

Student Project Vetting and IRB Process at Gundersen Health System

1. Students must fill out an application on Medical Education website
 - a. Go to gundersenhealth.org (external website)
 - b. At the top of the page, click on "Medical Education"
 - c. On the left-hand side in the Medical Education box click on "Student Programs"
 - d. Click on "Nursing" (below) and read the research and Capstone project information
 - e. For students who only need to complete a project, submit the "Apply now: Graduate and Undergraduate Nursing Project Application" and indicate that you will be doing a project at GHS (Note: there is a separate application for clinical hours)
 - i. Contact Karen Hayter PhD, RN at klhayter@gundersenhealth.org if you are doing a project and for assistance with the project approval process and Human Subjects Review (IRB) questions
 - ii. Medical Education will obtain an active affiliation agreement
2. In the student project box on the Medical Education website, click on and read the "Basic Information on completing your student project at GHS" document
3. Go through school IRB process (if school requires organizational approval first, please contact Karen Hayter PhD, RN)
 - a. Even if your school does not require you to go through IRB, all nursing students must go through Human Subjects Review (IRB) at GHS
4. Fill out and submit following documents
 - a. Student project template located on the Medical Education website
 - b. Karen Hayter will supply the manager approval form (if needed)
 - c. Submit Student project template, your preliminary proposal (or other paper that describes the project), the manager form, and school IRB response to nursingschEBP@gundersenhealth.org by the first Monday of the month.
 - i. Description of your project should include:
 1. Background/introduction to the topic
 2. The purpose and objective(s) of your project
 3. Type of project (QI, EBP, research)
 4. Design and methods of the project (participants, setting, timeframe/length, how it will be carried out)
 5. Statistical measures will you be utilizing
 6. Where the data will be kept, who has access to the data, how the data will be de-identified, and what measures do you have in place to keep data safe/secure
 7. Any surveys or other tools such as education or evaluation aids used in the project (can be appendices to your paper)

8. References

5. The project will first go through a student project vetting process before Human Subject Review (IRB)
 - a. The documents listed in 4c will be reviewed by the project vetting committee
 - i. You may be asked to provide additional information if there are questions about your project before going to project vetting committee
6. After the project has been approved by the vetting committee, submit documents to the IRB
 - a. Karen Hayter will provide feedback from the project vetting committee and submission process for IRB approval (the student may be asked to clarify information before submitting to IRB)
7. Once your project has been approved and an affiliation agreement is in place, you will be provided with student registration information
 - a. Student may not start the project until approved and registered

For school papers/posters:

- I. Student papers/posters that are uploaded into the school system should be de-identified and use terminology such as "Project conducted at a healthcare facility in the Upper Midwest".
 - a. No specific units or the organization shall be identified in school papers/posters
 - b. No GHS organization logos shall be used on student posters (presented at, stored on or uploaded to school site)
- II. When student develops poster for Nursing Research on the Green (project completed at GHS), he/she will place the GHS logo on the poster as being affiliated with the organization but may not place specific GHS information in poster. Use terminology such as noted in the section above.
 - a. Student should wear their school badge versus GHS badge for NROTG.

The project vetting process and IRB approval can take 6-8 weeks (sometimes longer). The student must have both approvals before starting the project.

Please plan accordingly.