Policy No. 21   **Health Sciences Student Research Summit Participation**

September 15, 2014

Purpose:

The purpose of this policy is to provide guidance for UMKC School of Medicine (SOM) participation in the campus Health Sciences Student Research Summit (HSSRS) often referred to as student research day. This policy provides that participation in the HSSRS shall include student projects that are determined to meet the federal policy (the Common Rule: 45CFR46.102[f]) definition of research – "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." Projects that may **not** meet this definition include program evaluations, book chapter reviews, single patient case reports, and internal process improvement projects that are not determined to be research. Research determinations for participation in HSSRS will be made by the SOM Office of Research Administration (ORA) in collaboration with the UMKC Office of Research Services Compliance Office.

For the HSSRS, the UMKC SOM will provide SOM students:

- Communications through various means to promote every step of the event and the timelines.

- A poster template provided each year by the ORA that all undergraduate students must use and is suggested for use by graduate students.

- Guidance on the layout of the poster.

- Mentoring of poster content by SOM faculty that is assigned by ORA.

- Printing of students' project posters and display at the HSSRS site.

- Availability of poster presentation practice sessions for students and advice on the presentation.

- Faculty judges that will evaluate and rank SOM student posters.

Who can participate:

SOM students actively enrolled in classes as verified by SOM Student Affairs or the SOM academic department (for graduate students) and approved by SOM (e.g., Student Affairs). Students and Mentors Responsibility:

- Students are responsible for submitting a research abstract to the HSSRS portal within the timeframe announced.
- UMKC faculty mentors must ensure the compliance with applicable policies pertaining to the responsible conduct of research and approve student abstracts before submission.
- Students need to abide by all deadlines and other requirements posted for the event.
- Students must use the poster template provided by ORA.
- Before the event, it is recommended that students participate in the mentoring and coaching that is made available for practicing poster presentations.
- It is essential that the student presenting the poster be present not only for the judges but for the other interested parties in attendance.
- Students must remove their posters at the conclusion of the HSSRS event. Posters that are not removed may be discarded or utilized for other display purposes at the SOM.

Poster requirements:

- Certain design and UMKC SOM brand criteria must be met. The logo placements, fonts and layout in the heading are set by ORA.
- The poster template will include HSSRS and SOM logos as well as logos of SOM affiliates involved in the project. Logos are provided by UMKC SOM Office of Educational Resources.

UMKC Health Sciences schools will provide:

- Abstract portal to submit project abstract.
- Venue for the HSSRS event for poster presentations.

PREPARED BY: OFFICE OF RESEARCH ADMINISTRATION

APPROVED BY: _9-15-2014_

BETTY M. DREES, M.D., F.A.C.P.
DEAN AND PROFESSOR OF MEDICINE