Conducting Research at Other Institutions  
(For Practicum, Culminating Experience, or Independent Research Projects)

All students interested in participating in human subjects research at an outside institution must consult with their GW faculty or practicum advisors first. No research may be conducted prior to receiving approval from the GW Institutional Review Board (IRB) or written documentation from the SPH Student IRB Liaison or IRB that GW IRB review is not required. It is the student’s responsibility to work with his/her faculty or practicum advisor to ensure appropriate approvals are in place prior to initiation of any research activities.

This document only concerns students conducting research at an outside institution that may be covered by that institution’s IRB. If you are conducting research solely at GW this guidance is not intended for you. You should instead confer with your faculty advisor regarding your project then complete the SPH Student Human Subjects Research Determination Form, available at: Student Human Subjects Research Determination Form.

Students wishing to participate in human subjects research at an outside institution must work closely with their GW faculty or practicum advisors to assemble the documentation required for submission to the SPH Student IRB Liaison. The following documents should be submitted:

1. Milken Institute SPH Student Human Subjects Research Determination Form.
   - The more detail you can provide in this form the better (i.e., Are you collecting surveys? Holding focus groups? Analyzing data? If analyzing data, does your dataset include any direct or indirect identifiers or codes that connect the information to an individual? Are you working at a hospital? Doing chart abstractions? Conducting research with a faculty member at a non-GW location? etc.)
   - What are your publication and/or presentation plans for your project? Will you be listed as an author on any publications associated with the research and, if so, will your GW affiliation be listed? Will you be presenting your results outside of the classroom in any way, including, e.g., at GW Research Day?
   - Please submit as an attachment to the determination form your approved plan of study (e.g., practicum plan, CE proposal, etc.)

2. Copy of the IRB approval (if applicable) from the outside institution.

3. Letter from the Principal Investigator (PI) of the study at the outside institution stating that: (1) you have permission to participate in the research project; (2) you have permission to use the research data for your CE and/or Practicum project (as applicable), and (3) explaining what your role will be in the project.
Once sphstudentirb@email.gwu.edu receives this information, they will decide whether you need to submit a new study application to the GW Office for Human Research and let you know. Please allow a minimum of 5 business days for a response (not including weekends or holidays).

If you have ANY questions about whether or not the research you are participating in is Human Subjects Research, please consult with your practicum advisor and/or GW faculty advisor before submitting this form.

Please visit GWSPH Research Policy and Guidance website for more information on the policies.

- For further guidance from the GW Office of Human Research on Student Initiated Research, please see Student Initiated Research (HRP-817).