

## **Guidelines for Obtaining Research Credit or Research Distinction**

**The Miller School of Medicine encourages all medical students to participate in a research activity during their medical education. Students are eligible to receive Research Credits and to graduate with Research Distinction as a result of their efforts. Students must apply for credits or to graduate with research distinction. The Medical Student Research Committee has the responsibility to review and approve a student's request for Research Credits and Research Distinction. The following describes the guidelines and the application process for the award of Research Credits and Research Distinction.**

### **Research Credit**

1. The student and the mentor must submit a detailed plan of the research project (not to exceed 3 pages). The plan should state the hypothesis, the specific aims, the methods, and the data analyses proposed for the project. It should also outline the student's role in the project and note that the mentor accepts responsibility for mentoring the student. This plan should be signed by the mentor, co-signed by the student and approved by the Medical Student Research Committee.
2. The research should be performed at UM or other academic institution approved by the committee.
3. In general, 40 hours of research effort is considered approximately 1 credit hour provided that the appropriate type of research participation has occurred. The award of 4 credit hours is typical. Only in exceptional situations will more than 4 credit hours be awarded. Credit requests of over four credit hours must have the approval of the Senior Associate Dean for Undergraduate Medical Education.
4. A short paper is to be submitted by the student at the end of the project. This paper is authored by the student who did the work and should be between 5 and 15 double spaced pages. The paper needs to discuss the hypothesis of the project, the methods used to research the project, the results of the project and the implications and conclusions of the research project.
5. A letter of support from the mentor is required. The letter should evaluate the student's work on the project and clearly state the faculty member's involvement in the project and the amount of time the student committed to the project.
6. The deadline for all research submission is February 1<sup>st</sup> of the student's senior year. February 1<sup>st</sup> is also the deadline for research submission for students in the first three years of medical school. This deadline is firm and requests for research credit submitted after this deadline will not be considered by the committee.
7. M.D – Ph.D students will receive additional research credits only in unusual circumstances. Credits requests by M.D. – Ph.D. students must be approved by the Senior Associate Dean for Undergraduate Medical Education.

## Research Distinction

1. The student and the mentor must submit a detailed plan of the research project (not to exceed 3 pages). The plan should state the hypothesis, the specific aims, the methods, and the data analyses proposed for the project. It should also outline the student's role in the project and note that the faculty member accepts responsibility for mentoring the student. This plan should be signed by the mentor, co-signed by the student and approved by the research committee.
2. The project must test a hypothesis as the focus of the study. The project may be done in either a basic science or clinical discipline. The student may **not** simply carry out a survey, data collection, write a paper on collected data for a faculty member or review other's opinions.
3. The project should be performed at the University of Miami or other academic institution approved by the committee.
4. A minimum time commitment of at least 4 months of full-time activity is recommended
5. Annual progress reports must be submitted to the committee by the student.
6. Research results and conclusions should be presented at a meeting such as the Eastern Student Research Forum or other national meeting.
7. A student will write a detailed research paper as the sole author. The paper will be reviewed by the research committee and needs to contain a statement of the hypothesis, specific objectives for the project, data collection, analysis of the data and methods used, interpretation of the results, and the conclusions and implications derived from the research project. Published papers can be submitted as an appendix to the medical student's paper. The best papers will receive research distinction.
8. The final research paper submitted to the committee must be composed of a title page, an abstract, an introduction, a material and methods section a results section, a discussion section, a bibliography of cited literature section, figure captions, figures and tables that illustrate the collected data and observations of the study.
9. A letter of support for research distinction from the mentor is required. The letter should critically evaluate the student's work on the project, clearly state the faculty member's involvement in the project, the mentoring process and note the time commitment of the student.
10. The deadline for all research submission is February 1<sup>st</sup> of the student's senior year. February 1<sup>st</sup> is also the deadline for research submission for students in the first three years of medical school. This deadline is firm and requests submitted for research distinction after this deadline will not be considered by the committee.

## Research Requirements for Research Credit and Research Distinction

| Requirements for Research  | Credit         | Distinction    |
|--|----------------|----------------|
| 1. Submit a research proposal plan   | √              | √              |
| 2. Letter of support from mentor/student outlining the student role in the project         | √              | √              |
| 3. Time for research   |                | √              |
| 4. Location of research  | Generally @ UM | Generally @ UM |
| 5. Progress reports to research committee  |                | √              |
| 6. Short paper on research to be evaluated by the Research committee                       | √              |                |
| 7. Detailed paper of the research to be judged by the research committee                   |                | √              |
| 8. Evaluation of student performance from mentor   | √              | √              |
| 9. Letter of support from mentor   | √              | √              |
| 10. Research to be presented at ESRF or another national or international research meeting |                | √              |

**ALL DOCUMENTS SHOULD BE SUBMITTED TO THE OFFICE OF MEDICAL CURRICULUM (Julie Johnson, [jjohnson2@med.miami.edu](mailto:jjohnson2@med.miami.edu), Tel. 305-243-6180, RMSB, rm. 2187)**

University of Miami Miller School of Medicine  
 Research Awards/Requirements  
 October, 2015

| Award                                | Proposal | Student's Letter | Mentor's Letter (must include hours worked on project) | Abstract | Research Paper   | Student's Original Paper if not First Author on Submitted paper                 | Proof of Presentation at Nationally Ranked Conference |
|--------------------------------------|----------|------------------|--|----------|--|---|---|
| Graduation with Research Distinction | Required | Required         | Required   | Required | Student Must be First Author Paper must be thesis driven | Not required  | Required  |
| Academic Credit for Research         | Required | Required         | Required   | Required | Student Not Required to be First Author                  | This paper details the students efforts in the project. Should be thesis driven | Not Required  |

Note 1: If the presentation is a poster, a formal research paper is still required.

Note 2: The paper must be in a Research Paper style. A journal reprint is not acceptable

Note 3: There is no length requirement for the paper. However, it must be of sufficient length of address the thesis which drives it.

Note 4: The Mentor's Letter must state two things:

a: The Mentor took responsibility to oversee the students work on the project.

b: The Letter must state the number of hours the student put into the project

1 Generally 40 hours will equal a possible award of one week of Academic Credit

Note 5: The student must specifically state the awards which are being sought by submission of the required documents

Note 6: The student is only permitted to submit a single paper for evaluation by the Medical Student Research Committee

Note 7: The Submission Deadlines are non-negotiable. For the 2015-2016 Academic Year they are:

a: February 1st for Seniors Graduating in May of 2016

b: May 16th for students who will graduate after 2016.

Note 8: The UMMSM sponsored ESRF qualifies for as a Nationally Ranked Conference