


<p><b>Name of Policy:</b> Research by medical students</p> <p><b>Policy Number:</b> 3364-81-04-015-01</p> <p><b>Approving Officer:</b> Dean, College of Medicine</p> <p><b>Responsible Agent:</b> Vice Provost for Student Affairs, Health Science Campus, and Associate Vice President for Research</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Effective date:</b> 04/22/07</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

- (A) Policy statement
  - (B) Purpose of policy
  - (D) Procedure
- Opportunities for Research

Medical Students at the University of Toledo College of Medicine (UTCOM) are encouraged to take advantage of opportunities to pursue their interests in research. Personal experience in research provides a perspective on old and new "knowledge" that cannot be gained in any other way. It can aid in decisions about career choices such as academic medicine or other practice areas. Research can also help in gaining access to further training and career opportunities. Frequently it is highly gratifying and provides a needed change of pace.

Several options are available to medical students who are interested in conducting research. Students may: (1) apply for enrollment in a combined degree program (M.D./Ph.D., M.D./M.S., etc.); (2) undertake summer research projects, generally between the first and second years; (3) carry out projects with a limited scope and time commitment during the scheduled curriculum period and/or during scheduled breaks; (4) delay graduation in order to undertake full-time research at UTCOM or another institution. In the latter case, the student would be required to take an academic leave of absence; and (5) participate in approved elective research clerkship(s) during the third and fourth years. These options may be combined to suit the goals and abilities of individual students.

Students may explore these options by discussion with faculty members, the Sr. Associate Dean of the Graduate School, the Associate Dean for Student Affairs, and the Vice President for Research Administration. The major requirement is to identify one or more faculty members who can provide appropriate facilities, technical guidance, and intellectual stimulation for the type of project to be conducted. In most cases, the Associate Dean for Student Affairs, the Vice President for Research Administration, or the Sr. Associate Dean of the Graduate School can identify which faculty members have interests similar to those of the student.

### Policies Regarding Research

A number of University of Toledo Health Science Campus (UTHSC) policies are especially important to individuals conducting UTHSC-related research, whether or not an external sponsor is involved. Every student investigator should be familiar with those policies that address relevant aspects of the project(s) involved. All of these policies may be found in the UTHSC *Policies and Procedures Manual* or the *UTHSC Safety Manual* that are available in the Office of Student Affairs. Policies of particular importance to research include, but not limited to, the following:

UTHSC Policies and Procedures Manual POLICY TITLE	NUMBER	UTHSC Safety Manual POLICY TITLE	NUMBER
Workforce Training on HIPAA	01-081		
Sponsored Projects	03-001	Hazardous Waste Disposal	08-001
Human Subjects in Research	02-001	Infectious Waste Disposal	08-052
Animal Subjects in Research	03-007	Use of Radioisotopes	08-042
Academic and Scientific Misconduct	02-003	Respiratory Protection Program	08-043
Patent Policy	03-003	Chemical Hygiene Plan	08-077
Recombinant DNA	03-006		
Biohazardous Substances	03-004		
Conflict-of-Interest	03-005		
Authorizing Signatures for Financial	03-009		
Responsible Conduct of Research	03-012		

Research must be planned and carried out under the sponsorship of a salaried UTHSC faculty member, as only UTHSC salaried faculty can be Principal Investigators on UT IRB and IACUC applications. Additional investigators at UTHSC or other institutions may be involved as collaborating sponsors

Students should be aware that The University of Toledo is bound by numerous federal, state and local regulations governing ALL research, regardless of the source of funding (i.e., internal as well as external). These include (1) use of human subjects, specimens, or medical records (2) use of autopsy/cadaveric material, (3) use of animals, (4) use of hazardous or infectious materials and (5) use of recombinant DNA. Institutional committees MUST review and approve research protocols involving any of these BEFORE the research begins. Administrative support for each of these committees, except the Institutional Review Boards (IRBs), is provided by Research and Sponsored Programs (RSP), which can provide all appropriate forms and instructions. The IRBs are supported by the Department of Human Research Protection (DHRP). Protocols involving any radioactive materials must be reviewed and approved by the Radiation Safety Committee. Contact the Radiation Safety Office for forms and instructions. Submission at least two months in advance of the proposed starting date will generally be required to permit adequate review and response. For research that requires review at a convened meeting of a regulatory committee (IRB, IACUC, IBC, etc.), please refer to the submission deadlines listed on the RSP Calendar at <http://calendar.utoledo.edu/MasterCalendar.aspx?data=ar0rZxw6AnetgWFginr9hQ==>.

These proposals should be submitted to the appropriate regulatory committee for review at the convened meeting that occurs at least two months in advance of the proposed starting date.

The basic principle underlying all research is integrity. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be well enough acquainted with the work that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself. Plagiarism is unethical, and when done in the context of reporting research results, represents one form of scientific misconduct. To consciously incorporate the words or ideas of others, either verbatim or through paraphrasing, without appropriate acknowledgment is unacceptable in science and the scientific literature. For more information, see UTHSC policy 03-012 "Responsible Conduct of Research and Other Scholarly Activities".

#### Policies Regarding Summer Research after Year One

Students who, following year one evaluation, are in good academic standing, may carry out defined research projects during the summer semester. Students who have INCOMPLETE and/or FAIL or WITHDRAW FAIL status in one block may participate in the UTCOM Medical Student Summer Research Program only if the Associate Dean for Student Affairs, the Associate Dean for Undergraduate Medical Education, Years 1 and 2, and the block director all agree that it would be compatible with activities planned to remedy deficiencies. Students who have INCOMPLETE and/or FAIL or WITHDRAW FAIL status in two or more blocks will not be permitted to participate in the Medical Student Summer Research Preceptorship Program.

#### Policies Regarding Research for Third and Fourth Year Students

Students who are in good academic standing may carry out defined research programs in the fourth academic period, if the proposal has been approved by all appropriate parties and the research elective has been approved by the Associate Dean for Clinical Undergraduate Medical Education. Third year students who have an opportunity to participate in a unique research experience during the third academic period may meet with the Associate Dean for Student Affairs to request a modification of their required clerkship schedule.

#### Support for Research

Institutional funds are not available for project costs and/or student stipends. External support (e.g. fellowships) may be available, but this generally requires application many months to a year in advance. Students interested in applying to external sponsors (e.g. American Heart Association, National Institutes of Health, as well as pharmaceutical companies, foundations, etc.), should contact RSP for information, application forms, and UTHSC policies governing the submission of such requests. Students interested in research should be familiar with UTHSC Policy No. 03-001: *Grants, Contracts, Clinical Trials and All Other Sponsored Programs*. RSP is located in Room 2102 of the Center for Creative Education Building. A bulletin board can be found on the wall immediately outside of the RSP office containing announcements of research opportunities.

Additionally, UT subscribes to two grant opportunities databases, COS and IRIS, that can be utilized to search for appropriate funding opportunities for student participation in research. Virtually all information, policies, forms, etc. that you may need from RSP are available from that office's website: [www.meduohio.edu/research](http://www.meduohio.edu/research).

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b> None</p> <p><b>Initial effective date: 08/25/85</b></p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"> <li>• 08/25/86</li> <li>• 08/13/87</li> <li>• 08/22/89</li> <li>• 08/15/90</li> <li>• 10/01/91</li> <li>• 02/24/94</li> <li>• 07/01/95</li> <li>• 08/01/96</li> <li>• 04/01/98</li> <li>• 03/26/99</li> <li>• 08/18/03</li> <li>• 09/17/04</li> <li>• 04/22/07</li> </ul> <p><b>Next review date: 04/22/2010</b> (three years from most recent revision/review date)</p>
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