

DEPARTMENT: Office of Research
NAME: Student Research
POLICY NUMBER:
OWNER: Office of Research, Associate Dean of Research
EFFECTIVE DATE:

SCOPE

This policy covers all Meritus School of Osteopathic Medicine (MSOM) students participating in research activities, regardless of research site, type, or principal investigator (PI) status.

PURPOSE

- A. To maintain oversight, support, and compliance of MSOM student research activities throughout the continuum of their MSOM enrollment.
 - B. To ensure timely responses to MSOM students on research compliance, feasibility, and other research support
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DEFINITIONS

Research: A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge

Case Studies: - a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient.

Principal Investigator (PI): -The individual who leads the project's scientific development or execution and who is responsible for the project.

POLICY

- A. MSOM medical students are required to have a mentor to conduct research. Students are permitted to conduct research with mentors within the Meritus Health(MH) system that includes MSOM faculty, and preceptors or with external researchers or clinicians with adherence to MSOM research policies and Federal/state compliance guidelines.
- B. All medical students must register their projects, whether they are performed internally or at external institutions, with the MSOM Office of Research prior to beginning the project. These projects include, but are not limited to, medical education research, population health research, clinical research, case studies, and basic medical science research.
- C. Research project registration and instructions for the MSOM Research Course will be included as part of the Research Course curriculum.
- D. Failure to submit research registration prior to starting a research project may result in disciplinary action. All students must complete appropriate Collaborative Institutional

Training Initiative (CITI) module training prior to starting research. The Office of Research will provide guidance on registration and required modules for students.

- E. Students must register their intent to begin a research project with MSOM Office of Research through the short Project Intent and Classification Form (PICF) that includes general questions regarding the proposed research:
 - 1. Research Question and general approach
 - 2. Human subjects or private health information involvement
 - 3. Student or student records involvement
 - 4. Potential biohazard or biosafety hazards
- F. The Office of Research will maintain files of all research registration records. Department leads, Dean of MSOM, President of MSOM, or other authorized personnel can request reports of all research registration records at any time from the Office of Research

PROCEDURE

- A. Students are permitted to pursue research opportunities within Meritus Health, MSOM, affiliate hospitals/core sites, or external institutions.
- B. Students must first identify a PI. Students are not permitted to serve as the primary PI on a project. The project PI can be a preceptor, physician or other credentialed provider, scientist, or MSOM faculty member, with whom the student will work to conduct the research project or write up the clinical case.
- C. The project PI oversees all aspects of the students' research. Students and/or their PI mentors are responsible for submitting all compliance paperwork for the project to the MSOM Office of Research. This is required for all MSOM student research and scholarly activity, regardless of location.
 - 1. Required research compliance documentation may include informed patient consent, IRB approval letter, surveys, and any other supporting documentation. It is the responsibility of the student researcher to ensure that all research compliance forms have been properly obtained and verified by the Office of Research prior to initiating a research project.
 - 2. Students must complete all research compliance training required to conduct the research project. CITI training will be set up and monitored through the Office of Research.
 - 3. Students should register each project or case study prior to initiating a research project or case study. Research registration can be found at the following link: Research Intent and Classification Form
 - 4. MSOM students should inform the MSOM Office of Research of all publications, external research presentations, proposed external funding and awards submissions associated

with student research activities. These accomplishments should be submitted to: MSOM Scholarly Activity Reporting Form

- D. Research may not proceed until all compliance and student research approvals are met and filed within the Office of Research.
- E. The Office of Research provides monthly reports of Intent for research registration through the Meritus Dashboards and to the Dean of MSOM.