This manual includes policies and procedures that relate to research activities at our main facility at Research Park and our satellite facility on campus in the Human Nutritional Sciences Building.

The policies and procedures established in this document are designed to improve the efficiency and coordination of research through the NWRC. Since publications and pilot data are critical to the success for highly competitive for federal funding, our primary goal is to support Iowa State University (ISU) faculty in their research and grant efforts.

Explanation of the Designation as “Administering unit”

The NWRC as an Administering Unit for grants is an important designation because it determines the allocation of indirect costs for funded grants. In addition, this designation allows ISU researchers benefit from services provided by the Center.

The Center provides several services to facilitate grant preparation including budget and gold sheets preparation, and electronic submission of federal grants. However, these services are only available if faculty members list the NWRC as the Administering Unit.

Other forms of research support also available include preparation of IRB documents, safety training, project management, and clinical data collection. Similarly, these services are offered to ISU faculty either working on NWRC projects (i.e. projects with the NWRC designated as the Administering Unit) or for conducting research to support future grant submissions for which the NWC will be the Administering Unit.

Funded projects administered through the NWRC will have an NWRC org code. However, this does not imply that the NWRC will directly manage the account. Principal Investigators (PI) may have their respective departments handle accounting, ordering, monthly statements, etc.

Also, the designation of administering unit also does not stipulate WHERE the research is conducted. Faculty members who designate the NWRC as the administering unit may still conduct their research in their own laboratories or with colleagues in other laboratories.

The NWRC is invested in the advancement of research conducted at ISU and is therefore, eager to support ISU faculty efforts to bring new grants to the Center. Thus, the designation of the NWRC as the administering unit supports the Center without constraining the nature or location of the research conducted at ISU.
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The Nutrition and Wellness Research Center is a comprehensive facility that offers the ability to conduct a range of multidisciplinary research, including clinical studies, community-based interventions, and basic laboratory work.

Our Mission

To enhance human wellness throughout the lifecycle through basic, clinical & translational research, & educational activities, related to:

- diet
- foods & food components (including bioactive constituents & botanicals)
- physical activity
- health & disease
- health-related behaviors

The Center is dedicated to creating programs, practices, policies & products, in its commitment to building a healthier Iowa, nation & world.

Location

The NWRC includes locations on central campus and at the Iowa State University Research Park (ISU-RP) in Ames, offering easy access from I-35/US Highway 30 and ample free parking for study participants and visitors.

Facilities

The Center is designed to facilitate research projects involving human subjects for controlled studies that involve diet, exercise, and behavior change. Equipment may also be used by researchers to collect data on metabolic risk factors, body composition, and/or physical fitness.

The NWRC has fully equipped metabolic kitchens with walk-in pantries, cold rooms, freezers, dining facilities, phlebotomy rooms, and body composition, exercise and fitness testing equipment and facilities. The kitchen and dining facilities working at capacity can cater to approximately to 40 participants at a time.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Deborah Moses</td>
<td>Accountant</td>
<td><a href="mailto:dmoses@iastate.edu">dmoses@iastate.edu</a></td>
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</tr>
</tbody>
</table>
The Nutrition and Wellness Research Center (NWRC) is uniquely positioned to facilitate interdisciplinary research on health, nutrition, physical activity, and associated health-related behaviors at Iowa State University. The Center has resources, facilities, equipment and personnel for conducting health-related research.

The goal of the NWRC is to facilitate research that has potential for external funding since the financial viability of the Center depends on the recovery of indirect costs. The NWRC operational plan will provide a structure to ensure that the resources and staff are used fairly, effectively and strategically to accomplish the mission of the center.

Requests for NWRC resources, services, facilities, equipment and personnel are made through a Request for Services (available on the NWRC website). Please allow at least 2 weeks for review and response.

Requests are considered on a first come, first serve basis with special consideration given to NWRC administered research. Scheduling constraints and ongoing commitments may limit our ability to accommodate all requests.

If services are approved, NWRC staff will work directly with the investigator. However, investigators are responsible for the management, direction and oversight of their research projects and should not rely on NWRC to manage projects or services beyond the scope of what was approved.

All service requests that are approved must comply with NWRC, Institutional Review Board (IRB) policies (if applicable), and Iowa State University policies and procedures. Failure to comply with policies and procedures may result in fines, loss of privileges and/or use of the Center.

**Grant Preparation Services** are provided free of charge. Services include grant team meeting coordination, assistance with proposal development and editing, compliance documentation, and identifying collaborators, consultants, or peer-reviewers, budget preparation, and GOLD SHEET development and submission.

**Human Subjects Protection** services are offered free of charge to reduce the workloads of investigators. Services include IRB proposal development, assistance with informed consent forms, advertising materials and participant recruitment and consulting on human subjects protection issues relating to study design, recruitment, logistics and data collection.

**Institutional Animal Care** services are offered free of charge to reduce the workloads of investigators utilizing animal models. Services include IACUC or IRB proposal development, submission and modifications.

**Clinical Data Collection, Testing & Equipment** use fees will be charged based on the NWRC fee structure. Fees may be waived for pilot projects in promising areas of research central to the NWRC mission. However, fees for use of NWRC resources, services, facilities, equipment (including service contracts) and personnel must be included in grant proposal budgets. For a list of all services and fees, refer to the NWRC fee structure.

**Contract Laboratory (Quest)** subsidized rates for blood analyses are available for all NWRC administered research. For more information about rates and guidelines, refer to the fee structure.
The NWRC provides its patrons the following services.

**Grant Development & Submission**
- Grant team meeting coordination (scheduling, meeting minutes)
- Proposal development (literature review, study design, logistics, editing, writing)
- Budget Preparation
- Goldsheet development and submission
- Compliance documentation assistance (human subjects, animal, radiation safety, data safety monitoring plan)
- Identity Collaborators, Consultants
- Peer-Review

**Human Subjects Protection**
- IRB Proposal development
- Informed consent form/recruiting materials development (e.g. flyers, email scripts)
- Recruitment
- Consulting on IRB issues

**Clinical Data Collection**
- Project management and data entry
- Phlebotomy
- Blood processing
- Anthropometry (body fat analysis, BMI measurements)
- Fitness assessment (aerobic fitness testing, general fitness assessment, blood pressure)

**Animal Studies Services**
- IACUC proposal development
- IBC proposal development
- Consulting on IACUC/IBC issues

**Testing Equipment**
- **Body Composition:** Height, weight, waist-to-hip measurements; DXA: Dual-energy X-ray Absorptiometry; BIA: Bioelectric Impedance Analyzer; BODPOD, PeaPOD and pediatric POD
- **Diet Assessment:** Nutritionist Pro™
- **Physical Activity Assessment:** Sensewear Pro® monitor, Actigraph monitors
- **Laboratory Equipment:** Basic lab equipment such as microplate reader, biochemical analyzer, breath gas analyzer, centrifuge, etc; HPLC, Ultracentrifuge
- **Body Composition of Animals:** DXA dedicated to animal use.

**Other Services**
- Ordering/Purchasing
- Safety Equipment/Laboratory Training
- Staff/Student help

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**Questions? Contact Joanne Lasrado**
**Weekdays** 8 am to 5 pm

**Weekends & Afterhours**
Research may be conducted by ISU faculty, staff, and/or graduate students.
Undergraduates are not permitted to use NWRC facilities unsupervised. However, requests for special consideration must be addressed to the NWRC Directors.

**Weekends & Afterhours Safety**
NWRC recommends the “buddy system” wherein there are at least two people working at the same time and around the same place when the facility is shut. However, the Principal Investigator or faculty member in charge of the project is responsible for the safety of their research group.

**Facilities Access**
Doors are locked before 8 am and after 5 pm. The facility main door may be unlocked before 8 am and after 5 pm if study participants are expected.
The facility main door has a bell, which can be used to alert personnel in the building if the main door is locked. Afterhours and weekend users of the facilities are responsible for ensuring that the lights and equipment are turned off and facilities are secured (all rooms used are locked) before they leave the facilities.

**Reception Services**
The NWRC does not provide regular reception services. Therefore, research groups expecting participants should make provisions to meet and greet their participants in the waiting areas.

**Office Space & Access Policies**

**Keys**

**NWRC-Campus & Research Park** Each research group is provided with a set of keys for access to research spaces they require. Issuance of all keys are authorized by Jeanne Stewart.

**NWRC-RP** Front door keys are issued to only ISU faculty, staff and graduate students.
Front door keys are not issued to undergraduate students. However, requests for special consideration must be addressed to the NWRC Directors.
Extra keys’ are not issued. There is a $25/key charge for lost keys. Before keys are replaced, the loss must be reported to Jeanne Stewart and charges must be paid.
Users of the facility are not permitted to lend their keys or provide access to NWRC facilities to persons outside their research group.

**Office Space**

**NWRC-Campus** Office space is not provided.

**NWRC-RP** Office space can be provided to research groups for the duration of the study. Users may be requested to share if space constraints arise.
Office space of NWRC staff members is private. When NWRC staff members are away from their desks or out-of-office, anyone requiring assistance should contact another NWRC staff member. Only NWRC staff members are permitted to enter the office space of other NWRC staff in the absence of the staff member.
The NWRC strongly discourages the use of office space to carry-out any sort of laboratory or kitchen preparatory work such as labeling tubes or containers, etc. The laboratory and kitchen are available to do chemical and food preparatory work, respectively.

Questions? Contact Jeanne Stewart
Computing and Printing

**Computers**
NWRC computers are available for use using guest user login.
These computers should not be used to store any data because the drives are cleaned out monthly.
To step up wireless contact Deborah Moses.

**Printing**
Purchase of cartridges and paper can be done through the NWRC and will be charged to the respective project account.
For mass printing, contact ISU printing service.
(http://www.print.iastate.edu/printingreq.shtml)

**Telephone**
Telephones are available in all interview rooms.
The set-up of telephones in cubicle spaces at research park is discouraged as a courtesy to other users of the facility and to promote good clinical practice when communicating with research participants.
Codes to make long distance phone calls are provided for each research project and are charged to the project account. At the end of each month, the respective project account will be charged for all long distance calls placed using the project code.

**Fax**
The fax machine is available for sending and receiving documents (Fax No. 515-294-4168).
Codes to send long distance faxes are provided for each research project and are charged to the project account. At the end of each month, the respective project account will be charged for all faxes sent using the project code.

**Scanner**
Please contact either Deborah Moses or Joanne Lasrado.

Photocopying
The rate for making photocopies is 5¢/copy.
NWRC provides the paper for the photocopier. To refill paper in the photocopier, see Deborah Moses.
Codes to use the photocopier are provided for each research project and are charged to the project account. At the end of each month, the respective project account will be charged for all copying carried out using the project code.
For mass copying, contact ISU copy services.
(http://www.print.iastate.edu/printingreq.shtml)

**Office Supplies**
Purchase of office supplies can be done through the NWRC and will be charged to the respective project account.

**Outgoing Mail**
Place outgoing mail in the mail rack that is placed in the supplies room; it will be delivered once a day. Check with Deborah Moses about pick-up times.
Campus mail requires a name, department, building, and room number, but no postage.
All other outgoing mail requires the complete address, return address, and appropriate postage.
The NWRC can also mail items for researchers through an IPO form; postage will be charged to the respective account provided by the researcher. Provide Deborah Moses with items to be mailed.

**Incoming Mail**
NWRC is not responsible for loss or damage to delivered packages.
Purchasing and Accounts

Purchasing Policies & Procedures

Purchasing products and services can be done through a Purchase Requisition, P-card (ISU credit card), Intramural Purchase Order (IPO), and Petty Cash. To determine the appropriate method, please review the process for “How Do I Buy…..” at the following link: http://www.purchasing.iastate.edu/commodities/

Purchase Requisitions

The Purchase Requisition System can be used to order any goods or services needed.

A Purchase Requisition Form must include the vendor, account number, items and a detailed business purpose for the purchase. If special pricing is quoted or the items are not stock items, obtain a quote from the vendor, attach to the purchase requisition for and see NWRC Accountant.

P-Cards (Purchasing Cards)

ISU credit cards are only issued to ISU faculty or staff. Check the “How Do I Buy…..” website (http://www.purchasing.iastate.edu/commodities/) to determine if the items can be purchased with a P-card.

Local purchases (within Iowa) made with P-cards are tax-free. Before purchasing supplies with a P-card, the local vendor needs to be informed that this is an ISU purchase and should be tax-exempt. On completion of the transaction, the original invoice and a completed ISU P-card form (see appendix) with account number, requestor name, and a detailed business purpose for the purchase must be submitted to NWRC Accountant.

Without P-Cards

NWRC staff may make purchases on their P-cards for students or non-ISU individuals. On completion of the transaction, the original invoice and a completed ISU P-card form (see appendix) with account number, requestor name, and a detailed business purpose for the purchase must be submitted. The charges will be reviewed and sent to the researcher/department for review and request/verify the correct fund account number to bill goods and services.

Intramural Purchase Order (IPO)

The IPO is used for purchases from another ISU department or campus store (except equipment).

A IPO form must include the department, account number, items and a detailed business purpose for the purchase. Charges are entered online through ADIN.

Petty Cash

A petty cash fund is available for special cash purchases and for purchases by ISU employees who do not have P-cards. On completion of the transaction, the original invoice and a completed petty cash disbursement form (with fund account and business purpose) must be completed and submitted to the NWRC Accountant.

Note: Research Participant Compensation requires a signed Research Participant Receipt Form. Researchers and Project Coordinators must obtain the signed RPRF form from the participant. Payments less than $75 will require the following form:

http://www.controller.iastate.edu/controller/rprfless.pdf

Participants receiving payment of greater than $75 must complete the following form:

http://www.controller.iastate.edu/controller/rprfmore.pdf

The forms should be turned in to the NWRC Accountant for processing. Processing payment can take up to 10 business days.
Electricity

The last person to use any room at the NWRC, including restrooms, must turn off lights.

Computers, printers, photocopier, and all other equipment should be turned off at the end of the day or immediately after use during non-office hours.

Cleaning and Trash Disposal

Custodial staff clean offices spaces and dispose trash every Sunday.

Users of the facility are responsible for removing trash during the week if there is a large build up as a result of a research study, meeting, etc.

Research areas, such as the exercise room, kitchen, dining rooms, phlebotomy rooms, and other research areas are not cleaned by custodial staff. For details about cleaning research areas, please see NWRC Laboratory Manager.

Damage to Facilities

Damage to NWRC property or facilities must be reported immediately to NWRC Laboratory Manager.

The use of adhesive materials that remove paint to attach materials to the facility walls is not permitted.

Repairs due to damage of NWRC property (including paint damage) by any member of a research group will be charged to the Principal Investigator or Faculty member.

Recycling

Recycle bins for plastics, glass, and aluminum are placed in common areas. All containers should be rinsed, uncapped, and left to dry in the appropriate bin.

High grade white paper recycling bins are placed next to the photocopying machine.

Newspaper recycling bin is placed next to the front door of the NWRC-RP.

Each user of the NWRC-RP is responsible for placing her/his recycling in the respective recycling bins.

Snow Removal and Grounds Maintenance

Research Park contracts with a company to remove snow and maintain the grounds.

Snow removal is carried out regularly during the work week.

Over the weekend, snow removal is carried out only after it has stopped snowing.

A bucket of salt and a shovel are available for use. Please check with the NWRC staff if you have any questions.

Repairs to NWRC equipment or property can only be authorized by NWRC staff. Charges for repairs not authorized by NWRC staff will be charged to the research group that authorized repairs.

Questions? Contact Jeanne Stewart
In Case of Emergency

**Emergency & Afterhours Help**
HelpVan 294-4444
HelpVan offers safety escort from 6:00 pm to 6:00 am.
HelpVan is available for assistance for dead batteries, flat tires, and empty gas tanks from 7:30 am to 3:00 am.

**Medical**
If there is an emergency in the laboratory or phlebotomy room, please call 911 from a landline phone.
Mention the nature of the emergency, location, who is hurt, and where you will wait for help.

After emergency services have been notified, please call, Jeanne Stewart to inform her of the emergency.

**Building Issues that Arise After Hours**
For after-hours emergency with the physical building, please call Central Iowa Lawn (290-5929 or 290-1888).
Report the incident by e-mail to the Administrative Specialist the next morning.

**Equipment**
If a problem arises with equipment contact Jeanne Stewart.

**Atypical Events Occuring With Human Subjects**
NWRC staff members who perform procedures required for research projects occasionally encounter atypical events or reactions from study participants. When these situations arise, the steps need to be taken as outlined in the Atypical events policy and should be documented on the appropriate form.

**Lost & Found**
The NWRC is not responsible for loss of personal property. However, losses can be reported to our Administrative Specialist and/or the Department of Public Safety (DPS).
Personal property that is found at the NWRC can be turned in to the Administrative Specialist.
Loss or damage to NWRC property will be evacuated by NWRC Directors who will make decisions on a case-by-case basis as to the necessary action to be taken.

Questions? Contact Jeanne Stewart
The NWRC provides grant preparation and submission services, including assistance with budget planning, preparation of gold sheets, organization of materials (e.g. biosketches/forms) and electronic submissions of federal grants.

**Application Requests**

Requests will be considered on a first come, first serve basis.

The NWRC will make every effort to accommodate all requests; however, scheduling constraints may limit our ability to accommodate all proposals.

The investigator is ultimately responsible for the grant submission.

**Charges/Fees**

There are no fees associated with grant submissions through the NWRC.
Research Services

The NWRC provides a variety of research services including safety training, project management and clinical data collection. Laboratory space and equipment are also available for a variety of clinical research studies.

**Application Requests**

Requests will be considered on a first come, first serve basis. The NWRC will make every effort to accommodate all requests; however, scheduling constraints may limit our ability to accommodate all proposals.

**Charges/Fees**

Fees may be associated with use of NWRC facilities and services.
While the NWRC provides services to assist with compliance issues, the Center is not responsible for ensuring that compliance regulations (IRB, COAC, Biohazards) are followed by research groups using the facilities/services/equipment. It is the responsibility of the Principal Investigator to ensure that their entire research group is conforming to the compliance guidelines outlined in their applications.

By using NWRC staff, resources, facilities, equipment and/or services, NWRC users are hereby agreeing to abide by all NWRC policies and procedures.

The use of NWRC staff, resources, facilities, equipment and services is not permitted without application approval.

Principal Investigators are responsible for ensuring that their research groups
• abide by NWRC guidelines and policies
• are adequately trained

The NWRC reserves the right to discontinue work if research groups do not follow the delineated procedures.

To request services visit NWRC website at www.nwrc.iastate.edu

Application Requests
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The investigator is ultimately responsible for the grant submission.

Charges/Fees
There are no fees associated with compliance documentation support through the NWRC.
While the NWRC provides services to assist with the distribution and dissemination of surveys to participants, the Center is not responsible for creating the survey content or insuring the survey questions are based on sound research. It is the responsibility of the Principal Investigator to create the survey questions and survey flow.

By using NWRC staff, resources, facilities, equipment and/or services, NWRC users are hereby agreeing to abide by all NWRC policies and procedures.

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The NWRC will make every effort to accommodate all requests; however, scheduling constraints may limit our ability to accommodate all proposals.
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The NWRC reserves the right to discontinue work if research groups do not follow the delineated procedures.

While the NWRC provides services to assist with compliance issues, the Center is not responsible for ensuring that compliance regulations (IRB, COAC, Biohazards) are followed by research groups using the facilities/services/equipment. It is the responsibility of the Principal Investigator to ensure that their entire research group is conforming to the compliance guidelines outlined in their applications.

Protection of Human Subjects
Multiple studies cannot conduct blood draws at the same time AND in the same space due to safety and space issues, and for human subjects’ protection.

All conversations with human subjects must be conducted in private. Conversations with participants and/or potential participants should be conducted with limited chance of anyone overhearing conversations and every precaution must be taken to ensure privacy and confidentiality even if the discussions are routine and are not regarding sensitive information.

The multiple simultaneous interviews with human subjects should not be conducted in the same room even if it is part of the same project.

Charges and Fees
For phlebotomist, NWRC rate is $25/hr; for nurses NWRC rate is $35/hr. For locating phlebotomists and nurses with less than 5 days notice, NWRC rate is $30/hr and $40/hr, respectively.

Based on the services requested, the Center will provide each researcher with an estimate of costs. If researchers are unable to cover the costs associated with the use of the Center, researchers may request a waiver of fees. The waivers will be negotiated on a case-by-case basis.

The fund account numbers provided will charged only after consultation with the investigator. Costs ancillary to the project such as blood draw supplies, phlebotomist’s time, nurse’s time, etc, will also be charged to the account.

Helpful tips

Phlebotomists or nurses do not need to be listed on the IRB application if they are ONLY drawing blood.

However, if they work in any other capacity on the project they must be listed on the IRB application.
Phlebotomy Safety

All study personnel including phlebotomists, nurses and students working with human subjects in the phlebotomy rooms must complete the blood borne pathogen and any other safety training required by ISU before blood draws can be carried out. A copy of all required training must be provided to Jeanne Stewart.

Blood draws are permitted only in 2026 HNSB (NWRC-campus), and 6153 and 6155 NWRC-RP since these rooms are set-up to control biological hazards and have vinyl floors for easy clean-up in case of accidents.

All phlebotomists, nurses and personnel working with human subjects in the phlebotomy rooms will abide by the infection transmission prevention guidelines listed below:

- Wear appropriate Personal Protective Equipment (PPE) at all times including clean lab-coats, gloves, and close-toed shoes.
- Lab personnel should not wear shorts/skirts.
- Change gloves between patients.
- Wash hands after removing gloves.
- Dispose of biohazardous material in designated containers.
- Properly dispose of sharps in puncture-resistant containers.
- Do NOT recap needles.
- Do not activate needle safety device using both hands.
- Decontaminate work areas and equipment.
- Do not eat, drink, smoke or apply cosmetics in the work area.

Cancellation Policy

All reservation changes for phlebotomy should be updated as soon as possible with the NWRC staff member in charge as a courtesy to other patrons of the facilities.

Habitual failure to use rooms and/or cancel reservations without adequate notice may result in a revocation of privileges. Letters should be addressed to the Director(s) for reinstatement of privileges for use of NWRC facilities.

Helpful tips

Phlebotomists can draw blood from 8-12 participants per hour (2 tiger-top SST tubes & 1 lavender tube).

Decide whether the project plans to use needles or what size butterfly.

Have contingencies for when it is difficult to draw blood, participants get ill/faint, etc. These contingencies should be listed in the informed consent in the “risks” section and if they can result in termination of participation that should be listed in “rights as a participant” section.

Scheduling (Rooms and Personnel)

Scheduling of rooms for blood draws is done on a first come first serve basis (Note: guidelines for use of these rooms under protection of human subjects section of this document).

Staff is available to assist with the set-up of services for phlebotomy and blood samples pick-ups for the contract lab.

Allow for at least 5 working days for the locating and scheduling of phlebotomists.
By using NWRC staff, resources, facilities, equipment and/or services NWRC users are hereby agreeing to abide by all NWRC policies and procedures.

The use of NWRC staff, resources, facilities, equipment and services is not permitted without application approval.

Principal Investigators are also responsible for ensuring that their research groups
• abide by NWRC guidelines and policies
• are adequately trained

The NWRC reserves the right to discontinue work if research groups do not follow the delineated procedures.

To request services visit NWRC website at www.nwrc.iastate.edu
All room/equipment/software calendars (on-campus and Research Park) are available for viewing through NWRC webpage http://www.nwrc.iastate.edu/calendars.php

While the NWRC provides services to assist with compliance issues, the Center is not responsible for ensuring that compliance regulations (IRB, COAC, Biohazards) are followed by research groups using the facilities/services/equipment. It is the responsibility of the Principal Investigator to ensure that their entire research group is conforming to the compliance guidelines outlined their applications.

Research groups are responsible for cleaning and maintaining NWRC software/equipment. All training documentation must be provided to Jeanne Stewart before any work on equipment can begin.

Charges/Fees

Fees associated with equipment use will be charged to the fund account provided. For rates see NWRC fee structure. There are no fees associated with general laboratory use.

Based on the services requested, the Center will provide each researcher with an estimate of costs. If researchers are unable to cover the costs associated with the use of the Center, researchers may request a waiver of fees. The waivers will be negotiated on a case-by-case basis.

Costs associated with clean-up and maintenance of the facility/equipment throughout the period of use will be charged to the research account when research groups fail to clean-up, dispose of and/or re- locate (end of study) materials.

Reservation Policy

NWRC staff will work with researchers to ensure equitable use of equipment.

Researchers will not be provided sole use of software/equipment unless their research utilizes the software/equipment at capacity and/or sole usage is a requirement per experimental design. Request for sole use need to be addressed to the Director(s) of the NWRC during the application for services process.

In cases of software/equipment scheduling conflicts when a piece of equipment is operating at capacity, preference will be given to the researchers that booked the equipment first.

Cancellation Policy

All reservation changes should be updated as soon as possible with the NWRC staff member in charge as a courtesy to other patrons of the facilities.

Failure to use software/equipment that has been reserved may result in a revocation of privileges. Letters should be addressed to the Director(s) for reinstatement of privileges for use of NWRC facilities.
By using NWRC staff, resources, facilities, equipment and/or services NWRC users are hereby agreeing to abide by all NWRC policies and procedures.

The use of NWRC staff, resources, facilities, equipment and services is not permitted without application approval.

Principal Investigators are also responsible for ensuring that their research groups
• abide by NWRC guidelines and policies
• are adequately trained

The NWRC reserves the right to discontinue work if research groups do not follow the delineated procedures.

To request services visit NWRC website at www.nwrc.iastate.edu
All room/equipment/software calendars (on-campus and Research Park) are available for viewing through NWRC webpage http://www.nwrc.iastate.edu/calendars.php

While the NWRC provides services to assist with compliance issues, the Center is not responsible for ensuring that compliance regulations (IRB, COAC, Biohazards) are followed by research groups using the facilities/services/equipment. It is the responsibility of the Principal Investigator to ensure that their entire research group is conforming to the compliance guidelines outlined their applications.

Research groups are responsible for cleaning and maintaining NWRC that are reserved and used.

Protection of Human Subjects

All conversations with human subjects must be conducted in private. Conversations with participants and/or potential participants should be conducted with limited chance of anyone overhearing conversations and every precaution must be taken to ensure privacy and confidentiality even if some of the discussions are routine and are not regarding sensitive information.

The Center does not permit multiple interviews with human subjects to be conducted simultaneously even if it is part of the same project.

Telephone interviews should also be conducted in private interview rooms.

Charges/Fees

Fees associated with equipment use will be charged to the fund account provided. For rates see NWRC fee structure. There are no fees associated with general laboratory use.

Based on the services requested, the Center will provide each researcher with an estimate of costs. If researchers are unable to cover the costs associated with the use of the Center, researchers may request a waiver of fees. The waivers will be negotiated on a case-by-case basis.

Costs associated with clean-up and maintenance of the facility/equipment throughout the period of use will be charged to the research account when research groups fail to clean-up, dispose of and/or re-locate (end of study) materials.
Reservation Policy & Guidelines

Overall Reservation Policy
Research will be given priority of use over lab meetings, academics and/or extension.
NWRC staff will work with investigators to ensure equitable use of space and facilities.
Requests for sole use need to be addressed to the NWRC Director(s) “NWRC Request for Services” or “NWRC Request for Grant Development or Pilot Data Collection Services”
The NWRC reserves the right to re-issue and re-organize space when there are space conflicts in order to accommodate all research being conducted on its facilities.
Since space requirements are unpredictable and fluctuating, please contact Jeanne Stewart as soon as possible with updates and changes.

Reservation policy specific to each room for NWRC on-campus facilities

Kitchen (Rm 2007) is shared space and may accommodate more than one research group at a time (human subject protection exclusions apply).
Investigators will not be provided sole use of the kitchen unless sole room usage is a requirement per experimental design.

Dining (Rm 2021) room use priority will be given to research wherein meals are served.
The dining room may be reserved for other research activities such as interviewing when there are no conflicts with feeding studies.

Interview rooms (Rm 2021A, off the dining room & 2022A) are shared space.
Only one interview can be conducted at a time, privately (see human subjects protection section for details).

Quest computer room (Rm 2022) can not be reserved, but is open to all research groups to set up blood sample requisitions.
No telephone conversations with participants should be carried out in this room (see human subjects protection section for details).

Phlebotomy room (Rm 2026) is the only room in which blood draws are permitted.
Multiple studies cannot conduct blood draws at the same time because of safety and space issues and for human subjects protection.
Reservation of this room is on a first come, first serve basis.

Cancellation Policy
All reservation changes should be updated as soon as possible with the NWRC staff member in charge as a courtesy to other patrons of the facilities.
Failure to use rooms that has been reserved may result in a revocation of privileges. Letters should be addressed to the Director(s) for reinstatement of privileges for use of NWRC facilities.

To request services visit NWRC website at www.nwrc.iastate.edu
All room/equipment/software calendars (on-campus and Research Park) are available for viewing through NWRC webpage http://www.nwrc.iastate.edu/calendars.php
## Fee Structure

### Questions? Contact Jeanne Stewart

To request services or use of NWRC equipment visit NWRC website at [www.nwrc.iastate.edu](http://www.nwrc.iastate.edu)

<table>
<thead>
<tr>
<th><strong>Body Composition Testing &amp; Assessment (Cost/Subject)</strong></th>
<th><strong>Fitness &amp; Physical Activity Assessment (Cost/Subject)</strong></th>
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<tbody>
<tr>
<td>Bioelectric Impedance Analyzer (BIA) $5</td>
<td>General Assessment of Health-Related Physical Fitness (HRPF) $25</td>
</tr>
<tr>
<td>Body Fat Analyzer (Omron) $4</td>
<td>Submaximal Bicycle Test of Cardiovascular Fitness (Adults) $20</td>
</tr>
<tr>
<td><strong>Anthropometry</strong></td>
<td>Submaximal Bicycle Test of Cardiovascular Fitness (Youth) $20</td>
</tr>
<tr>
<td>Height, Weight, Waist and Hip Circumference (per 20 subjects with NWRC staff) $50</td>
<td>Submaximal Treadmill Test (Adults) $50</td>
</tr>
<tr>
<td>Skinfold Measurements: Technician costs for training for students to use anthropometric equipment $75</td>
<td>Maximal Aerobic Capacity (VO₂max) Test (Adult) $100</td>
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<tr>
<td>Bod Pod (cost/scan) $40</td>
<td>Basal/Resting Metabolic Rate Assessment $50</td>
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<tr>
<td>Pea Pod (cost/scan) $85</td>
<td>Ergometer $35</td>
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<tr>
<td><strong>Dual-energy X-ray Absorptiometry, Human DXA (cost/scan)</strong></td>
<td>Treadmill $20</td>
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<tr>
<td>Whole Body $60</td>
<td>Metabolic Cart $50</td>
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<tr>
<td>Lumbar Spine $60</td>
<td>Blood Pressure Monitors (24 hour Oscar) (cost/subject) $50</td>
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<tr>
<td>Proximal Femur $60</td>
<td>Deposit for Use (each) $250</td>
</tr>
<tr>
<td>Lumbar spine &amp; proximal femur $100</td>
<td>Sensewear Arm Band (cost/subject) $5</td>
</tr>
<tr>
<td>Whole body, spine &amp; femur $120</td>
<td>Deposit for Use (each) $50</td>
</tr>
<tr>
<td><strong>Atypical uses</strong></td>
<td><strong>Personnel Services (Cost/hr)</strong></td>
</tr>
<tr>
<td><strong>Animal DXA (Cost/Scan)</strong></td>
<td>Phlebotomist $25</td>
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<tr>
<td>Animal DXA-Kildee $50</td>
<td>Nurse $35</td>
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<tr>
<td><strong>Lab Equipment</strong></td>
<td>Technician $40</td>
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<tr>
<td>HPLC (per run) $18</td>
<td>Training/Protocol Development $40</td>
</tr>
<tr>
<td>Ultracentrifuge (per 12 hour session) $75</td>
<td>Graduate Research Assistant $20</td>
</tr>
<tr>
<td><strong>Room Use (Cost/HR)</strong></td>
<td>Undergraduate Research Assistant $10</td>
</tr>
<tr>
<td>Metabolic Kitchen $20</td>
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</tbody>
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