

POLICY: 3rd Party Onboarding Policy

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1. PURPOSE

1.1. To outline the requirements that Principal Investigators (PI) must adhere to when requesting access to systems and data for any individual not employed by the Medical Faculty Associates (also referred to as ‘non workforce member’). This policy ensures that such access is controlled, monitored, and secured to mitigate risks associated with third-party involvement

2. SCOPE

2.1. This policy applies to all individuals engaged in clinical research projects (trials or studies) as a non-workforce member of the MFA and their respective PIs.

3. DEFINITIONS

MFA: GW Medical Faculty Associates

Non-workforce member “3rd Party Individual”: Any individual who is not affiliated with the MFA who needs to be onboarded through the MFA to assist with research-related activities for a specified period of time.

PI: Principal Investigator

4. POLICY

4.1. PIs may require research support to assist with their studies. If those individuals are not employed by the MFA (non-MFA workforce), they must be onboarded as 3rd party individuals, typically referred to as Research Assistants. 3rd party research assistants cannot engage in any human subjects research until they have been approved by the Office of Clinical Research.

As such, all 3rd party individuals are required to complete and submit a 3rd Party Onboarding Form. This form will provide all necessary information to onboard them through the MFA. Completed forms should be returned to clinicalresearch@mfa.gwu.edu. 3rd party individuals can only be onboarded for periods of 1 year or less. When their service period is approaching expiration, the PI will be sent a 3rd Party Renewal Form with the option to renew for additional time. There is no limitation on how often a renewal of one year can be requested.

Once onboarded, all 3rd party applicants are subject to and must be compliant with all MFA and University Research policies