



# POLICY MEMORANDUM

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

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March 7, 2019

**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.
- Undergraduate year 1 medical students are not eligible to apply.
- There shall be one submission cycle (one deadline date) per year.
- Availability of endowment funding to the School of Medicine.

**Applications:**

Applications are accepted during the University academic year. Deadline for receipt of all application materials is **noon** on **November 15<sup>th</sup>**. If November 15 falls on a Saturday or Sunday, the application deadline shall be the next University business day at **noon**. See application information posted at: <http://med.umkc.edu/student-research/sarah-morrison/>. Twenty (20) Sarah Morrison Student Research Awards up to \$3,000 are available each fiscal year to School of Medicine students.

For projects that involve multiple students, the students shall designate one student as the primary applicant and that student has full responsibility for the project and award.

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](#)), Institutional Biosafety Committee (IBC), 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.

**Budget:**

- The proposed Sarah Morrison Student Research Award budget shall include all project expenses including 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, specific contractual services and travel by the student.
- Justify all expenses project requested in the budget. 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 ongoing approval of budget.

- Budgets that include equipment, software, or computers require additional levels of review and approvals at the University in accordance with University policies. Inclusion of these items may delay set up of an award so it is suggested not to include these in a proposed budget.
- Project budgets shall not be used for University tuition expenses.
- Budgets shall not exceed \$3,000 per award.

### **Annual Progress Reports:**

Yearly Progress Reports and a summary of project expenses are REQUIRED from the mentor and student. These Progress Reports shall be submitted by **January 2** to the Office of Research Administration and will be reviewed by a committee assigned by the Associate Dean of Research. Students MUST prepare a poster and present their research at the UMKC Health Sciences Student Research Summit (HSSRS) the same year as the Progress Report (i.e., one year after the initial award funding). Failure to meet the Progress Report deadline or no poster submission will result in suspension of the project and withdrawal of funding. Faculty mentors are responsible to ensure students present posters at the HSSRS and may have to reimburse the University for award funds if the student does not present at the HSSRS. Requests for exceptions on Progress Reports or alternative poster presentations must be submitted 90-days in advance to the [Office of Research Administration](#) and Associate Dean of Research.

### **Termination:**

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

- upon closure of the project by the student or mentor or the project protocol ends, **or**
- all awarded dollars are expensed, **or**
- withdrawal of the student from the project, **or**
- Compliance committee disapproval of the research; **or**
- the School of Medicine terminates the award; **or**
- failure to submit a progress report by the deadline; **or**
- the student is no longer in student status at UMKC.

**PREPARED BY:** RESEARCH ADMINISTRATION

### **APPROVED BY:**

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