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 preceptors.
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
      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.
      ii. GW faculty advisor/PI must sign form.
      iii. Attach the student Investigator Form.
      iv. Information on data source must be complete: use the Supplemental Student IRB Worksheet and/or the HIPAA Worksheet to Determine the Type of Research Data being Used or Disclosed
      v. Send to Kayla.
      vi. The DEB will make determination and seek SPH and IRB assistance as needed.
      vii. Determination will be emailed back to PI, student, and Kayla.

**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.
- **Student Human Subjects Research Determination Forms** cannot go directly to the SPH—they must go through Kayla for Departmental review first.
- Students need to work with PIs 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. Complete the **Supplemental Student Worksheet** and/or the **HIPAA Worksheet to Determine the Type of Research Data being Used or Disclosed** to be sure adequate information is provided.
- 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 forms from the [http://humanresearch.gwu.edu/IRBforms](http://humanresearch.gwu.edu/IRBforms) website (those attached here are for reference only). The IRB will only accept current and typewritten forms.