Washington Academy of Family Physicians Foundation
Student Research Externship Proposal Form

Name: ____________________________________________  Email: ________________________________

Address: __________________________________________  City/State/Zip: ________________________

Medical School: ____________________________________  AAFP ID #: ___________________________

Year in medical school:  1  2  3  4  1st year Campus: __________________________

Title of Project: __________________________________________________________________________

Period for proposed research (list approximate dates): ________________________________________

Request for Support  Duration of Project  Effort on Project
(Circle one):  4 weeks  8 weeks  Half-time  Full-time
(Minimum acceptable: 4 weeks-Full-time; 8 weeks-Half-time; 8 weeks-Full-time)

1) HUMAN SUBJECTS PROTECTION.
   A. Does the study involve human subjects? This can include, but is not limited to, data collected via personal
      interviews, questionnaires, medical records, direct physiological measurements, or tissue samples.

      ☐ Yes  ☐ No

      If the answer above is “Yes”, you must obtain appropriate approval from your university before
conducting research on human subjects. This is true even if the research is being conducted outside of
the university setting. Your project may also need to be approved by other participating organizations.
Approval must be granted before any data collection takes place and copies of the approval letter must
be provided to your medical school and to the Washington Academy of Family Physicians Foundation.

   Information on human subjects regulations and approval process:
   •  UWSOM: first, contact Department of Family Medicine Associate Professor Misbah Keen, MD,
      MBI, MPH, mkeen@uw.edu. Second, visit Human Subjects Division at
      www.washington.edu/research/hsd/index.php
   •  PNWU: first, contact Michele McCarroll, PhD, for appropriate paperwork, at
      mmccarroll@pnwu.edu or 509-249-7730. For IRB questions: Carla Case, IRB Administrator,
      ccase@pnwu.edu or 509-249-249-7852. Please note that a faculty member or employee of PNWU
      must supervise and serve as a co-investigator or as the principal investigator.

   B. In addition, students must complete training on human subjects research:
      •  UWSOM & PNWU students must complete the Collaborative IRB Training Institute (CITI)
         course online and submit completion documentation to their respective overseeing research

2) STUDY PROPOSAL. Describe in narrative form the plan for the proposed research study, including the following:

   A. Title of project
   B. Background and rationale
   C. Research question
   D. Hypothesis to be investigated
   E. Methodology
      1. Study design
      2. Population:
         i. Inclusion/exclusion criteria
         ii. Recruitment procedures
      3. Sample size:
         i. Ideal
         ii. Achievable
4. Variables and how they will be measured
   i. Outcomes (dependent variables)
   ii. Exposures (independent variables)
   iii. Potential confounders (control variables)
5. Procedures for data acquisition; attach data sheets, questionnaires, etc.
6. Analytic plan and statistical methods for data analysis

F. Possible difficulties with research project and strategies to address them.
G. Clearly define your role in the project.
H. Timetable for completing project.
   NOTE: UWSOM students, to meet your Independent Investigative Inquiry (III) requirement, your project must be completed and your final paper submitted by early January of your second year.
I. References

3) FACULTY SPONSOR:

The sponsor’s role is to help the student plan the study, supervise the research and assure that ethical research standards are met. It is important that the sponsor be explicit with the student about expectations in terms of time and commitment. The sponsor should meet with the student early in the planning process and maintain regular contact with the student throughout the project. (The contact may be by telephone and/or email.) The sponsor must read and approve the final research report.

COMMENTS FROM FACULTY SPONSOR
Please include a brief statement including:
A. Your assessment of the proposed study: importance, feasibility and relevance to family medicine.
B. Your assessment of the student’s capacity to complete the proposed project.
C. Your training and experience with research and student supervision.
D. Your contact with the student during the planning and proposal process.
E. Plans for regular contact with the student throughout the project.
F. If the proposed study will require expertise beyond what you can offer, what is the plan to fill the gaps?

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Sponsor signature: ___________________________ Date: ________________

Please print or type name: ________________________________________________

Position: _______________________________________________________________________

Department: ___________________________________________________________________

Phone: ___________________________ Email: _________________________________

Address/City/State/ZIP: ______________________________________________________
Other Sponsors: In addition to the faculty research sponsor, a student may engage a clinical faculty sponsor in the project. The research sponsor would provide overall supervision of the project and expertise in research methods, while the clinical faculty sponsor might provide clinical or topical expertise or work more directly with the student in the field. If you have other sponsors, please list them here.

Name: __________________________________________________________

Position: ______________________________________________________________________________

Phone: _________________________________ Email: ____________________________________

Address/City/State/Zip: __________________________________________________________________________________

The proposal and any supporting letters or attachments should be sent or delivered to Karla Graue Pratt, Executive Vice President of the WAFP, for processing and review by the Selection Committee. Mail the materials to WAFP, 1239 120th Avenue NE, Suite G, Bellevue, WA 98005 or email them to info@wafp.net.

Attachments, if available:

- Copy of IRB approval letter.
- Copy of the human subjects course completion certificate.

NOTE: You may submit your proposal without IRB approval or completing the human subjects course. The proposal will be forwarded to the Selection Committee for review; final approval will be held until documentation of IRB approval and human subjects course completion have been received by WAFP.

Questions? Please contact WAFP at info@wafp.net or 425-747-3100.