

# Call Log to Secure Your Clinical

THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON, DC

**SITE 1**

**Name of Site:**

## STEP 1: Find Location

*This step shouldn't take  
more than an hour.*

**Street Address**

**City, State, Zip**

**Main Phone #**

**Website**

### What's Interesting

*If there's no About page for the lab, check  
GlassDoor and LinkedIn to learn more.*

*Before making calls, be sure to read through and practice the scripts on pages xx and xx of your guide. Be prepared to leave VM. Take careful notes here throughout the conversation. Refer to the guide for when to follow up. A good tip is to place the next date you need to do something in the Contact Date column.*

## STEP 2: Contact the Right Person

**Contact Date**

**Result**

**Email F/U**

## STEP 3: Inform Your Advisor of Next Steps

**Contact Name & Title**

**Contact Phone #**

**Contact Email**

**Notes, if any**

Advisor Communication Details

**Date Email Sent**

**Date you received next  
steps from Advisor**

**Notes**

*IMPORTANT! Do NOT attempt to complete this step until you have confirmation from your advisor. Once you receive the signed CSV form, check page 2 to see if an affiliate agreement is needed.*

## STEP 4: Secure the Clinical Site Verification (CSV) Form

**Date**

**Notes**

**Affiliation Info Sent**

**Signed CSV File Received**

**All Necessary Docs Uploaded to Application  
(either CSV or CSV and Affiliate Agreement)**

**Confirm They'd Like Affiliation Info**