



Proposed BUCOM Student Participation in Research and Scholarly Activities

Policy Information			
Policy# :	COMBOD.1003	Reviewed Date(s):	2/8/2023
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Responsible University Administrator:	Provost / Vice President of Academic Affairs	Board of Directors Approved Date:	3/7/2023

1. Purpose

- 1.1. The purpose of the policy is to establish student participation in research and scholarly activities at BUCOM.

2. Policy

- 2.1. BUCOM is committed to training students about research and offering options for interested students to pursue and scholarly activity.
- 2.2. The BUCOM curriculum includes a longitudinal foundations of research course educating students in key topics related to research and scholarly activity. The course material will consist of five categories for educational content.
 - 2.2.1. Biostatistics
 - 2.2.2. Research methodology
 - 2.2.3. Experimental design
 - 2.2.4. Epidemiology
 - 2.2.5. Evidence-Based Medicine
- 2.3. The foundations of research course will run through years one and two of the program. Students who wish to pursue additional experience with research and/or scholarly activities have the option to be assigned a research mentor and work toward submitting a proposal for a scholarly project. Projects may focus on biomedical or clinical research, address healthcare disparities, or involve a wide variety of activities (Please see Ideas for Research and Scholarly Activity document under Related Information).
- 2.4. Interested Students have opportunities to participate in additional projects and experiences in research and scholarly activity by assisting with faculty research, completing a pre-clinical BUCOM summer research elective, or completing a 4th year research elective rotation.
- 2.5. All student research must align with the mission or objectives of the BUCOM and the University.
- 2.6. All student research will follow BUCOM and University policies and procedures involving human subjects and/or their private information, animal care and biosafety as applicable.
- 2.7. Student research proposals must obtain the required approval by the Institutional Review Board prior to implementation.
- 2.8. Every student research proposal submitted for external funding to any agency or organization — whether public or private — must receive administrative approval by the BUCOM Dean and University President prior to submission.
- 2.9. If a student is not making satisfactory academic progress, participation in research and scholarly activity will be paused until the student is able to meet required academic metrics.



3. Definitions

- 3.1 OMS-1: first year Osteopathic medical student
- 3.2 OMS-2: second year Osteopathic medical student
- 3.3 BCRI: Baptist Clinical Research Institute
- 3.4 BMHCC: Baptist Memorial Healthcare Corporation

4. Procedure

- 4.1 Students who matriculate as first year medical students at BUCOM will be oriented to the policies and procedures for research at the medical school.
- 4.2 All incoming students will participate in a research workshop that introduces the multiple systems for supporting student research at BUCOM. Students who wish to pursue research or a scholarly activity may opt to be assigned a research mentor.
- 4.3 BUCOM support systems for student research include the following:
 - 4.3.1 **Faculty mentors:** Both faculty members at BUCOM (DO, MD and PhD) and Baptist Memorial Medical Education community faculty are available to work with students on a variety of research and scholarly projects.
 - 4.3.2 **Facilities:** Bench research facilities are available on the 4th Floor of the Dudley Building, including 4 basic science labs. Animal lab facilities are available at the Vivarium. BUCOM maintains annual funds in the budget to support approved student research projects.
 - 4.3.3 **Statistical and design support and grant writing:** The Baptist Clinical Research Institute (BCRI) works closely with BUCOM to provide research assistance, including experts in study design, power determinations, statistical design, grant writing and an institutional review board (IRB) through Baptist Memorial Health Care. These resources are available to all BUCOM students and faculty.
 - 4.3.4 **Time:** Interested students who pursue research or scholarly activity may use reflective time to pursue meetings with their research mentor. Meeting with a research mentor is not an excuse for missing any mandatory session during OMS-1 or 2.
 - 4.3.5 **Financial support for dissemination of scholarly work:** Students whose research is accepted for a regional, national or international conference who are either personally defending a poster or giving a podium presentation may apply for financial support from BUCOM to help defray costs for travel and accommodations. Funds are appropriated annually and the amount available varies annually based on the number of students participating in the optional research and scholarly activity work.
- 4.4 Instruction in basic research design, statistics, and epidemiology is provided in OMS-1 and 2 through longitudinal threads interspersed with classwork.
- 4.5 Students complete the online Belmont course and complete CITI training during their fall OMS-1 term.
- 4.6 **Process for students who opt to participate in research or scholarly activity:** In the fall OMS-1 term, students are apprised of the opportunities for research and scholarly activity within the BUCOM and BMHCC system. Interested students may elect to participate in one of these options or develop their own research or scholarly focus. By the spring OMS-1 term, interested students complete paperwork formalizing their research interests; these are used to assign each interested learner to a research mentor either at BUCOM or in conjunction with BCRI researchers with interests in that area.
 - 4.6.1 Students who opt in meet in the spring OMS-1 year to tease out a preliminary research plan.



- 4.6.2 Students will write a preliminary proposal and develop a project timeline. The faculty mentor reviews and signs the proposal, along with a form agreeing to work with the student on the project.
- 4.6.3 Participating fall OMS-2 students meet with their research advisor to discuss project needs based on type of research; Institutional Research Board (IRB) applications are submitted through BRCI for projects where required.
- 4.6.4 Participating students are encouraged to complete their projects and present original research or scholarly activity at a local, regional, or international conference. Students may also present a poster at one of the BCRI quarterly research symposiums.
- 4.6.5 A student whose work is accepted at a conference may be excused from class to present at the conference as long as missed events can be made up. This includes one day for travel, one day to present, and a day for return travel (depending on the location of the conference). Students are not excused for the entirety of a conference. All absences must be discussed in advance with the Senior Associate Dean for Academic Affairs. Students must meet with the course directors of any class they will miss and get signatures from these faculty regarding permission to attend and plans for make-up work. As conference schedules are generally finalized months in advance, the student request should be made as soon as the proposal acceptance is received. Requests not made in a timely fashion (e.g., 3 months prior to the conference) may be denied.
- 4.6.6 BUCOM has approved budgetary resources to help assist with conference attendance. All travel and lodging arrangements must be made through the approved Baptist Memorial Health Care travel agency. All costs must be preapproved by the Dean a minimum of three months prior to the conference.
- 4.6.7 Travel to present research is available only for students presenting their own original research (i.e., cannot attend unless student is personally giving an oral podium presentation or orally defending their poster). The student's name and presentation must be formally listed in the conference agenda or proceedings.
- 4.6.8 Students provided financial assistance for research must follow all published Baptist Memorial travel policies.
- 4.6.9 Students who do not wish to participate in research or scholarly activity during the first year opt in period have an option to participate later by scheduling an appointment to discuss their interests with the BUCOM Associate Dean for Research. The associate dean will counsel the student in terms of available and reasonable timelines on projects.

5. Related Information

- 5.1 COCA Standard 8.4
- 5.2 Research Proposals (GEN.2065)
- 5.3 Ideas for Research and Scholarly Activity (BUCOM Student Handbook)