



Jerry M. Wallace  
School of Osteopathic Medicine

## Student Research and Scholarly Activity Policy

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**Approval Signature:**

  
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Dean and Chief Academic Officer

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## **Purpose**

Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM) is committed to supporting students in pursuing research and scholarly opportunities throughout all four years of osteopathic medical education.

This Policy outlines the processes and procedures followed by CUSOM regarding the various categories related to student research at CUSOM.

## **Process**

### **Mentorship**

Students are highly encouraged to gain experience and participate in research; however, they are not permitted to act as principal investigators (PI). Rather, they must partner with a faculty member or preceptor/mentor who takes on the role of PI. The faculty preceptor/mentor has overall responsibility for the conduct of research or scholarly activity and is ultimately responsible for obtaining approval from regulatory committees as needed. The faculty or clinical mentor need not be a CUSOM faculty member but must be of a more senior level than a student in order to provide appropriate guidance.

For a student-initiated project, the student must have a faculty, preceptor, or outside higher-ranking sponsor, who will serve as the project PI and student mentor. If working on a project outside of CUSOM, the student must identify a higher-ranking individual, who will serve as the project lead and mentor. The student may prepare the relevant proposals and applications in close cooperation with the mentor. Both student and faculty investigators/mentors share the responsibility for complying with policies related to research ethics and are responsible for conducting their research in accordance with university and/or institutional affiliates' policies. A faculty member must approve all scholarly activity undertaken by students.

If Institutional Review Board (IRB) review is required for the student research project, students may not be the PI for the IRB protocol and IRB application. The student must partner with a mentor for submission of the IRB protocol and application. A CUSOM faculty member must be the project PI for Campbell University IRB applications.

### **Research Notification Form**

CUSOM requires all students in all years of training who will be publishing or presenting research conducted while a CUSOM student to notify the Associate Dean for Research of their intent through the submission of the Research Notification Form. Students receiving mentorship and/or working on a project not associated with CUSOM should make those projects and relationships known through the Research Notification Form prior to presentation or publication.

Through this, student researchers are provided with an additional layer of oversight and support in addition to their faculty member or preceptor/mentor.

For meeting submissions, the final version of the abstract must be approved by the faculty mentor and/or the project lead and included as part of the Research Notification Form submitted to the Associate Dean for Research. The Associate Dean for Research must review and approve all compliance requirements before submission of the abstract for any scientific meeting. The faculty mentor and all listed co-authors must review and approve the final poster or presentation prior to submission to the Associate Dean for Research for final approval. The author(s) and preceptor/mentor must be up to date on research compliance processes.

For manuscript submissions (case report, original research, or any other publication), the final manuscript draft must be submitted with the Research Notification Form and approved by the Associate Dean for Research prior to submission to any journal for consideration of publication. The faculty mentor and all listed co-authors must review and approve the final manuscript prior to submission to the Associate Dean for Research for final approval for publication. The author(s) and preceptor/mentor must be up to date on research compliance processes.

The research notification form is available at the Research Organization within Blackboard, in the student folder.

### **Curricular Scholarly Project Guidance**

CUSOM medical students receive instruction in research skills and complete a scholarly project paper as part of the Foundations of Medical Practice (FMP) course throughout the first two years of the medical school curriculum. The FMP course presents research processes, compliance practices, and principles of responsible conduct in research (RCR), as well as introducing general principles of research ethics, statistical methods, project development, human subject protections, and the responsibilities of CUSOM students in basic science, educational, and clinical research.

Students are required to submit a written scholarly manuscript using the skills gained and following the guidance provided in the FMP courses. The FMP project technical requirements and instructions to author guidelines can be found in the FMP Project Organization within Blackboard. Each class of students has an FMP Project Organization designated for the specific student class.

### **Training Requirements**

As members of a research team, students may be required to complete training specific for their research project. This may include CITI modules for human subject protection or laboratory safety training for laboratory-based projects. If

such training is required, the student must provide documentation of training completion prior to beginning work on the project. Documentation of the appropriate training is also maintained by the project supervisor(s). Research preceptors/mentors may provide additional training specific to the research project.

### **Summer Scholars**

The CUSOM Summer Scholars program is designed as an additional extracurricular opportunity to expose DO students to research in the areas of biomedical, clinical, osteopathic manipulative medicine, or simulation medicine. Research conducted as a summer scholar allows students to gain valuable experience in research and explore various clinical and biomedical disciplines. Students are incorporated into laboratories or educational settings to work with CUSOM faculty on the Health Sciences Campus, at CUSOM-affiliated clinical sites, or work on select projects at local institutions. The Scholars Program is designed to help medical students acquire a greater understanding and application of methodologies which support healthcare innovation, and encourages students to envision themselves as physician-scientists. This is a competitive program and accepted students attend a Responsible Conduct in Research training workshop, participate in weekly work-in-progress sessions, work on a full-time basis during the summer months between their first and second year of medical school, complete a final research project paper, and receive a stipend at the conclusion of the summer. Most Summer Scholars also present a poster of their work at a local or regional research symposium during the following academic year.

Projects for Summer Scholars are developed by CUSOM faculty or clinicians at CUSOM affiliated institutions. The CUSOM Research Committee approves projects in the early spring semester. Project PIs interview students interested in working on their projects. Students express their preferences for individual projects through a survey tool. The Research Committee matches students with projects in March. The summer work sessions begin in late May and conclude in late July.

### **Case Reports**

Case reports are important contributions to medical knowledge, because they often describe new diseases, new disease mechanisms, unusual disease presentations, therapeutic approaches, beneficial or adverse effects of drugs, and provide opportunities to educate others by virtue of the clinician's experience with one patient. Presenting or publishing a case report can be a valuable learning opportunity for a student and contribute to the student's scholarly activities. As this is the experience of only one (or a few) patient(s), a case report is not considered "research" because it is not generalizable. As such a case report does not require IRB approval. However, there are other considerations that must be met before presenting or publishing a case report, including working with a mentor, obtaining the consent of the patient and recognizing that HIPAA still applies to the patient information shared in the case report. Students working at a hospital site

must also adhere to any hospital policies and guidelines regarding the presentation and publication of patient information in a case report.

More information regarding case reports, including instructions for students and patient consent templates can be found in the Research Organization within Blackboard in “Case Report Folder”.

### **Research Elective**

Students wishing to earn credit for biomedical research, clinical research or other scholarly activities may enroll in the Research (Independent Study) elective during their fourth year. Description of the course requirements is available in the Research Elective syllabus. Students participating in the research elective must comply with all appropriate regulatory requirements, which may include Institution Review Board approval prior to initiation of the project. Students and their faculty mentors are responsible for knowing which compliance requirements are appropriate.

### **Student Support for Research Presentations**

When students’ work is accepted to present at regional or national conferences and events, CUSOM aims to support their attendance and participation in scholarly communities. To encourage this, CUSOM offers free poster printing. Posters are submitted using a survey tool and are reviewed for compliance requirements prior to printing.

Medical students who travel to symposia or medical meetings to present their research may also request travel funding for reimbursement of their travel expenses. If approved by their preceptor/mentor, the CUSOM Registrar, and the Associate Dean for Research, each student may ask for funding up to the academic year limit, determined for each budget year. Students may ask for funding to attend multiple meetings if the total funding in the academic year is less than the annual limit. No more than two students will be awarded travel funds for the same presentation. The typical expenses include the following: conference registration, hotel bill, airfare cost, meals, airport parking, taxi/ground transportation, etc. Items that will NOT be reimbursed include alcohol, meals (when the meeting registration includes that meal), flight upgrades, entertainment costs, meals for individuals other than the student, off-site printing of the poster, etc. The receipts must be itemized originals and indicate that the item has been paid. This would include confirmation of conference registration, itemized hotel bill, flight receipt stating amount paid, taxi receipt, itemized restaurant receipt (NOT just the restaurant credit card receipt), airport parking receipt, etc. Although attending a meeting is good for professional development, it is still important for students to attend class. They still must request an excused absence for required class sessions through the usual CUSOM procedures. This applies for courses in the 1<sup>st</sup> and 2<sup>nd</sup> years as well as clinical rotations for the 3<sup>rd</sup> and 4<sup>th</sup> years.

The poster printing submission site and the travel funding application are available in the Research Organization within Blackboard, in the general research and student folders.

### **Collaborative Anatomy-Pathology Project (CAP)**

The Collaborative Anatomy-Pathology (CAP) Project is an extracurricular scholarly project opportunity that provides medical students a deeper understanding of anatomy, histology, and pathology via linking disease seen at the gross and microscopic level with the clinical implications of the disease. All first-year medical students have the opportunity to participate in the CAP project by expressing interest to the anatomy and pathology project leaders. Students document lesions and anatomical variations found during their anatomy dissection course. Samples are collected, undergo histologic slide preparation, and the resulting glass slides are scanned to permit virtual microscopy. After an extensive literature review, participating students construct scientific posters, under faculty guidance, for presentation at local symposia.

### **Campbell Associated Medical Literature Journal (CAML)**

The Campbell Associated Medical Literature Journal (CAML) is a student-run medical journal for undergraduate and graduate level Campbell University students with the hopes of being able to foster and disseminate high-quality, collaborative research that will further Campbell University's contribution to medical advancement. Similar to professional journals, CAML strives to maintain the highest standard of integrity in conducting, and publishing, research. CAML's editorial policies, research practices, and decision-making processes have been developed with transparency and clearly defined, equitable criteria. CAML's ethical practices will be appropriately disclosed, reviewed, and revised as needed. While CAML encourages free inquiry and exploration of challenging topics, the aim and content of submissions should make a reasonable attempt to reflect the values of Campbell University and its affiliates. Work that lacks depth, beneficence, or is unduly provocative or controversial in its aim will likely be declined, as will any submission containing disparaging, false, or unsubstantiated claims. Submission of plagiarized work, copyrighted work (including images), or work that has been published elsewhere with the expectation of exclusivity, will be declined and warrant disciplinary action from the appropriate institutional ethics committee(s). Consent of all contributing authors is required for publication. Submissions should adhere to all Campbell University Ethical guidelines, as well as those established by the scientific community.

Full submission guidelines, review criteria and instructions to authors can be found in the CAML folder within the Research Organization within Blackboard.

**Duration of Policy**

This Policy is effective as of the date identified above and shall remain effective until amended or recommended to be terminated by the Dean and Chief Academic Officer of CUSOM.

**Policy Review**

This Policy is reviewed and revised as needed.

**Changes to this Policy**

CUSOM reserves the right to make changes to this Policy at any time.