

RESEARCH ELECTIVE APPROVAL FORM

A student may apply for a **maximum of (8) weeks** of fourth year credit in research. All policies and guidelines pertaining to the scheduling of 4th year electives apply. The research project should be sufficiently well defined and the required supporting infrastructure well developed so that the student will be able to start with data acquisition and/or data analysis on day one, and complete data analysis by the fourth week. The student will write a report in the standard format of a scientific publication, including the Introduction, Materials and Methods, Results, and Discussion sections. **The goals of this elective are to train medical students in biomedical research and to give them the opportunity to publish in the scientific literature.**

- Your preceptor must write a brief paragraph confirming his/her willingness to precept you. This summary should include:
 - A description of the project
 - A statement regarding IUCAC or IRB approval. This approval must be obtained and dated before any research can commence.
 - A description of how often the preceptor will meet with the student to provide feedback and guidance during the project.
 - A statement confirming the number of hours per week the student is expected to work on the project.
 - An outline of your role and responsibilities
 - Method by which your performance will be evaluated and graded.
- If the elective is arranged with a faculty member at BUMC you must obtain the signature of the preceptor (Part 2).
- If the elective is done outside of BUMC the signatures of both the supervising preceptor and the comparable department at BUMC must be obtained (Parts 2 & 3).
- **All material must be submitted to the Registrar's Office at least (8) weeks prior to the start of the project.** Attach all supporting documentation to the Approval Form.
- Research done outside of BUMC will count toward your outside elective time.
- Research does count toward your (12) weeks in any one discipline.

Part 1: Student Information

Name: _____ Student signature: _____
(Please print)

Mailbox # _____ Email: _____

Project start date: _____ Project end date: _____

Part 2: Preceptor Information

Name: _____ Preceptors Signature: _____
(Please print)

Department and Institutional Affiliation: _____

Address: _____

Telephone: _____

Fax: _____

Part 3: BUSM Departmental Approval if Elective Done Outside of BUMC

BUSM Department Head or Designee: _____
(Please print)

BUSM Department Head or Designee Signature: _____

Classification of a Research Elective's Discipline

Purpose:

To provide a set of principles that defines the discipline of a research elective project.

Rationale:

Determining the discipline of a research elective project has an impact on scheduling at the BUSM. Pursuant to BUSM policy, there are limits on the number of credits in a single discipline that may be taken and count towards graduation. These limits exist to promote a balanced curriculum. When taken for credit, research elective projects count against this limit. A set of principles is required to guide the administration, faculty, and students in determining the discipline of a research project. This information is then used by the Registrar to ensure that the BUSM's limit on coursework in a single discipline is not violated.

Scope:

This applies to BUSM students who seek graduation credit by completing a research project through an approved research elective. This is conducted under a faculty mentor who sponsors and oversees their project. This assumes all prerequisites for conducting the research have been met. This classification is not necessary for students who undertake research without credit.

Recommendation:

For the purposes of categorizing a research elective project, the following principles should be used:

- 1) A research project's discipline will be categorized by the clinical Department of the faculty mentor under which the project is being conducted.
- 2) If the faculty mentor holds more than one Department appointment, the project will be categorized under the Department most applicable to the project being conducted.
- 3) If a project holds multidisciplinary categorization, the project will be categorized according to the faculty mentor's primary clinical appointment.
- 4) If the faculty mentor does not hold any clinical appointment, the faculty's primary appointment will serve to categorize the project's discipline.