



**BRAIN RESEARCH, INNOVATION
& TRANSLATION LAB (BRITL)**

2230 Liliha Street, Suite 104,
Honolulu, Hawaii 96817
Ph: 808-564-6141 Fax: 808-443-0774
www.hawaiineuroscience.com

HPN BRITL is a **graduate** level internship. BRITL's mission is to support our local students by providing the opportunity to benefit patient neurological care through a unified approach to research with innovation and translation as its foundation.

BRITL interns will work directly with our board-certified physicians in developing research projects. Duration may span up to four years dependent on the project.

Prior to beginning, please email Dr. Kore Liow at kliow@hawaiineuroscience.com and Catherine Mitchell at cmitchell@hawaiineuroscience.com the following:

- 1) BRITL Agreement (found on page 2)
- 2) BRITL Application (found on page 4)
- 3) Curriculum Vitae
- 4) GCP and HIPAA certificates
 - a. GCP & HIPAA links for students (FREE)
 - i. CITI
<https://about.citiprogram.org/en/homepage/>
Must specify your university for free access. Ex) University of Hawaii, you only need to complete **GCP ICH**.
 - ii. HIPAA
https://hawaiistatecenternc.org/LinkClick.aspx?fileticket=QesKS_auNYU%3d&portalid=8
HIPAA post-test
https://www.surveymonkey.com/r/?sm=XPPFTwegg5EooUQRiMmX%2bnD4ConStB6bn_dF9ACWjkJo%3d
 - iii. GCP (This website is an alternative to CITI)
<https://gcp.nidatraining.org/>
- 5) Cover Letter
 - a. Please provide a 1-2 page cover letter answering the following questions:
 - i. What are you passionate about? What do you envision yourself doing in 5-10 years?
 - ii. What are your current research skills and experience?
 - iii. What can we expect for your commitment to our program? How will our research program fit into your school schedule?

Upon review, a faculty member will reach out to you for an interview if chosen for the BRITL program.



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AGREEMENT

THIS AGREEMENT is entered into on _____, 20____, between Hawaii Pacific Neuroscience (HPN) and _____.

NOW, THEREFORE, in consideration of the foregoing, the following is agreed upon:

Confidentiality & Copyrights Assignments: During your internship and thereafter, you agree to hold in strictest confidence, and not to use, except for the benefit of the Company to the extent necessary to perform obligations to the Company, and not to disclose to any person, firm, corporation or other entity, without written authorization from the Company in each instance. You further agree not to make copies of such Confidential Information except as authorized by the Company and that you will not reverse engineer or attempt to derive the composition or underlying information of any Confidential Information.

Professionalism in the Clinic: During your internship and thereafter, you agree to abide by professional standards set by the Company. This includes but is not limited to the dress code, your noise volume, not fraternizing with paid employees and contributing to an anti-harassment and anti-discriminatory work environment. Any intern who violates this policy will be subject to disciplinary action, up to and including termination of his or her internship.

Guidelines: During your internship and thereafter, you agree to the BRITL guidelines provided at the beginning of your internship.

Mandatory Assignments: During your internship, you agree to the following mandatory assignments:

- 1) Must attend all scheduled research meetings with the investigators for timely updates on the projects.**

Failure to comply with the mandatory assignments will result in a withdrawal from the internship.

I have received the HPN-BRITL Contract. I have read and agree to abide by the policies and procedures contained in the contract.

Signature

Date



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SOP Title	HPN-BRITL (Brain Research, Innovation & Translation Lab) Guidelines
Effective Date	09 JAN 2020

PURPOSE: Hawaii Pacific Neuroscience is dedicated to providing an authentic clinic atmosphere for our BRITL interns. Therefore, this protocol is in place for interns to abide by.

SCOPE: This SOP covers the responsibility of the BRITL interns visiting the HPN office.

RESPONSIBILITY: BRITL Interns

PROCEDURE:

1. All interns will complete their HPN-BRITL registration packet before starting their research at HPN.
2. All interns will receive a HPN badge, **this badge must be visible at all times**. If lost, a second badge will be issued for a \$5 charge. At the end of the internship, interns will surrender their badge back to HPN.
3. **To schedule research time:** All interns must email Catherine Mitchell (cmitchell@hawaii neuroscience.com) at least **1 week** before their requested time slot. Ena Zhu (ezhu@hawaii neuroscience.com) must be CC'ed. The maximum time slot duration is 3 hours.
4. **To schedule office hours with the faculty:** Interns will CC both Catherine and Ena when requesting to meet with the faculty for office hours.
5. Interns will be required to sign in with the front office staff. Upon signing in, they will wait in the lobby and a staff member will escort the intern waiting in the lobby to the designated workspace.
6. **Use of research equipment:** If a laptop is needed, please inform us in advance so a CRC staff member can check one out and provide the passwords necessary for login. Upon completion, please return the laptop to the Hanauma Bay office.
7. All CRC staff members can be found in the Luna office. As a result of research protocol, the Luna office will be locked but a staff member can assist if an intern knocks. Please do not hesitate to knock- if there is no response, please email any one of the CRC members.
8. HPN-BRITL leaders will schedule meetings with the faculty to ensure accountability and progress. These meetings will be scheduled at least every other month. It is the responsibility of the **students** to send meeting minutes to Dr. Kore Liow, Dr. Jason Viereck and Catherine Mitchell 48 hrs after the meeting.



APPLICANT INFORMATION			
Last Name	First	M.I.	DOB
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever interned for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Graduate			
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

MILITARY SERVICE		<input type="checkbox"/> NOT APPLICABLE
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER	
Do you foresee anything that would prevent you from interning? Or anything we need to be aware of?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Explain:	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to interning, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date