Welcome to the Mind Research Network (MRN)

Thank you for taking an active role in supporting MRN’s goals and objectives. We hope that our association will be mutually beneficial.

MRN has tremendous resources dedicated to one purpose: allowing scientists to do the best work possible. In addition to state-of-the-art neuroimaging equipment and a full genetics laboratory, MRN offers an array of infrastructural support such as highly-secure computer systems and automated data analysis pipelines, consultations with staff scientists, an experienced administration, and a research operations division that works closely with the University of New Mexico Health Sciences Center (UNMHSC) Institutional Review Board. In sum, there is no better place for a scientist to conduct neuroimaging research.

The information contained in this handbook applies to collaborators and volunteers who use MRN facilities and/or resources. It is designed to acquaint you with MRN and provide you with general information and guidance about the organization.

As part of supporting the best possible science at MRN, it is important that all activity is in compliance with federal, state and professional guidelines. Safety is critical and following ethical principles is essential.

Please read this handbook carefully and keep it for future reference. Although you are not an employee of MRN, you are nonetheless responsible for reading, understanding, and complying with the provisions of this handbook. You will also be expected to abide by all MRN policies, many of which have been made available on the following website: http://www.mrn.org/collaborate/how-to-work-with-us/.

You will be required to sign an acknowledgement that you have received a copy of this handbook. This acknowledgement does not constitute a contract of employment, and no employment relationship exists or is implied between MRN and its volunteers and/or collaborators.

If you have questions or need assistance during your collaboration with MRN, please do not hesitate to contact Research Operations at researchops@mrn.org or (505) 307-8325.
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Volunteering at MRN

The Mind Research Network offers a limited number of volunteer opportunities to university students and other individuals who are interested in donating their time and efforts to our organization. As an MRN volunteer, you will have a unique opportunity to be involved with some of the most advanced brain research being conducted in the world today.

MRN hopes that our volunteers also will be able to:

- Meet some of the top researchers in neuroscience in the country
- Network with other industry professionals
- Broaden their understanding of this unique field
- Add additional experience to their résumés
- Learn valuable academic and professional skills
- Gain a basic understanding of how a non-profit, scientific research organization functions

Typically, MRN volunteers are involved in performing one or more of the following tasks:

- Research support
- General administrative tasks
- Data entry
- Document editing

Volunteers may also be asked to accept assignments on, or to provide assistance with, specific research projects under the guidance of one of our Principal Investigators, Program Managers, or researcher staff.

In order to manage workflow and safety at our facility, MRN volunteers may be asked to agree to keep certain commitments with respect to scheduling. However, MRN recognizes that the relationship between all volunteers and our organization is entirely “at will” and that volunteers are free to end their association with MRN at any time.

We appreciate your interest in volunteering at MRN.
Getting to Know Us

Mission Statement
The Mind Research Network is dedicated to the discovery and advancement of clinical solutions for the prevention, diagnosis, and treatment of mental illness and other brain disorders.

History and Organization of MRN
MRN, an independent non-profit organization, was established in 1998 as a result of Senator Pete Domenici’s (Ret.-NM) vision to advance neuroimaging to the point where it could be used to objectively diagnose schizophrenia. MRN has since expanded on its original mission; its research areas and priorities now include addiction, epilepsy, psychopathy, creativity, dementia, traumatic brain injury and other brain disorders. Headquartered in Albuquerque, New Mexico, MRN consists of an interdisciplinary association of scientists located at universities, national laboratories and research centers around the world. It is focused on imaging technology and its emergence as an integral element of neuroscience investigation.

With an extended community of academicians, researchers, graduate students and technicians, MRN is uniquely positioned with its national infrastructure to link the brightest minds in neuroscience with some of the most cutting-edge neuroimaging capabilities in the world today.

On the Job

Professional Conduct and MRN Rules
MRN is committed to integrity, ethical behavior and professionalism in all areas. It is MRN policy to comply with all federal, state, and local laws and regulations that govern the conduct of its business. Policies, procedures and generally accepted standards of conduct are necessary for the orderly operation of MRN and for the benefit and protection of the rights and safety of all research participants, visitors and employees. These policies are an important part of the internal control structure and help promote effective business controls. These policies are available on the internet at: http://www.mrn.org/collaborate/how-to-work-with-us/ (login user name: investigator; password: access). Any person who violates a policy, procedure or standard of conduct may be given a warning that a repeat violation will result in termination of access to MRN facilities and resources. A list of important policies is included at the end of this handbook.

Research

Investigator Resources
There are a many resources available to you on our investigator website at http://www.mrn.org/collaborate/how-to-work-with-us/. The user name is investigator and password is access to access this area of the website. These resources include:
► Information on Imaging Services (description of services, price quote form, contact information, etc.)
► Principal Investigator Agreement
► Training links (Privacy/HIPAA, CITI, MRI Safety and MEG User)
► Policies and procedures
► Forms including:
  o Participant MRI/MEG Information Sheets
  o MRN Consent Form and protocol templates
  o Research Appointment Reminders
  o Tour Request form
The New User Access Request Form should be completed by anyone requiring access to MRN systems (network, COINS database, calendars, etc.).

**New Study Setup**

Initiating a new study at MRN requires a multi-faceted planning process. It begins with Institutional Review Board (IRB) review and approval and review by MRN’s Research Support and Safety Subcommittee. For more information regarding this review, please contact researchops@mrn.org. This is followed by development of a study plan, new user account setup, COINS study set up, training verification for research staff, creation of scanner protocol(s) and analysis plan, data space requests, and scanner logistics (access to scheduling calendars, email groups, scan credits). More information with step-by-step instructions on how to set up your study can be found on the internet at: http://www.mrn.org/collaborate/imaging-services-and-capabilities/. Collaborators must agree to abide by all of MRN’s scheduling and billing policies.

**Institutional Review Board (IRB) Approval**

All researchers are responsible for conducting research activities in accordance with IRB and federal regulatory and ethical guidelines. All Principal Investigators (PIs) must provide MRN Research Operations staff access to IRB submission and approval documents, including IRB applications, study protocols, informed consent documents and approval letters for all studies conducted at/with MRN. These documents are kept current and updated at least annually (or more often, if significant changes are made). PIs agree to grant MRN and/or IRB personnel access to research records in the event of a compliance audit or other regulatory inquiry.

The MRN Medical Director (jphillips@mrn.org) must receive a copy of any adverse event report that is submitted to the IRB pertaining to research performed at MRN. These reports will be used by the MRN to aid in the development of new policies and/or revision of current policies to ensure that any concerns are addressed appropriately.

PIs who are not MRN employees and are not covered under another institution’s Federalwide Assurance (FWA) must also sign an Individual Investigator Agreement in order to be covered under MRN’s FWA.

**Research Participants**

At least one member of the research team must be present to greet and escort every research participant for the entirety of their visit. On weekends or after hours, two research staff must be present for the participant visit. Scanning sessions for any unescorted participants will be cancelled. Family and friends who accompany participants should not be left unsupervised in the clinic waiting areas, especially on weekends and after hours. If you will be late in arriving to meet a scheduled participant, contact the clinic receptionist (505-925-4124) immediately to make alternative arrangements.

**Principal Investigator Memorandum of Agreement**

In addition to trainings and IRB requirements, all PIs must sign a Memorandum of Agreement in order to document your understanding of, and willingness to, abide by specific research policies and procedures.
Scientific Publications
When considering scientific publication, volunteers and collaborators will obtain a review and approval from their MRN mentor/collaborator for any information and/or data related to their MRN research and/or collaborations.

Computer/Network/Information Systems

Access to MRN Computers and Networks
In order to effectively collaborate with MRN, you may require access to MRN computers, networks and other resources. It is important that you comply with MRN policies in regards to acceptable computer usage, computer services and Virtual Private Network (VPN) connections to the MRN network. To obtain an MRN user name and password, you must complete the New User Access Request form, which must be signed by the PI or supervisor with whom you are working.

Computer Services Policy (CSP)
Information security is a team effort involving the participation and support of every MRN employee, volunteer, contractor, consultant, collaborator and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly. The computing and network resources, services, and facilities of MRN are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, there is a possibility of misuse. In an attempt to prevent or mitigate such misuse, the CSP policy outlines proper and improper behaviors, defines misuse and incidental use, explains rights and responsibilities, and briefly reviews the repercussions of violating these codes of conduct.

The CSP is applicable to all individuals using MRN-owned or -controlled computer equipment, communications equipment, digital assets, data network (wired and wireless), storage devices, and computer-related facilities, whether such persons are staff, students, or authorized third-party users of MRN computing resources and services. All MRN policies, including, but not limited to, access control, export control, harassment, hostile work environment, intellectual property, research data, data security, and confidentiality shall apply to the use of computing services.

Rights and Responsibilities
The use of MRN computing services is a privilege. Users who have been granted this privilege must use the services in an appropriate, ethical, and lawful manner. MRN does not provide a warranty, either expressly or implied, for the computing services provided. MRN reserves the right to limit a computer user's session if there are insufficient resources, and also to cancel, restart, log, record, review, or hold a job, process, or program to protect or improve system or network performance if necessary.

Suspected violations of this policy (e.g., any incidents involving unauthorized access to, destruction of, or misuse of computing services by staff, students, or authorized third-party users) must be brought to the attention of IT Director. In the case of a criminal violation, MRN's Security Officer will notify the appropriate law enforcement authorities. Inappropriate use exposes MRN to risks including virus attacks, compromise of network systems and services, loss of research data, and legal issues.

General Use and Ownership
- While MRN's network administration desires to provide a reasonable level of privacy, users shall be aware that the data they create on the corporate systems remains the property of MRN. Because of the need to protect MRN's network, management cannot guarantee the confidentiality of information stored on any network device belonging to MRN.
• For security and network maintenance purposes, authorized individuals within MRN may monitor equipment, systems and network traffic at any time.
• Passwords must be kept secure and accounts must not be shared. Account sharing is a serious policy violation.
• Encryption of information must be in compliance with MRN’s Computer Services policy.

**Copyrights**
Users shall respect all copyrights including software, music, and movie copyrights. Users shall not reproduce copyrighted work without the owner's permission unless there are clear and documented Fair Use or TEACH Act exceptions.

**Software Licenses**
Software that MRN is not permitted or not licensed to use shall not be installed on MRN-owned computers, communications devices, personal digital assistants, etc.

**Personal Identifiable Information**
Unless there is a legitimate purpose, users shall keep personally identifiable information confidential and shall not transmit or receive such information. Examples of this type of information include social security numbers, personal health information (PHI) and birth dates. This is not an exhaustive list. When in doubt, individuals should contact MRN Information Technology (IT) or MRN’s Privacy Officer.

**Electronic Protected Health Information**
Electronic Protected Health Information (ePHI) must be protected under various laws and regulations. When possible, all ePHI will be encrypted wherever it is stored and whenever it is transmitted. MRN will provide encrypted storage media to any employee required to transfer ePHI. Personally owned storage media will not be used to store or transmit ePHI or other MRN data. Principal Investigators will document the transfer of data in accordance with the MRN Research Data Policy.

**Computer Security**
Individuals using computing services are responsible for: (a) safeguarding all data, information, and digital assets; (b) encrypting all data that is categorized as “Export Controlled” or "Protected Health Information" regardless of whether it is stored (at rest) or being transmitted over communication networks (in motion); and (c) keeping accounts and passwords confidential.

**Security and Legal Violations**
A list of security and legal violations are provided in the Computer Services Policy found at: [http://www.mrn.org/about/policies/](http://www.mrn.org/about/policies/).

**Virtual Private Network**
Approved MRN collaborators and volunteers may utilize the benefits of the VPNs, which are a “user managed” service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
• It is the responsibility of collaborators and volunteers with VPN privileges to ensure that unauthorized users are not allowed access to MRN’s internal networks.
• VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong passphrase.
• Dual (split) tunneling is NOT permitted; only one network connection is allowed.
• VPN gateways will be set up and managed by MRN operational groups.
• All computers connected to MRN internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the corporate standard; this includes personal computers.
• Computers that are not MRN owned must be configured to comply with MRN’s Computer Services Policy.
• Personal equipment that uses VPN technology are a de facto extension of MRN’s network, and as such are subject to the same rules and regulations that apply to MRN owned equipment, i.e., machines must be configured to comply with the MRN IT Department’s security policies.

Working Together

Dress and Appearance
MRN’s business image is important and our employees and affiliates should maintain standards of dress and appearance appropriate to the organization as a whole and to the responsibilities of their individual position. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image of MRN. Therefore, collaborators and volunteers are expected to dress in attire appropriate to the business environment and to behave in a professional and businesslike manner at all times in order to best represent MRN.

Confidential Information
Confidential information is defined as any item that is valuable, special or unique property of MRN. Confidential information shall include any non-public information, whether developed by MRN or disclosed to MRN by a collaborator or affiliate (individual or institution), customer, business partner, etc. on a confidential basis and can be in any form and on any medium, whether written or otherwise tangible. Confidential information consists of proprietary information and information that is not generally available to the public and gives one who uses it an advantage over competition. Confidential information may include methods, products, trade secrets, formulae, resources, databases, internal office structure, personnel, financial data, price lists, technical data and information, marketing, marketing research and practices, business plans, prospects, client/customer/research participant lists of MRN, and personal or financial information concerning customers. Volunteers and collaborators with access to confidential information, including research participant information and/or data, will protect the confidential and proprietary nature of such information.

It is the responsibility of MRN and all employees, volunteers and collaborators to regard information about research participants as confidential. While you may handle confidential information (participant information, medical records, etc.) on a daily basis, carelessness or thoughtlessness leading to the release of such information is unethical, constitutes poor public relations, and could involve the offender and MRN in legal action. MRN retains the right to monitor and/or review collaborator/volunteer access to MRN information (electronic or written).

Non-Disparagement
Volunteer and collaborators agree to not engage in any disparaging communications, or make any exaggerated or false claims or any misrepresentations about MRN, its collaborators or affiliates (individual or institution), customers, or business partners to any third parties either in private, or to the public whether in a public venue, public demonstration or to the media.
Workplace Anti-Harassment

MRN is committed to maintaining a work environment that is free from discrimination. In keeping with this commitment, we will not tolerate discriminatory harassment by anyone, including any supervisor, co-worker, vendor, client, affiliate, consultant, collaborator, volunteer or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as color, disability, gender, national origin, race, religion, or other legally protected condition. MRN will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance, or that creates an intimidating, hostile, or offensive working environment.

MRN will investigate all harassment complaints thoroughly and promptly. To the fullest extent practical, MRN will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, corrective action will be taken, including such discipline, up to and including termination of employment or non-employee access, as appropriate.

Health and Safety

Smoke-Free Environment

Smoking is not permitted at any time on UNM campus, including MRN facilities, company vehicles or research participant/client areas.

Safety

MRN’s Security Officer ensures that programs are in place that provide for the safety and security of employees, collaborators and property. These include methods to handle accidents, inspections, safety requirements, security conditions and correcting hazards.

While on the premises everyone must adhere to the general safety codes of MRN. In particular, it is always necessary to follow routine procedures in the case of a fire alarm. This includes discontinuing a scan, bringing the research participant out of the scanning area, closing all doors and escorting the participant to the designated evacuation point. Procedures exist to properly handle emergency building evacuations. Evacuation routes are established and practice drills are conducted on regular intervals. All doors should remain closed and secured, as appropriate, at all times.

Local emergency services such as the police, fire department, and ambulance squad are identified and posted. Be aware of the location of first aid/CPR kits, fire alarms and fire extinguishers in the MRN facility. In the case of an emergency, call 911.

Protective equipment and clothing should be worn as required for certain job categories as per MRN’s Bloodborne Pathogen Exposure Control Plan. Procedures pertaining to operation of equipment and implementation of procedures on the job should be followed carefully in order to avoid accidents.

Theft

Property theft of any type will not be tolerated; this includes unauthorized use of MRN services or facilities or the taking of any company property for personal use. The following list of examples is not all-inclusive, but illustrates unacceptable activities:

1. Use of MRN copy machines and fax machines for personal use or non-MRN activities.
2. Use of computers. MRN owned computers are to be used exclusively for business purposes.
3. Long-distance telephone use.
4. Taking of company property. No item purchased or supplied by MRN should ever be removed from company premises without express authorization from MRN management.
5. Data Theft. Data collected for research purposes may only be used for the specific purpose for which it was collected (as stated in the informed consent document). Unauthorized access/use of data is forbidden under any circumstances.

**Drug-Free Work Force**
We recognize alcohol and drug abuse as a potential health, safety and security problem. It is expected that everyone at MRN will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances.

Collaborators and volunteers are prohibited from the following while on MRN’s premises or surrounding areas, or in any vehicle used for MRN business:
- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia;
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol; and
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

**Violence-Free Workplace and Use/Possession of Deadly Weapons**
MRN is committed to providing an environment that is safe and free from violence and all threatening and intimidating conduct. Any acts or threatened acts of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace by employees, clients, collaborators, volunteers, customers, guests, vendors, and persons doing business with MRN will not be tolerated. Anyone engaging in such behavior will be subject to discipline and may also be personally subject to other civil or criminal liabilities. This policy is not intended to supersede federal, state, or local laws, rulings, and/or regulations.

Law enforcement officers, in the performance of their authorized duties, may carry weapons on the UNM campus. With the foregoing exception, no person may use or possess a weapon on any part of the UNM campus. Weapons include, but are not limited to, firearms, ammunition or other dangerous weapons, substances or materials, bombs, explosives, or incendiary devices. Persons with such weapons, materials, or devices must enter campus at the closest point to the Campus Police Office and deposit all weapons or materials at that office for the duration of their stay. Questions or complaints about workplace behaviors should be discussed with a supervisor or an MRN Human Resources representative.

**Accidents and Emergencies**
All work-related accidents must be promptly reported to Human Resources (hr@mrn.org). Early intervention can make the difference between a minor injury and a more serious disability. MRN is a 911 facility. In case of an emergency, call 911 then immediately notify the front desk.

**Security**
MRN is not responsible for loss, theft, or damage to any personal property brought on the premises. Individuals are responsible for the protection of their own personal property and should not to leave articles of value, either personal or monetary, on the premises overnight or otherwise unattended.
General Information

Facility Access and Visitors
Access to facilities is limited to MRN employees, collaborators, volunteers, research participants, visitors and other authorized individuals. All unauthorized individuals should be reported to MRN’s Security Officer. Solicitations and distribution by non-employees are prohibited and must be reported. Office space on the second floor of Domenici Hall is not open to the public and is considered off limits to research participants. On weekends, no research participants or visitors are allowed in the MRN (north) side of Domenici Hall. MRN and the research participant (Clinical Research Center) Entrance are open from 8:00am – 5:00pm Monday – Friday. If you are expecting a participant to arrive outside of these hours, you will need to be present to let them into the facility.

Parking
MRN is required to abide by the University of New Mexico’s Parking Policy. Visitors to MRN may park in the ‘W’ Lot located on the north side of Domenici Hall. For visits 4 hours and under, we suggest you park in one of the pay station spaces. The cost is $1.75 per hour (credit/debit only). For visits over 4 hours, you may purchase an $8.00 day permit (see MRN front desk receptionist – cash/check only).

Participant Parking: Individuals participating in MRN studies may park in one of the designated “Research Participant Parking Only” spaces east of the Domenici Hall clinic entrance. Only research participants with a scheduled research appointment are permitted to park in these spaces. Verified research participants will be given a Research Participant parking pass by the receptionist at the facility (Clinical Research Center - east entrance).

Event Parking: Please contact the event sponsor to see if specific parking arrangements have been made for the event.

Bicycle Parking: There are bicycles racks available in the patio area on the East side of the building. There is also a rack located outside the research participant entrance.

All vehicles parked at MRN facilities should be securely locked. MRN is not responsible for any loss or damage to vehicles or articles left in vehicles. Any loss and/or damage should be reported immediately to UNM and MRN Security.

Lockers
A limited number of lockers are available for research participants who are required to change or store personal items while at MRN. These lockers are located in the vicinity of the MRI and MEG scanners and keys can be obtained through the imaging technicians or research team members.

Training Requirements
MRN collaborators and volunteers are responsible for completing and providing documentation of required trainings. Copies of training certificates should be emailed to training@mrn.org.

- **CITI**: Required every **two years** if working directly with research participants or if accessing identifiable research data (including COINS database).
- **Privacy/HIPAA**: Required **every year** if accessing the MRN network or working with Protected Health Information (PHI).
- **MRI Safety Training**: Required **every two years** if working near or around MR suite (including control room).
- MEG User Training: Required every two years if working near or around MEG suite.
- Defensive Driver Training: Required every four years if using MRN leased vehicle or using personal vehicle for MRN-related business.

**Important Policies**

All scientists conducting research at MRN must follow all institutional policies and procedures. Any incident that violates any MRN policy must be reported to the Chief Operating Officer immediately. A list of important policies is provided below (not all inclusive):

**Information Technology, Human Resources and Business Affairs**

- Computer Services Policy
- Drug Free Workplace
- Intellectual Property (IP) Policy
- Tour Policy

**Research**

- MRN Code of Conduct
- Research Misconduct Policy
- Auditing of Research Studies
- Reporting of Non-Compliance Policy
- Research Data Policy
- Magnetic Resonance Safety at MRN
- MRI Use Policy
- MEG Use Policy
- Collecting and Storing DNA and Genetic Information
- Training Policy

**Important Contacts**

Executive Science Officer, MIA Lab Director, Vince Calhoun, PhD – vcalhoun@mrn.org (505) 272-1817
Chief Operating Officer/Director of Research, Jody Roberts – jroberts@mrn.org (505) 414-9504
IT Manager, Brett Hanke – bhanke@mrn.org (505) 264-9610
Security Officer, Penny Holeman – pholeman@lrri.org (505) 348-9748; 991-1960
Facilities Manager, David Griego – dgriego@mrn.org (505) 235-8460
Contract Manager, Janet Holmberg – jholmberg@lrri.org (505) 348-9507
MRI Manager, Diana South – dsouth@mrn.org (505) 272-4376
Clinic Receptionist, Doris Cordova – dcordova@mrn.org (505) 925-4124
MEG Core Director, Julia Stephen, PhD – jstephen@mrn.org (505) 272-0280
MEG Technologist, Megan Schendel – mschendel@mrn.org (505) 272-5028
Medical Director, John Phillips, MD – jphillips@mrn.org (505) 272-5028
Executive Science Officer, Mobile MRI Core Director, Kent Kiehl, PhD – kkiehl@mrn.org (505) 925-4516
Research and Business Operations Mgr, Privacy Officer, Linda Petree – lpetree@mrn.org (505) 307-8325
Training and Non-Employee Access, Erika Anderson – eanderson@mrn.org (505) 272-9179
Human Resources Manager, Amber Escovedo – aescovedo@mrn.org (505) 272-1238
Important References

MRN Investigator Website: http://www.mrn.org/collaborate/how-to-work-with-us/
UNM Human Research Protections Office: http://hsc.unm.edu/som/research/hrre/
US Office for Civil Rights HIPAA Website: http://www.hhs.gov/ocr/privacy/index.html
Acknowledgement of Receipt of Collaborator/Volunteer Handbook

The collaborator/volunteer handbook is a summary of policies, practices and procedures currently in effect at the Mind Research Network (MRN).

The handbook is designed to introduce you to the organization, familiarize you with MRN policies as they pertain to you, provide general guidelines on work rules, disciplinary procedures and other issues related to your collaboration with MRN, and to help answer many of the questions that may arise.

This handbook is intended solely to describe and summarize current policies and working conditions at MRN. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over MRN policies, where applicable.

Policies are applied at the discretion of the MRN. MRN reserves the right to change, withdraw, apply, or amend any of our policies, procedures or guidelines, including those covered in this handbook, at any time. The most current version is available on the organization’s website for review.

By signing below, you acknowledge that you have received a copy of MRN’s Collaborator and Volunteer Handbook, and understand that it is your responsibility to read and comply with the policies referenced therein and located on the organization’s website. This acknowledgement does not constitute a contract of employment, and no employment relationship exists or is implied between MRN and its volunteers and/or collaborators.

Failure to follow any MRN policy may result in termination of access to MRN facilities and/or resources.

____________________________________________
Please print your full name

____________________________________________ ______________________
Signature        Date