

GW Department of Epidemiology Final Project (FP) Requirements and Suggested Timeline

Special Note: These deadlines may vary from one faculty member to another within our department. This document was designed to serve as a guide for the FP process and preparing for FP presentations each semester. We advise starting at least one (1) semester prior to your planned presentation date, and scheduling REGULAR meetings with your GW Faculty Advisor.

Final Project Suggested Timeline:

You are responsible for ensuring that all FP prerequisites and components are satisfied in a timely manner (e.g., IRB approval, course completion, etc.). The deadlines below should be modified depending on who serves as your GW Faculty Advisor and the nature of your project. Each project is different, so each timeline will vary depending on the nature of the project. Completing a FP is not like most class-based paper-writing requirements where you submit a single document for grading. As a rule, you should submit a first draft for all deliverables, for which your GW Faculty Advisor will review and provide feedback. You will then have the opportunity to review, improve, and resubmit each document. Students cannot move forward with their project until each deliverable is approved by their Advisor and Preceptor. Once you begin data analysis, you should be checking in with your advisor every 2 weeks to discuss results, how to interpret them and how to present them.

The final submission deadlines listed below for each deliverable should be discussed with your Advisor. If you have not submitted a document, you will not be able to schedule your FP presentation until the next semester. We will not send out regular reminders, so it is imperative to manage your own time throughout the entire semester.

FP Deliverable		Fall Presentation Suggested Due Dates	Spring Presentation Suggested Due Dates	Summer Presentation Suggested Due Dates
Concept Paper	First Draft	7/10	11/10	3/20
	Final Submission	7/24	11/24	4/15
	Student Oversight Submission	8/1	12/01	5/01
Proposal	First Draft	8/15	12/01	4/30
	Final Submission	8/30	12/10	5/15
Analysis	Check In Meeting	10/20	3/19	6/30
Paper	First Draft	11/3	4/2	7/20
	Final Submission	11/17	4/16	8/3
Presentation	Draft of PPT Slides	11/24	4/23	8/10
	Draft Presentation to Faculty Advisor and/or Site Preceptor	11/24	4/23	8/10
	Final PPT Slides	12/1	4/30	8/17
	Final Presentation	~12/4	~5/2	~8/22

Publishable Manuscript after course completion (optional)	Draft for Submission	1/19	6/18	10/5
	Final Submission	2/16	7/16	11/2

Publishing your Final Project:

Above and beyond the general FP criteria set forth by the Department of Epidemiology we *strongly encourage* all students to consider publishing their FP as a manuscript in a peer-reviewed journal. Most importantly, being the first author on a published paper will be a tremendous learning opportunity for you and tangible evidence of your training in epidemiology. In addition, working on a manuscript together will allow your GW Faculty Advisor to spend more time with you to develop your epidemiologic analysis and writing skills. **At minimum, we ask that all final papers be formatted to reflect a standard journal article.** If you intend to submit your article for publication, plan to continue working on your paper for 6-10 weeks after submission.

Oversight Approval:

Every project must have a Student Project Oversight Form submitted (see link below). You are responsible for obtaining appropriate Oversight approval (if needed) for your project. All projects are unique and require individual scrutiny, but as a rule the following criteria apply:

Are you...		Collecting New Data?	Using Existing Data with Identifiers*?	Using Existing Data without Identifiers* and Assisted with Data Collection or Cleaning?	Using Existing Data without Identifiers* and Did Not Assist with Data Collection or Cleaning?
Planning to publish?	Yes	Need IRB approval	Need IRB approval	May need IRB approval	Do not need IRB approval
	No	Do not need IRB approval, but still requires Student Project Oversight approval			

*"Identifiers" refer to the 18 variables considered protected health information (PHI) under HIPAA guidelines: http://en.wikipedia.org/wiki/Protected_health_information

If you are working with data or accessing any health records, you must ensure that you are allowed to access the data. This **must** be done **prior to looking at, downloading, or analyzing any data!** There are several steps to go through:

- Ensure you are listed on the study/program in the agency where you are working and are covered by the agency's rules regarding working with their data. Provide a copy of IRB (or other) approvals to the Program Director.
- Work with your preceptor, Program Director, and/or GW Faculty Advisor to complete the Student Project Oversight Portal submission (<https://cri-datacap.org/surveys/index.php?s=T3783HC8Y4>)
- If your study will require exempt, expedited, or fully IRB approval, complete the appropriate forms.
- Once you have completed the appropriate forms, have the GW Faculty Advisor sign it and log it with the Departmental Administrators.