Guideline for the
SOM Student Summer Research Program – 2016

PROGRAM DESCRIPTION
The School of Medicine Student Summer Research Program – 2016 is an 8-week program from June to August designed to help students gain experience in an area of research interest. First-year medical students in Lubbock are encouraged to coordinate with interested faculty members on project proposals that are to be submitted for approval to the Office of the Dean. A stipend in the total amount of $2,240 will be paid to each participating student in accordance with this guideline, and students are required to present information regarding summer research activities during the Student Research Week in the Spring 2017.

PROPOSAL/PROJECT ABSTRACT
The Student Summer Research Project Proposal form should be filled out and submitted to the Office of the Dean and the Associate Dean for Research by April 15, 2016. Preferably, a form is submitted jointly by a student and faculty member who have coordinated the details of a research project for the summer; however, forms will be received from an individual for possible research projects. The Office of the Dean and the Associate Dean for Research will coordinate to assist in locating and matching interested students and faculty. Note: The proposed project should have appropriate institutional approval (IRB, IACUC, etc.) prior to the start of the program.

DEPARTMENTAL RESPONSIBILITIES
Processing of all paperwork to ensure appropriate payment of stipends will be the responsibility of a participating department. Steps to be taken are:

1) Process an ePAF for each student using the pooled position HSC Student Intern (0 FTE and 0 salary).

2) Please note: The Department is responsible for processing the full stipend amount of $2,240. The Department account will be used for half ($1,120) and the Dean’s account for the remaining amount ($1,120). The FOP can be obtained from Shalene Vick at 743-1830.

3) Process EOPs prior to June 18th for the first month and July 18th for the second month.

4) Process ePAF to end job for each student.

EXPECTATIONS
The research activities of this program are expected to provide meaningful experience and knowledge that contribute to the student’s medical education. Faculty members should offer appropriate instruction and assistance in order for the student to be successful. Students are required to complete a presentation of their research activities during the Student Research Week in the Spring 2017. The Office of the Clinical Research Center is providing an opportunity for students to gain better knowledge of the development of protocols for clinical research by attending scheduled lectures early this summer. This will assist the student in understanding the searching of literature, roles and responsibilities of the research team and governing regulations, protection of subjects (consents), data collection (from charts), role of the IRB (risks & benefits), study monitoring and dealing with audits. Additional presentations will be offered throughout the summer on developing a hypothesis, how to give a presentation and writing an abstract. Research seminars presented by TTUHSC faculty members and graduate students will also be presented. It is recommended that the participating students attend these lectures.

QUESTIONS
Any questions regarding this program can be referred to the Office of the Dean at (806) 743-3000.