Congratulations on beginning your practicum or culminating experience!

Before you begin, please do the following:

1. Note that research may not be started until either a determination that the study is not human subjects research has been made or written IRB approval has been received.
2. Work on your concept paper and proposal with your GW faculty advisor and preceptor.
3. When approved, work with your GW faculty advisor to determine which forms need to be completed.
   a. If your research requires exempt, expedited, or full IRB review:
      i. Complete appropriate forms and obtain GW faculty advisor/PI signature
      ii. Give to Kayla Morrison (kmorrison5@gwu.edu)
      iii. Departmental signature will be obtained
      iv. Form will be returned to PI
   b. If your research is non-human subjects research or you are unsure what type of review is needed:
      i. Work with GW faculty advisor/PI to complete the Student Human Subjects Research Determination Form Pilot only for Epidemiology and Biostatistics Students.
      ii. GW faculty advisor/PI must sign form.
      iii. Attach the student Investigator Form.
      iv. Send to Kayla Morrison (kmorrison5@gwu.edu).
      v. The DEB will make determination or seek SPH and IRB assistance, if needed.
      vi. Determination will be emailed back to PI, student, and Kayla with a cc: to the SPH.
   c. If your GW faculty advisor/PI already has an approved IRB protocol at the GW IRB, you may be added to the study roster. Once you have been successfully added, please forward the official documentation from the GW IRB to Kayla Morrison (kmorrison5@gwu.edu).

Important tips:

✓ Research may not be started until either a determination that the study is not human subjects has been made or written IRB approval has been received.
✓ Determination and IRB forms cannot go directly to the SPH—they must go through Kayla Morrison (kmorrison5@gwu.edu) for Departmental review first.
✓ Students need to work with their faculty advisors on all forms and the submission process. Incomplete forms will be returned for additional information and this can slow the process considerably.
✓ For secondary analyses, please provide sufficient detail on datasets with particular attention to linkage (code-links), indirect, and direct identifiers. Just saying “de-identified” is not enough.
✓ It is all right if studies require IRB review! The goal is not to push everything through as non-human subjects research. The goal is to ensure that the IRB reviews studies that require review. Exempt review does not necessarily take longer than non-human subjects determination.
✓ Only download IRB forms from the [http://humanresearch.gwu.edu/IRBforms](http://humanresearch.gwu.edu/IRBforms) website. Only current and typewritten forms will be accepted by the IRB and SPH.