

Creighton University School of Medicine Guidelines

GUIDELINE: Medical Student Research Funding

GOVERNING BODY: Executive Committee

APPROVAL DATE: April 14, 2023

REVISED DATE:

LCME ACCREDITATION STANDARD REFERENCE: 3.2

PURPOSE

To ensure vetting and accountability of the use of SOM or departmental funds awarded to medical students for research or scholarship.

GUIDELINE

Departmental or SOM funding, outside of the M1 summer research program, for a medical student's research or other scholarship project must be requested by a faculty mentor and approved by the chair or Office of Research, depending on the source of funds.

SCOPE

All medical students are eligible, subject to the SOM Employment Policy

(<https://www.creighton.edu/sites/default/files/2021-12/Employment%20Policy%20v2%2020211109.pdf>).

PROCEDURE

1. Student identifies a faculty mentor
2. Student and faculty create a project idea/proposal
3. Student/mentor submit project to IRB, if applicable
4. Student/mentor completes the Qualtrics Survey to request approval for funding
https://blueq.co1.qualtrics.com/jfe/form/SV_9KseFU4uQb0PiMC
 - a. Qualtrics Survey is routed to Department Chair for approval
 - b. Completed Qualtrics Survey is sent automatically to the SOMResearch@creighton.edu email for record keeping
 - c. The Chair should inform their Department staff of the approval of the funds.
 - i. For the basic science chairs, approval will go through the department administrators.
 - ii. For the clinical chairs, approval will go to the Associate Dean of Business Affairs, James Rodenbiker.
 - iii. For the requests over \$1,000, the department chairs and either the administrator (for basic science departments) or the Associate Dean of Business Affairs (for clinical research departments) will come to a mutual agreement on a schedule of payments, as stated below.
 - d. Once an agreed upon schedule of payments is established, the administrators/administrative assistants should work with the Business Office (businessoffice@creighton.edu) to process the payments.
 - i. The Business Office will need the student's name, NetID, amount to be paid and the correct Fund/Org/Account/Program. Please ensure that you include the Activity Code "SCHP" when using Chair Funds.

- ii. Please communicate with the student receiving funding to set up their direct deposit information in their TouchNet account. (See Direct Deposit of Refund Directions - <https://www.creighton.edu/businessoffice/policies/refundsoverpaymentsandwithdrawals/>)
- 5. All projects are expected to be presented at the completion of the project at one of the following forums: Poster Presentation, Oral Presentation, or Publication
- 6. Students will complete the research project and be required to complete a Completion of Research Survey – which will be tracked by the Office of Research. https://blueq.co1.qualtrics.com/jfe/form/SV_bpFnSpxblPZE6JU
- 7. The Director of Research Programs will communicate the completion of the survey to either the Department Administrator or to the Associate Dean of Business Affairs to initiate the final payment, if applicable.

Payment Schedules

Amount Requested	Timing of Payment
\$1,000 and under	Upon approval of request
\$1,001 +	<p>Payment will be made in installments based on the timing of the work and the amount being requested. This arrangement will be mutually agreed upon by Department Chair and Approver (Department Administrator for basic sciences or the Associate Dean of Business Affairs for the clinical departments). The final payment will not be released until the Completion of Research Survey has been completed.</p> <p>Example: 2/3 will be paid upon approval of the request 1/3 will be paid at the completion of the final survey</p>

ADMINISTRATION AND INTERPRETATIONS

This guideline is the under the authority of the Associate Dean for Research.