



Congratulations on your position as a Student Research Assistant for the *Framingham State Food Study (FS)<sup>2</sup>*. We are excited to have you onboard—\*returning or as a new SRA-- for this landmark study.

Your continued employment is contingent upon:

**NOTE: returning SRAs**—jump to item #5 as you have already completed items 1-4.

1. Certification in CITI, Collaborative Institutional Training Initiative (see the email you received from Boston Children's Hospital). Training is to be completed by **July 22**. Once completed with your letter of certification, you will be paid for a total of 6 hours.

2. Completion of online training found on Framingham.blackboard.com (click on the FSU Community link at the top right of your screen). You will study the research project's protocol and work through 4 chapters/modules of an SRA Manual. There are 4 short quizzes for you to complete. You must get a grade of 100% on each quiz (you can retake as many times as necessary). Once completed, you will be paid for a total of 2 hours.

NOTE: the Blackboard site will open late Monday afternoon, July 18. You will receive a notice when the course is available. The entire course must be completed preferably by **Monday, July 25** (at least through the protocol module) and with total completion no later than **Wednesday, July 27**.

3. Completion of online training on **Monday, July 25**. Details of this synchronous online training Including time, accessibility information, and expectations will be provided by BCH. Once completed you will be paid for a total of 2 hours. **Returning SRAs: you are welcome to join this online training if you wish and will be compensated.**

4. Academic clearance—this step is in process with you completing a waiver form.

5. \*Completion of all required paperwork—**Returning SRAs—you have already completed the above requirements but you must complete new fiscal year paperwork.**

All hiring paperwork has been mailed to you. **Please complete immediately upon receipt, no later than 48 hours. You can mail to or scan and email Denise Harney (contact information below).** All paperwork must be completed before your employment can be finalized and before you can be scheduled for work.

If you have any questions about the paperwork, please contact Denise at [dkharney@framingham.edu](mailto:dkharney@framingham.edu) or 508-620-1220 x4203. We look forward to working with all of you on this exciting research project as we investigate the elusive research question, is one diet better than another for keeping weight off? Welcome back and welcome aboard!

Sincerely,

**Patricia K. Luoto, EdD, RD**  
Project Director, (FS)<sup>2</sup>  
Professor Emeritus, Food and Nutrition  
Framingham State University  
978-568-8918  
[pluoto@framingham.edu](mailto:pluoto@framingham.edu)

**Denise Harney**  
Financial Coordinator, (FS)<sup>2</sup>  
Framingham State University  
508-620-1220 x 4203  
[dkharney@framingham.edu](mailto:dkharney@framingham.edu)