



POLICY MEMORANDUM

Policy No. 18 School of Medicine Sarah Morrison endowment support of student research

January 5, 2017

Purpose:

The purpose of this policy is to provide guidance for School of Medicine student supported research funded by the Sarah Morrison endowment (“Sarah Morrison Student Research Award”). This policy is to ensure sound business practices, timely and accurate recording of expenses, and compliance with University policies. The goal of the Sarah Morrison Student Research Award is to help students learn the value and application of research in the study and practice of medicine by providing funds to support the expenses of such research.

Availability:

- Current School of Medicine student.
- Students in current good academic standing per the School of Medicine.
- Students are limited to one Sarah Morrison Student Research award during their term as a UMKC student.

Applications:

Applications are accepted during the University fiscal year. Application dates shall be posted by Research Administration.

- awards of up to \$2,500 each may be awarded by the review committee each fiscal year to School of Medicine students.

The application criteria for judging of project significance and feasibility to be considered includes:

- quality of proposed research proposal and outcomes
- completion of all application materials
- detailed project budget
- scholastic achievement
 - provide current academic transcripts,
 - include two (2) letters of reference from university faculty and
 - signature by the UMKC School of Medicine faculty mentor on the Application Form.

Two or more applications of the same research question (project) are not permitted. Should an award be made by the School of Medicine to fund the student's research proposal, the student's faculty mentor shall be fiscally responsible for the award, and an account will be established in the mentor's name at the School of Medicine. The awarded funds shall be used for budgeted expenses related to the project. After termination of the project, unused funds will be retained by the School. Students that are not awarded funding may re-apply during another application cycle.

All requirements and regulations of the UMKC Compliance committees, i.e., Institutional Animal Care and Use Committee ([IACUC](#)), Institutional Review Board ([IRB](#)), and affiliate institutions (e.g., Truman Medical Center, Children's Mercy Hospital, Saint Luke's Hospital, etc.) apply. Research mentors and students shall ensure compliance with the requirements of these committees and affiliate institutions.

It is expected that the student shall present the research at a UMKC student research event (i.e., Health Sciences Student Research Summit) or similar venue as recommended by Research Administration.

Progress reports:

Reports of project scientific progress and expenses are required from the mentor and student. The Sarah Morrison Student Research Award progress reports shall be submitted to the Office of Research Administration. Failure to complete timely progress reports could result in suspension or withdrawal of funding for the project. Contact information for Research Administration is available on the School of Medicine webpage: <http://med.umkc.edu/ora/>

Termination:

The Sarah Morrison Student Research Award account and award will terminate:

- upon closure of the project by the student or mentor, **or**
- all awarded dollars are expensed, **or**
- withdrawal of the student from the project, **or**
- a Compliance Committee or the SOM disapproval of the research; **or**
- graduation of the student.

Budget:

- The proposed Sarah Morrison Student Research Award budget shall include project supplies and contractual services.
- The budget shall be itemized to include the specific supplies needed such as glassware, chemicals, animal housing costs (per diem), lab tests, patient procedures and printing; specific contractual services and travel by the student.
- Justify all expenses requested. Personal stipends are not permitted because this program is viewed as an educational experience and not as employment.
- Projects that occur outside of UMKC, including but not limited to Children's Mercy Hospital or Truman Medical Center, require University and affiliate institution review and approval of budget during the evaluation of applications.

PREPARED BY: RESEARCH ADMINISTRATION

APPROVED BY: 
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DEAN, SCHOOL OF MEDICINE