

<p style="text-align: center;">Application for Research Elective Instructions and Form Michigan State University College of Human Medicine</p>

CHM LCE students are eligible to take two- or four-week research electives. These are full-time clerkships, with a 40 hour per week commitment (80-160 hours). Contact your LCE campus Student Programs Administrator for scheduling and registration. The research elective provides students with an opportunity for intense, hands-on research experience during which they can learn about conducting research through involvement in either an established or student-initiated research project.

The research elective involves participating in a research or quality improvement project under the direction of a Research Mentor, completing individualized assignments related to research such as submitting a research proposal, and writing a final summary of the research experience.

Expectations and Requirements

Students who are accepted for a research elective are expected to work on their research project *40 hours per week for the duration of the elective, or 80-160 hours total.*

- Student must complete a **2-3 page** Research Proposal and Plan. **Poorly written proposals will not be approved**
- Student must submit a completed and signed Research Elective Application form
- Research Proposal and Plan and Research Elective Application Form are due 30 days prior to the start of the elective
- Research work must be worthy of a passing grade
- Research should be conducted during regularly scheduled semesters
- Research Mentor will be responsible for guiding the intellectual course of the student's work
- Attend a weekly meeting with the Research Mentor where project progress and the next steps are discussed
- Institutional Review Board (IRB) approval must be granted before data collection involving human subjects begins
- Complete a Research Summary at the end of the elective that includes a revised version of the research proposal and plan (application instructions section), a description of the activities and results of the research elective activities. **Poorly written or insubstantial research summaries will not be approved**
- Evaluation form completed and signed by the Research Mentor and submitted to the Community Campus Research Director or Student Programs Administrator. The Community Campus Research Director is responsible for reviewing and giving approval for a passing grade.

Application Instructions

1. The Research Elective Application Form and Block III Elective Mentor Form as found on this page (<https://research.chm.msu.edu/Students-and-Residents/Research-Elective-Guidelines-and-Forms>). These are fillable pdf forms that can be saved for completion at a later date. **When forms are complete, turn in signed copies to the Community Campus Research Director or Student Programs Administrator at your campus.**
2. Prepare a Research Proposal and Plan and submit it to your Community Campus Research Director or Student Programs Administrator. Please turn in this form **WITH** the Elective Application Form (see step 1). Make sure your Research Mentor has reviewed and approved your proposal and plan. The document should be a 2-3 page narrative that includes the following:
 - a. **Background and Significance** - describe the problem you will address; why the research is important based on preliminary literature review with citations; and describe how your research will contribute to new knowledge.

- b. **Specific aims** – state the research question you will try to answer and the goal of your research; describe in specific, measurable terms what you will investigate; state your hypothesis.
 - c. **Student's role in the research** – describe specific activities you will be involved in during the project and the knowledge and experience you will gain.
 - d. **Research design and methods** – describe how you will conduct the research; whether the study is retrospective or prospective; whether you will gather primary data or use secondary data; describe the primary outcome measures and independent variables; discuss how subjects will be recruited and the target number of subjects, the inclusion and exclusion criteria, and human subjects protections; and describe how the data will be collected, managed and analyzed.
 - e. **Learning Objectives** - Briefly describe learning objectives during this elective.
3. If you are conducting research involving living human subjects in any capacity, material of human origin, or existing data originally collected from human subjects, you will need to obtain human subjects approval from the IRB of the institution where you will be conducting the research. If the project does not have IRB approval yet, or you are not sure whether IRB approval is required for your project, contact the IRB or your Community Campus Research Director.
4. The Research Elective must be approved by the Research Director for your campus. Email the Proposal and Plan and Research Elective Application form to your Community Campus Research Director or Student Programs Administrator to request approval. **Research Electives MUST BE APPROVED by the Community Campus Research Director prior to the start of the rotation.** Failure to complete and submit the required paperwork and receive approval prior to the start of your rotation may result in no credit being earned for the experience.