

Rowan-Virtua SOM Research Mentorship Process

You may contact Amy Glasofer (aglasofer@virtua.org) or the Office of Medical Student Research (OMSR- som-msr@rowan.edu) at any time for assistance with this process.

1. Request assistance to identify a research mentor by completing the [SOM Medical Student Research Registration Form](#)
2. Once you have come to a mutual agreement with a faculty mentor, complete the [SOM MSR Student-Mentor Agreement](#). Your mentor will need to complete their portion of the form before this step is completed.
3. If your mentor is employed by Virtua AND/OR your project will involve patients or their data from any Virtua setting including any Rowan practice affiliated with Virtua or Virtua employees, you will be contacted by the OMSR with instructions for next steps. If you believe your project meets these criteria and you have not been contacted, please send an inquiry to som-msr@rowan.edu.
 - a. If this is a project that will involve patients or their data from other settings (ex. Inspira), the general public recruited outside of Virtua practices, Rowan faculty or students as participants, or any other human subjects, consult the [Rowan IRB](#) for further direction.
4. Projects with existing IRB approval:
 - a. If you are being added to a project that is already IRB approved, contact Amy Glasofer for further instructions.
5. Projects not yet IRB approved:
 - a. While you are working on your Virtua credentialing requirements, you can also work on your IRB submission. You will work with your mentor to complete the appropriate IRB template. Your mentor has access to [the Virtua Research SharePoint Site](#) and can select the up to date version of the template. Or you can select the template from the [Rowan-Virtua Research Google Drive](#).
 - b. Once you have completed the template and your mentor has approved the draft, collect all other required submission documents as detailed in the [IRB Submission Checklist](#).
 - c. You are encouraged to send your full IRB submission to Amy Glasofer at this time or earlier for pre-review.
 - d. Submit all required documents to the Virtua IRB (irb@virtua.org). If you are the person submitting, make sure to copy your mentor, and feel free to copy Amy Glasofer as well.
 - e. You should expect to hear from the IRB roughly 2-3 weeks after submission. They may approve your submission or will likely request some modifications. There are additional reviews occurring in the

background (IT, research administration, legal)- you may hear separately from them.

- f. When all groups have approved, you and your mentor will receive approval from the Virtua IRB.
 - g. At this time, you may begin conducting your study with the supervision of your mentor.
6. If you require Epic access for data collection, you may contact the OMSR for training instructions **after** receiving IRB approval.
- a. Once you have completed your training, you will have Epic access. You will need to download Citrix (citrix.virtua.org) to access Epic. You can set up an appointment with OMSR or call Virtua IT (856-355-1234) for support
7. Protected health information (PHI) cannot be stored on the Rowan network. Please review the [18 HIPAA identifiers for PHI](#). If you will be saving data with any of these identifiers, you will need access to a secure file on the Virtua network. Contact the OMSR for next steps.
- a. OMSR personnel will request access to a shared folder with your mentor on Virtua's OneDrive or Teams based on your mentor's preference.