

Medical Student Project Timeline

Students must register all scholarly projects with the office of Research, Innovations & Scholarly Endeavors (RISE) through the Archivum platform <https://usf.appiancloud.com> in order to qualify for financial support for travel/presentation opportunities

MSI

- 1) MANDATORY FOR ALL:
 - a. [CITI training](#) should be completed during the Professions of Health course. Recommend review on CITIPROGRAM.ORG for in-depth knowledge. A Certificate of Completion is REQUIRED to be sent to the Institutional Review Board (IRB)
 - b. [Conflict of Interest \(COI\) Inventory](#)
- 2) Overarching curriculum on research methods and study designs presented in Course 2 timeline (fall to winter break)
- 3) Opportunity to attend the Annual Student Symposium after fall break
- 4) Students to look for mentors and start thinking about a research question. Work with Faculty Leaders. (fall to winter break)
- 5) IRB curriculum (Hands-on IRB) is offered early January
- 6) Application opens for Summer Scholarly Award Experience (SSAE) proposals in mid-January
- 7) Application closes for Summer Scholarly Award Experience (SSAE)– Tuesday after Spring Break
- 8) For Human Subject Research: Request for IRB approval must be initiated prior to the deadline for Summer Scholarly Award submission. Only projects with an approved or exempt IRB application will be eligible for award
- 9) For Animal Subject Research: Request for IACUC approval must be initiated prior to the deadline for Summer Scholarly Award submission. Only projects with an approved IACUC application will be eligible for award.
- 10) The [ARC portal](#) manages all aspects of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC)
- 11) When performing or presenting research outside of the US, medical students must comply with the rules and regulations as documented on the [Medicine International](#) website
- 12) All project proposals are sent to the Project Review Committee
- 13) SSAE is offered to students 1st week of April
- 14) Human Resources workshop for SSAE awardees in mid-April
- 15) Awardee must be in good academic and professional standing and progressing from MSI to MSII. Condition of SSAE award includes presentation at USF Health Research Day during MCOM tenure

Summer between MSI & MSII

1. SSAE Awardees complete 4 bi-weekly reports
2. SSAE Awardees complete end of summer assessment
3. SSAE Awardees submit mandatory summer recap along with abstract of project
4. Mentors for summer projects submit student assessment
5. 7 week Summer Immersion Course specific to SELECT students
6. Presentations during Prologue 2 at start of MSII year

Specific to SCP Students

1. 4-year commitment with participation and capstone requirements
2. Completed projects due February 1st in 4th year
3. Recognition of participation in MSPE letter
4. Thomas & Elizabeth Flannery/ William & Mary Tibbles Scholarly Award
5. Honor Cord at graduation
6. Graduation booklet listing completion of program
7. Capstone Book
8. Gallery of Scholarship

MSII

1. SSAE Awardees attend Next Steps meeting during first week of year 2
2. Opportunity to attend the event and submit “works-in-progress” to the Annual Student Symposium
3. As with all professional abstracts, posters and talks, students need to get permission from their mentors to submit and to present findings.
4. Submit abstracts for USF Health Research Day in late fall
5. USF Research Day is in February

Specific to SELECT Students

1. Capstone Course in 4th year
2. Completed project proposal based on SELECT domains due July of 4th year
3. Capstone Abstract Due January
4. Final paper due February
5. Oral and Poster Presentation in March
6. Gallery of Scholarship

MSIII

1. Opportunity to use elective time (total of 4 weeks) to work on scholarly projects
2. Opportunity to attend the event and submit abstracts to the Annual Student Symposium
3. As with all professional abstracts, posters and talks, students need to get permission from their mentors to submit and to present findings
4. Submit abstracts for USF Health Research Day in late fall
5. USF Research Day is in February
6. Goal is to stay engaged with project and prepare publication
7. Apply to the Robert A. Good Honor Society. Criteria for induction on www.RGHS.health.usf.edu

MSIV

1. Goal is to focus on project outcomes (Publications, patents, etc....)
2. Opportunity to use elective time (up to 2 months) to work on/ to complete projects. An application and assessment component is involved
3. Opportunity to attend the event and submit completed works and completed projects to the Annual SCP Student Symposium
4. Apply to the Robert A. Good Honor Society. Criteria for induction on www.RGHS.health.usf.edu
5. As with all professional abstracts, posters and talks, students need to get permission from their mentors to submit and to present findings
6. Submit abstracts for USF Health Research Day in late fall
7. USF Research Day is in February
8. Students are encouraged to display their scholarly projects at the Gallery of Scholarship at the commencement dinner