**Research Project Guidelines/ Application Form/Funding Request**

Dear OMS,

Please complete and submit the research application below for project approval and funding. Applications for travel/publication support should be submitted at least **2 weeks before the planned** **activity** for consideration for funding by the COMP Research Committee. Receipts for reimbursement must be received by the Committee **within 30 days of travel**. Please submit your completed form and receipts to Jeannette Dowling (jdowling@westernu.edu)

1. **First and second-year** students may also develop a research project with faculty mentorship. They must complete this research application prior to starting a research project.
2. For a research ***rotation (3rd and 4th year students)***, this application must be submitted 60 days PRIOR to the start of the rotation. (The 60 day deadline is so that there is time to secure a backup rotation in the event the research rotation is not approved and to allow sufficient time to process an IRB application if indicated.) Research *rotations* are available to students during the second half of their third year (as an elective) and to all fourth year students. The rotation can be a maximum of 4 weeks.

**For 3rd and 4th year students**

* + - * You need the signature of the Director or Assistant Director of Clinical Education in addition to your mentor(s) and either Drs. Squier/Kisby (COMP NW) or Drs. Szurmant/Fuchs (COMP)
  + Once the application is complete and includes all required signatures, submit it through the OTRS Portal.
  + The rotation coordinators will update your schedule accordingly once it has been determined that you have met all of the requirements. Step 6-7 described below must be completed within 3 months of the end of your rotation, and submitted to Dr. Kisby (COMP NW) or Drs. Fuchs or Szurmant (COMP). The rotation will be graded as Incomplete until all steps are completed.

Step 1: Contact Information

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Research Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(May be an outside physician or research scientist)

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your primary mentor is not WesternU faculty, you must identify a WesternU faculty member in addition to your primary mentor:**

WesternU Faculty: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College / Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: Certifications

* Attach CITI and NIH training documents and certificates as applicable.

Step 3: Mentor Signature(s):

* Signing below indicates that you agree to serve as a mentor for the above-named student’s research project and you agree to complete an evaluation of the student at the end of the rotation.

1. Signature (Primary Mentor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Signature (WesternU Mentor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 4: Other Required Signatures

1. Research Committee Designee (COMP NW: Dr. Kisby OR COMP: Drs. Fuchs/ Szurmant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Step 5: Description of Proposed Research (Discuss and complete in collaboration with your mentor):

1. Title of your research project/presentation.
2. What is the current understanding of this topic or scientific field?
3. What is the question?
4. Why is it an important question?
5. What is the hypothesis?
6. How will you address this question and test the hypothesis (material and methods)?
7. What are the potential implications from getting an answer?
8. Detail what **YOU** will be doing. What will be **YOUR** contribution to the research?
9. What do you expect to accomplish?
10. What are **YOUR** learning objectives? **3rd and 4th year students** - What do you expect to accomplish in the amount of time available for this rotation?
11. Does the research involve the use of human subjects? YES NO

Any research involving live human subjects requires IRB approval. Any research using cadaveric tissue requires an exception from the IRB office.

Does the research have the appropriate IRB approval or an IRB exception? YES NO

IRB Approval # \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of primary mentor (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Jennifer Kurtz [jkurtz@westernu.edu](mailto:jkurtz@westernu.edu) for questions regarding IRB application.

1. Does the research involve the use of animals (alive or dead)? YES NO

Any research involving the use of animals (alive or dead) requires IACUC approval.

Does the research have the appropriate IACUC protocol approval?

IACUC approval # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of primary mentor (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Susan Dominguez for a copy of the latest application template and any other information needed.

Step 6: Outcomes of your research plan

1. What is your (and your mentor’s) plan to share the results of this research? (Be as precise as possible: examples: name of journal, meeting and dates, time frame, etc.)

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1. (3rd and 4th year students) Projected deadline for submitting the closing report (see Step #6) for your research rotation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. This must be no later than 3 months following the end of the rotation.
   2. Your evaluation cannot be completed until the report is received.

Step 7: Requirements to Receive Credit for a Research ROTATION (3rd and 4th year students)

1. The primary research mentor must complete the research rotation evaluation available on Blackboard of the student’s performance, indicating an overall grade based on the grading rubric.

Final Grade options: Honors High Pass Pass Low Pass Fail

1. The student must provide a written evaluation of his/her experience and include the preparation of an abstract and a presentation of their research in order to receive a final grade.
2. The rotation will be graded as Incomplete until all steps are completed.

**Application for Funding: (Please note one student can receive up to $1500 per year; student teams can apply for the same project, but the per project funding is also $1500/project). Up to $500 (included in the $1500/project total) will be considered for publication fees. Committee will decide on the amount of funding based on a variety of factors including impact factor, predatory journals, role of student in project and authorship rank.**

1. Please provide the name of the meeting you plan to attend:
2. What are the dates you plan to attend the meeting?
3. Have you requested and been approved for time off?
4. Please provide the url of the meeting you plan to attend:
5. Please paste in presentation title/authors/abstract:
6. Please attach a pdf copy of the email or letter that notes acceptance of the abstract/poster/oral presentation:
7. Who is the presenter?
8. Have you applied for a travel award from the meeting sponsor (if travel awards are available, you must apply before requesting funding support from Western U)?
9. Do you have any other source of funding for this meeting? If yes, how much?
10. Has this research taken place on campus or off campus?
11. Has this research taken place while you were a WesternU student? If activities started prior to joining WesternU, please elaborate what part of the research has been done while you were a student:
12. Is your affiliation on the poster/presentation listed as WesternU? If no, please explain why and what your affiliation is listed as:
13. Please indicate which of the following will you be requesting and an estimated cost (please attempt to keep costs low by carpooling/roommates if possible):

□ Hotel estimated cost:

□ Travel (mileage or flight) estimated cost:

□ Registration estimated cost:

□ Poster printing estimated cost:

Pomona students are strongly encouraged to use the poster printing service at the WesternU Multimedia department. Go to: request.westernu.edu and select Videography/Photography/Poster printing

□ Abstract Submission Fee estimated cost:

Travel/conference funding requests require budget approval (signature) by Research Mentor:

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_