



## **Research Policy – Year 1**

Students may participate in research after March 1 of Year 1. This gives adequate time to assess academic, personal, and social readiness to participate in research activities. See the General Guidelines listed on the next page.

Year 1 School of Medicine (SOM) students interested in participating in faculty-supervised research shall:

**FIRST:** Complete the following required online Collaborative Institutional Training Initiative ([CITI](#)) training courses:

- a) Basic Introduction to Biosafety,
- b) Training for Investigators, Staff, and Students Handling Biohazards,
- c) Biomedical-Human Subjects of Research (Group 1),
- d) Conflict of Interest.

Information on the training courses are available at: [http://med.umkc.edu/ora/human\\_subjects/](http://med.umkc.edu/ora/human_subjects/)  
The courses take about 5 hours to complete.

**SECOND:** Submit the following documents to the Office of Research Administration ([HSDResearch@umkc.edu](mailto:HSDResearch@umkc.edu)):

- a) A current resume or CV
- b) The **Student Research Information Form**  
([http://med.umkc.edu/docs/research/Student\\_Research\\_Information\\_Form.pdf](http://med.umkc.edu/docs/research/Student_Research_Information_Form.pdf))
- c) A one page summary of past research experience and area of interest -  
**Yr 1 Research Experience Form**  
([http://med.umkc.edu/docs/research/MSI\\_II\\_Research\\_Experience.pdf](http://med.umkc.edu/docs/research/MSI_II_Research_Experience.pdf))

These materials are available on the School of Medicine Research site under “Getting Started”. See item #6 at: <http://med.umkc.edu/student-research/getting-started/>

**THIRD:** Students should notify the Office of Research Administration with the dates of completion of **all** of the above CITI training courses ([HSDResearch@umkc.edu](mailto:HSDResearch@umkc.edu)).

Research Administration will then forward your information to the SOM Student Research Committee (<http://med.umkc.edu/student-research/faculty-advisors/>).

**Please do not contact the Office of RESEARCH ADMINISTRATION about the status of your request for a research mentor.**

**FOURTH**: Each applicant will be reviewed by the [Student Research Committee](#) and then the student will be notified of their ability to participate in research by the Committee. The Committee will contact Student Affairs for more information. All applicants will be contacted by the Committee.

**FIFTH**: An interview will be scheduled by the [Student Research Committee](#) or Director of Student Research to discuss the student's research areas of interest and provide guidance on an appropriate research mentor.

A maximum of ten students per class per year will be selected.

The annual deadline for application is **March 1<sup>st</sup>** at noon.

### **General Guidelines:**

1. Student must be in good academic standing:
  - a. Have a minimum UM system cumulative GPA of 3.7.
  - b. Students must have earned a B and above in all UMKC coursework. Students who have earned a B- or below may not participate in research during Year 1.
2. Students who have letters of unprofessionalism may not participate in research.
3. Students must be able to manage their time appropriately. Students who meet the academic guidelines but miss advising appointments, miss class, etc., are not eligible to participate in research in Year 1.
4. Students must comply with all University and clinical affiliate policies and requirements to conduct research activities.
5. Students must commit a minimum of 5 hours per week to research. Students must commit to participate in research at a specific time and day of the week. This will be determined by the student and the mentor. Absences are excused for exams only. A student with two unexcused absences will be dismissed from the program and not eligible to participate in research for 12 months.

6. Students must update their Education Team Coordinator and the Assistant Dean of Year 1 regarding the contact person for their research.