

RESEARCH ELECTIVE APPROVAL FORM

The research elective is designed to have the student and mentor work together on a project that will give the student a structured way to learn more about the research process, while adding to the body of knowledge. This requires pre-block work with the mentor, and is not appropriate for other scholarly activity. Students must work with their mentors ahead of their desired block to design a project that can be brought to a draft manuscript in the time allotted.

You must have the following completed and submitted to the Registrar at least 8 weeks in advance in order to take this elective :

- Mentor chosen and project plan drafted
- Hypothesis(es) to test including a brief summary of the background/rationale
- Methods that you will employ for investigating your research question(s)
- IRB/IUCAC approval (as indicated)
- Timeline for deliverables
- Plan for dissemination of results

The elements of research required for this elective must include the following:

- Data acquisition
- Data analysis
- Manuscript draft with dissemination of results
- If there are unanticipated hurdles to your work timeline which preclude a draft manuscript, you can instead provide a summary of data acquisition, analysis, and status of your hypothesis(es) based on your work. This should be accompanied with a timeline for the remaining work and plan for manuscript preparation.

This elective **will not be approved** for the following:

- Finishing work on an ongoing project, or does not encompass the above elements of work
- Any work that is not research (i.e. there is no question that will be answered as a result of this work)
- Other meritorious scholarly work that does not meet the requirements for the research block as stipulated above
- Other issues identified with a project that may be specific to the request, as all projects submitted for this elective are subject to review and final approval by the Registrar and the Chair of the Electives Curriculum Subcommittee.

Requirements

- o 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.
- o If the elective is arranged with a faculty member at BUMC you must obtain the signature of the preceptor (Part 2).
- o 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).
- o **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.
- o Research done outside of BUMC will count toward your outside elective time.
- o Research does count toward your (12) weeks in any one discipline.

Part 1: Student Information

Name: _____ Student signature: _____
(Please print)

Email: _____ Project start date: _____ Project end date: _____

Part 2: Preceptor Information (must be a faculty member, no residents or fellows)

Name: _____ Preceptors Signature: _____
(Please print)

Preceptor Email: _____

Department and Institutional Affiliation: _____

Address: _____

Telephone: _____ Fax: _____

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

BUSM Department Head or Designee: _____

BUSM Department Head or Designee Signature: _____ (Please print)

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.