 hours per week of research. Full time GCSW faculty can request research hours from these TFS or IAS. The Social Work Research Center Management team has developed a list of criteria for your use in order to request a doctoral student to work on your research.

Criteria for faculty to use Doctoral Teaching Fellows for Research Purposes are as follows:

Work assigned to the TFS Doctoral Teaching Fellows must include one or more of the following areas; but all work assignment must have a research purpose:

1. Literature review related to a research area.
2. Data entry for a research project.
3. Data analysis for a research project.
4. Grant development work.
5. Research proposal development.
6. Article preparation.
7. Others (consult with the Social Work Research Center Management Team).

Administration:

1. A maximum of 12 hours may be requested per week. The number of hours approved will depend on the number of requests from faculty.
2. Work should be compatible with students' class and teaching schedules.
3. Assignments of TFS's are made by the Social Work Research Center Management Team. Faculty can recommend a student but the final decision is with the management team.
4. Faculty will submit a report when the assignment is complete to the Social Work Research Center.
5. The assignment of TFS's to faculty is an ongoing process during the academic year. Work assignments will only be performed beginning in September 1 to May 31, 2010-11. TFS's are not available in the summer.
6. Faculty may contact the Social Work Research Center Management Team. The Management Team is composed of Drs. Charles Kaplan, Maxine Epstein and Patrick Leung.

Required Training:

All students are required to complete IRB training. Students must submit completion of the training to the Social Work Research Center.

The Link to the IRB page with the forms, training links, and information, is:

http://www.research.uh.edu/PCC/Protection_of_Human_Subjects.html (you can bookmark this website because it also provides the CITI link (scroll down the page and click at CITI to get to a word document and the web link is on it, which is <https://www.citiprogram.org/>).

They can also use:

<http://phrp.nihtraining.com/users/login.php>

Contact:

If you are interested in requesting a doctoral student for your research, please send your request to The Social Work Research Center via email to Charlie Kaplan cdkaplan@uh.edu or Telephone (713) 743-8108.

Please use the form below.

**SOCIAL WORK RESEARCH CENTER
PhD Program**

Please Complete: Request for Doctoral Student Research Hours

Date _____

Name and Title _____

Telephone Number _____

Room Number _____

Email _____

Title and Purpose of Research _____

Brief Description of Work Requirements (Please include skills needed to perform work)

Location of Work to be Done _____

Number of Hours per Week _____

Number of Weeks/Months needed _____

Skills Needed _____