

MSU-CHM Grand Rapids Campus
Research Elective Description/Procedure

Description

Fourth year CHM students are eligible to take up to two four week research electives. These are full-time clerkships, with the normal expectation of a 40 hour week. This provides students with the opportunity for an intense hands-on, research experience during which they can learn all aspects of conducting research through involvement in either an established or student-initiated research project. Students may choose to use their elective experience to explore an interest in research and potential specialty areas, build their resumes for residency selections, and develop research skills that can advance clinical and/or research careers. It involves 1) participating in the conduct of actual research under the direction of a Faculty Research Mentor and 2) completing individualized assignments, with guidance from the Community Research Director, related to research in general, such as submitting a research proposal and a final summary of the research experience.

Procedure and Guidelines Checklist

2 months prior to the scheduled month:

- Contact Camille Bodziak who will provide a Research Elective packet, and electronic forms.
- Contact the Community Research Director, Dr. Alan Davis to discuss the proposed research and determine an individualized plan including topics, mentors and process for satisfying the elective requirements.
- After speaking to Dr. Davis, contact the Research Mentor to discuss the proposed research, the student's specific role, a timeline for the project, a schedule to meet regularly, and expectations of both the mentor and student.

1 month prior to the scheduled month:

- Complete the Research Elective Application and meet with Dr. Davis for a final approval/sign off.

Within 1 month after the elective concludes:

- Submit a summary of the project and what has been accomplished during the elective period to the Research Mentor for review and feedback. Revise with Mentor recommendations.
- Have Mentor complete and sign the Evaluation of Student Performance form.
- Send the final summary and evaluation form to Dr. Davis for review and comment. Revise summary as needed.
- Community Research Director will approve, sign and send summary and evaluation form to Camille who will then process forms in order to receive credit.
- Students will be encouraged to present their findings in abstract, poster, presentation or manuscript form. The Research Mentor and Community Research Director will facilitate manuscript development and submission for publication.

The research can be done in any academic department or interdisciplinary laboratory, either on- or off-campus, at CHM or elsewhere, but does require oversight from a CHM faculty member or advisor and a Research Mentor. In most cases the CHM faculty oversight will be provided by the Research Mentor who is the project PI. In some cases, such as in student research being conducted internationally or at another institution, there will be a Research Mentor (typically the PI) as well as a CHM Advisor. If the student engages in student-initiated research, either a CHM Faculty investigator or the Community Campus Research Director will agree to serve as the Research Mentor. Research electives are administered by the Community Campus Research Director and the Community Administrator or designee in the community in which the student is conducting the research. In most cases, this will be the community in which the student is placed for their third and fourth year clinical rotations. If the student is conducting research in a CHM campus other than the one in which they are placed for clinical rotations, the Community Administrator or designee from that community will send the original application and summary to the student's home campus, keep a copy on file in the community in which the research takes place, and send a copy to whomever is issuing final grades.

****If research is being conducted outside of the Grand Rapids community, the student must have a research mentor in the location where the work is taking place. This is required to ensure proper supervision and guidance throughout the research elective.**

Expectations and Requirements

Students who are accepted for a research elective are expected to contribute **40 hours of work per week to the research for the duration of the elective**. Although it is not required or expected that students will actually engage in every phase of the project, it is expected that they will demonstrate an understanding of the process of research from idea development to dissemination of findings. Essential to all fourth year elective research projects are the following:

- *Research work worthy of academic credit*
- *Research conducted during regularly scheduled semesters. Students may wish to continue with the research once the elective ends. There are various options that make this possible*
- *A Research Mentor who is responsible for guiding the intellectual course of the student's work*
- *Regular communication between the student and the Research Mentor*
- *A Research Application to be completed by the student, printed, signed by the student and Research Mentor. Poorly written, incomplete, or duplicated proposals will not be approved. In such cases, the Community Research Director will notify the student of the need for additional work prior to approval*
- *IRB approval before data collection begins when specified*
- *A Research Summary that follows summary guidelines*
- *An Evaluation form completed and signed by the Research Mentor and submitted to the Community Campus Research Director for review and signature.*