

**West Virginia University  
Office of Graduate Medical Education  
Policy on Research and Survey Requests**

**STATEMENT OF POLICY**

This guideline has been developed to provide guidance for internal residents and fellows wishing to conduct research and/or surveys of residents and fellows of the West Virginia University School of Medicine in order to collect data pertaining to their research project. All requests must be provided in writing to the GME DIO for review prior to submission for approval from the GMEC Taskforce.

**GENERAL PROCEDURE**

Those wishing to conduct research surveys must submit the following items to the GME DIO for consideration of approval at the next GMEC Taskforce meeting:

1. Cover letter detailing the reason and expected benefit of the research survey
2. One page research proposal
3. Survey in its entirety
4. Copy of IRB waiver or approval

Once all of the above requirements are submitted to the GME DIO, the DIO will present the request to the GME Taskforce for approval. The researcher(s) will be notified of the Taskforce's decision to approve or disapprove and if there is any further information or requirements needed. The researchers **may not** conduct the survey until the Taskforce has given its full approval.

Approval by GMEC Taskforce: 2/1/2024

Approval by GMEC: 2/9/2024