



## FSU College of Medicine Summer Research Fellowship Program Policies and Proposal Submission Requirements

The FSU College of Medicine encourages medical students at all levels to seek research opportunities that will enhance their scholarly experiences and develop and refine their scientific and clinical interests. The College of Medicine Summer Research Fellowship program awards \$4,000 stipends to medical students participating in research with the assistance of a faculty mentor in the summer between the first year and second year of medical school. The fellowships provide students with opportunities, encouragement, and support in research endeavors. College of Medicine Summer Research Fellowship proposals and supporting documents are due by **9:00 a.m. on Monday, February 14, 2022**. Submissions must be emailed to [carrie.bednarz@med.fsu.edu](mailto:carrie.bednarz@med.fsu.edu).

### General Description

Students who are awarded the College of Medicine Summer Research Fellowship agree to work under a faculty mentor to conduct full-time research over the summer, submit a summary paper in early September 2022, and present their projects to a College of Medicine audience in mid-Fall 2022. Students may join existing projects or create their own projects after identifying an appropriate FSU College of Medicine faculty mentor.

The number of Summer Research Fellowships is limited, and the selection process is based on the evaluation criteria provided with the proposal guidelines below. Research should be conducted under the mentorship of FSU College of Medicine faculty. Only one student per research project will be considered for funding.

Proposals must be written by students and not by faculty mentors or research support staff/personnel, though faculty mentors should certainly read the proposals (and should make content and editing suggestions where necessary). Any suspected plagiarism (including failure to provide proper citations) will disqualify a proposal and result in referral for violation of professionalism standards.

Proposals and all supporting documents must be submitted to the College of Medicine Division of Research and Graduate Programs by the deadline. No exceptions will be made.

### Required Training in Research

*For human subjects research*, documentation of FSU Collaborative Institutional Training Initiative (CITI) training for the protection of human subjects in research must be included with the College of Medicine Summer Research Fellowship proposal. CITI training is available at no cost through the College of Medicine [Division of Research](#). All first-year medical students will complete this online training during the Host-Defense block.

*For animal and wet lab research*, animal, lab safety, hazardous waste, and BSL2 training may be required prior to the start of any research and is offered through the [FSU Office of Environmental Health and Safety](#). Students should be advised by their faculty mentors about which trainings are necessary, depending on the research proposed. Animal and wet lab research training can be time intensive and these trainings are generally offered on a set schedule. While documentation of these trainings is not required in order to submit a proposal to the College of Medicine Summer Research Fellowship Program, the fellowship will not be funded until documentation is received. And certainly, documentation of completed training is required before any animal or wet lab research is conducted.

**Funding Conditions**

For projects requiring IRB, animal and web lab training, or other institutional oversight approval: The Summer Research Fellowship Committee requires status updates in April and May. The Committee may withhold funding from projects that do not demonstrate substantial progress toward securing the appropriate approvals in the two months leading up to the start of summer research.

## Summer Research Fellowship Proposal Guidelines

### Required Proposal Items

- A proposal abstract. This document should provide a brief summary (approximately 200 words) of the proposed research project. See [American College of Physicians' "Writing a Research Abstract"](#) for format ideas.
- The proposal text. The proposal text should be well-written and consist of each of the numbered sections listed below. The length of the proposal text should be 1,800–2,000 words.
- Proposal Submission Form.
- Faculty mentor curriculum vitae (CV).
- *For human subjects research*, CITI training completion document.
- *For animal and wet lab research*, a statement acknowledging the need for training, including which trainings(s) and a timeline for completing the training(s).

### Required Sections of the Proposal Text

The proposal text must address each of the topics listed below; the number and title of each section should be exactly as listed.

#### 1. Significance of the problem / issue to be addressed (500 words maximum).

Using support from the literature (references must be included):

- Describe the problem/issue the proposed research project will address.
- Discuss why the problem/issue is important/significant.

#### 2. Primary goal(s) / objective(s).

Describe the goals/objectives of the research project, including the research question(s), aim(s), and/or hypothesis(es).

#### 3. Activities to be undertaken.

Provide a clear and detailed description of the research activities that will take place during the project period: approximately mid-May to mid-August 2022. Specific dates will vary depending on your summer clinical practicum schedule. Be sure to describe each of the items listed below, *provided that they are related to your proposed research project*. Note: Description of the methodology for existing projects can be quoted from other sources with appropriate attribution (e.g., grant proposals, IRB application, or published work).

- Study participant(s)
- Setting(s) in which the study will take place
- Intervention or phenomena that will be examined
- Research design and procedures
- Types of data that will be collected or otherwise generated
- Measures, instruments, or other quantitative or qualitative methodologies to be used in collecting/generating the data
- Strategies, techniques, or theoretical frameworks to be used for analyzing/interpreting the data

#### 4. Timeline.

Provide a timeline that matches the activities described.

#### 5. Student's role.

Clearly describe your contribution(s) to the research project, including your contribution(s) to one or more of the following areas:

- Conception and design of project

- Protocol development, acquisition of data, protocol submission to institutional review boards (e.g., FSU IRB for human subjects research), site negotiation, data collection and management
- Analysis and interpretation of data

#### **6. Faculty mentor.**

Briefly describe why your faculty mentor is well-suited to working with you on this project.

#### **7. Relevance to the FSU College of Medicine mission.**

Briefly describe the research project's relevance (if any) to the College of Medicine mission. Note: While not required, additional consideration *may* be given to research that aligns well with the college's mission to serve elder, rural, minority, and underserved populations.

### **Summer Research Fellowship Criteria for Judging Proposals**

Proposals will be judged in light of each of the criteria listed below.

- Is the abstract well written, and does it match the proposed project?
- Is the proposal well written?
- How important/significant is the problem/issue being addressed?
- Are the goal(s)/objective(s) of the proposed research project clearly explained?
- Do the research question(s), aim(s), and/or hypothesis(es) align well with the goal(s)/objective(s) of the research project?
- Is the description of the proposed activities clear and detailed with respect to each of the following (as related to the proposed research)?
  - Study participant(s)
  - Setting(s) in which the study will take place
  - Intervention or phenomena that will be examined
  - Research design and procedures
  - Types of data that will be collected or otherwise generated
  - Measures, instruments, or other quantitative or qualitative methodologies to be used in collecting/generating the data
  - Strategies, techniques, or theoretical frameworks to be used for analyzing/interpreting the data
- Are the proposed activities well aligned with the research project's goal(s)/objective(s) and research question(s), aim(s), and/or hypothesis(es)?
- Do the proposed activities seem feasible to conduct within the summer-long project period (mid-May to mid-August 2022)?
- Will the student play a significant role in the research project?
- Is the faculty mentor a good "fit" for the proposed research?
- How relevant is the research project to College of Medicine mission?

## Summer Research Fellowship Proposal Submission Form

2022 College of Medicine Summer Research Fellowship proposals and supporting documents are due by **9:00 a.m. on Monday, February 14, 2022**. Submissions must be emailed to [carrie.bednarz@med.fsu.edu](mailto:carrie.bednarz@med.fsu.edu).

### Section I: Type of Research

Check the appropriate statement as it applies to your research.

My research involves *working with human subjects*, and I affirm that prior to starting my research,

- I have completed the required CITI training in the protection of human subjects required by the FSU College of Medicine;
- I will or have already submitted this project for approval by the appropriate Institutional Review Board(s) (e.g., FSU IRB, Tallahassee Memorial Hospital).\*

\* *Documentation required if your project is awarded funding.*

My research involves *working in a biomedical sciences lab*, and

- I affirm that I have or will have completed the necessary lab safety training before starting my research.

### Section II: Attestation Statements

#### Student

By signing this form, I attest and affirm the following to be true:

- I have developed, written, and submitted this Summer Research Fellowship proposal.
- The signing faculty member has agreed to mentor me in conducting the proposed research project should it be funded.
- I am not remediating or repeating coursework required to complete the medical degree.
- I am available to complete the proposed research project this summer and commit to 10 weeks of full-time work.
- Should my proposal be selected for funding, I will not commit to substantial activity outside of conducting the proposed research, including FSU CoM Teaching Assistantship, Summer Institute Mentor position, or other endeavors that may impact my full-time commitment to research.

#### Faculty Mentor

By signing this form, I attest and affirm the following to be true:

- This Summer Research Fellowship proposal has been drafted and written by the student and is not the product of others' written work.
- Should the proposal be funded, I agree to mentor the student on the proposed research project over the summer: 10 weeks of full-time work. I also agree to oversee the creation of the required poster.
- As applicable, I accept responsibility for seeing that the proposed research is submitted to the appropriate IRB(s) and/or that the student secures the appropriate training documentation.

Student Name:

Student Signature:

Date (x/xx/xx):

Faculty Mentor Name:

Faculty Mentor Signature:

Date (x/xx/xx):