

# Research Elective Scheduling Form

This form must be completed and submitted by **9:00am four weeks prior to the start date** to receive appropriate approval and credit. This will ensure that clinical compliance audits, hospital site assignments, and schedule updates are processed in a timely manner. Incomplete forms will delay processing. **Please note that students cannot receive research credit when they are also being paid for that work.**

Submit the completed PDF scheduling form and supporting documentation online via the COM Service Desk under "Student Scheduling Request". The following supporting documentation is required for this request:

- A complete research proposal (see Fundamental Requirements below) and details on hours/weeks being spent on the project;
  - At minimum 30 hours of work is needed for each one week of credit. (Detailed breakdown required for five weeks or more.)
- A letter of endorsement from the research supervisor of the project. (If scheduling form is not signed.)

Per the Office of Curricular Affairs, all research projects must be approved, at minimum, two weeks prior to start date of the elective. Retroactive credit will not be awarded for work performed on an unapproved project. All research elective requests are submitted to Records & Registration (Registrar) via the COM Service Desk and then reviewed by the Associate Dean for Curriculum or his designee.

**Students are eligible for a maximum of eight credit hours for research, including James Scholar Program participants. MSTP students are the only exceptions as they are eligible for 12 research credit hours.**

Student's Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Research Topic: \_\_\_\_\_

\*Please note that any research elective will only appear as "Research" on your schedule.

\*\*Research Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Research End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Weeks of Credit Requested: \_\_\_\_\_

\*\*The research start date is when the student will begin working on the project. At minimum, the start date must be two weeks away from request date. Research electives can be longitudinal in nature and may overlap with clinical experiences; however, at least two weeks for a project of four weeks or less OR four weeks for a project more than four weeks of unscheduled time must be set aside on the student's schedule for the research elective during the term the elective is scheduled. (The elective must be scheduled in the term it begins.) No other experiences can be scheduled concurrently during these weeks.

**SCHEDULING** - Indicate the block of dedicated/unscheduled time\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**\*A two-week dedicated block for projects four weeks or less or a four-week dedicated block for project five or more weeks.**

**Important Note:** All electives completed outside the University of Illinois College of Medicine must be done at a medical school or healthcare institution that has an Affiliation Agreement (AA) with UI COM. If there is no AA in place, the site coordinator/director should contact Janet Comins (jcomins@uic.edu) in Educational Affairs. Please allow up to three months to process.

## **Fundamental Requirements:**

- A.** Research electives in the UI College of Medicine at Chicago, may be designed to receive from two through eight weeks (credit hours) of elective credit. The workload demanded by the research project should be appropriate for the number of hours of credit proposed. Research electives should be complementary to the student's overall medical school experience and not to be used to supplant other clinical or educational experience.
- B.** All research elective requests require a complete research proposal. Fundamental concepts and basic medical research should be addressed through the educational experience, lecture, discussion with faculty advisor, or active participation by the student during the rotation. These fundamental processes of medical research include:
1. Developing a hypothesis
  2. Literature review to evaluate uniqueness of proposed hypothesis or study
  3. A priori statistical analysis or power analysis for clinical studies
  4. Experimental design
  5. Obtaining and collecting data and avoiding bias
  6. Presenting raw data and statistical analysis and writing data in manuscript form
  7. Preparing or submitting for publication
  8. Ethics

*While most of the student's time will be spent on # 2, 5, 7 and/or 8 above, all eight items must be specifically addressed in the research proposal including the mechanism of how the student will be introduced to each facet of the research process that is unique to their project.*

**Your research proposal description should have headers / sections for each of the eight fundamental processes to ensure all are adequately addressed.**

- C.** Upon completion of the research experience:
1. A summary of what was accomplished during the elective time is required and must be reviewed by the Assistant/Associate Dean of Curriculum for post research credit. If approved for more than 4 weeks of credit, an abstract or summary paper that is ready for national publication must also be provided to the Assistant/Associate Dean. Documents are submitted to: com-registrar@uic.edu.
  2. A completed assessment form must be received from the faculty member overseeing the research. Indicate below who should receive your assessment form.
  3. In addition, both the project summary/abstract description and assessment must be submitted in order for the student to receive credit for any research elective. *Final credit hours will be determined upon review of these materials.* Credit hours earned are based on productivity and quality of research and presentation and the faculty assessment.

Research Supervisor (print): \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Hospital/Medical School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone/Fax #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_