



Pre-Arrival Checklist

Please complete these items and send in one email to Allison Lansverk (allisonlansverk@gwu.edu):

- Complete and sign page 1 of the [Research Release Form](#)
 - **GWID Number:** Your GWID will be emailed to you.
 - **Start-End Dates:** The dates you plan to be at the program (see [website](#) for official program dates)
 - **Scheduled Daily Hours:** 9am-5pm
 - **School of Medicine and Health Sciences Facility:** We will send you department, location, and phone number after you have been paired with a faculty mentor.
 - **Participant Role:** Undergraduate-Other
 - **Laboratory Safety:** We will contact you with the date you are scheduled for laboratory safety.
 - We will send page two to your mentor for their signature.

- Signed GW-SPARC Expectations Agreement for Summer Research Interns

- Send planned travel away during the program

Prior to arrival:

- Review [Laboratory Dress Code](#)

- Watch [How to Perform Serial Dilutions](#) & [Using a Micropipette](#)

- Print or download the SPARC Program Information and Policies guide
 - Here you can find information about traveling to and living in D.C.

Upon arrival:

- Bring photo ID with you on first day in order to check into dorms

- Bring U.S.-issued photo ID with you to Day 1 Orientation to get your GW ID card

Questions? Contact Allison Lansverk at allisonlansverk@gwu.edu or 202-994-0233.