**Guidance for VCOM Students Conducting Research in Collaboration with Spartanburg Regional Health System (SRHS)**

1. VCOM students intending to conduct research while in clinical rotations at any Spartanburg Regional Health System (SRHS) facility should contact VCOM IRB Administration early in the process to avoid duplication of effort. This is important even if no VCOM faculty will be involved with the research.
2. VCOM students conducting research at SRHS must be assigned a SRHS email account in order to complete the SRHS student orientation. When students contact VCOM IRB Administration, they will be provided with additional information needed to accomplish this step.
3. As part of the SRHS student orientation process, VCOM students are required to add SRHS as an Institutional Affiliation for CITI training. Any courses completed with a VCOM affiliation should transfer.

To affiliate a VCOM affiliated CITI account with SRHS:

1. Log into VCOM affiliated CITI account.
2. From the home screen, under Institutional Affiliations, select ‘add affiliation’.
3. Find and select organization under ‘Spartanburg Regional Health System’.
4. Agree to the Terms of Service for accessing CITI Program materials.
5. Affirm that there is an affiliation to Spartanburg Regional Healthcare System.
6. Click Continue
7. VCOM students will be provided with an SRHS email account when participating in the SRHS student orientation. *Students will need this information prior to completing the next steps.*
8. Enter the requested information regarding your affiliation to SRHS.
9. Respond to the questions asked regarding selecting a curriculum. Note- students should have completed VCOM IRB CITI training requirements (i.e., ‘*Protection of Human Research Subjects’ course*)
10. After completing the SRHS student orientation process, students will have access to the SRHS Hub. All SRHS projects start with submission to the SRHS Protocol Review Committee though LAUNCH Research.
11. A reliance agreement may be required for collaborative studies involving VCOM and SRHS. Each project will need to be evaluated on a **case-by-case basis** to determine if a reliance is appropriate ***or*** if a project application will need to be submitted to both institutions’ IRB. If a reliance agreement is required, this will be handled by IRB administration at both institutions. **Please note this process may take time.** As such, it is imperative that the VCOM IRB be alerted as early as possible in the process.

**Please contact VCOM IRB Administration at** **irb@vt.vcom.edu** **for assistance with collaborative projects.**