

## Research Elective Rotation Checklist

- \_\_\_1. Determine what type of research is proposed (human or animal subjects, or other).
- \_\_\_2. Obtain and review the Research Elective rotation protocol.
- \_\_\_3. Contact your DCOM Rotation Coordinator (LMU-DCOM Office of Clinical Education) at least 60 days prior to the start date to request a research elective time frame.
- \_\_\_4. Submit the following documentation to the DCOM Research Coordinator [amanda.mccoy@lmunet.edu](mailto:amanda.mccoy@lmunet.edu):
  - \_\_\_a. Scholarly Activity and Research Form
  - \_\_\_b. Description of proposed research
  - \_\_\_c. Statement justifying the proposed project
  - \_\_\_d. Description of the student's role in a proposed research project
  - \_\_\_e. Learning Objectives for proposed research project/experience
  - \_\_\_f. IRB approval or IRB exemption form (as applicable)
  - \_\_\_g. CITI training certificates (as applicable)
  - \_\_\_h. Completed and signed Research Elective Protocol

**\*\*Once the above documentation has been received by the Research Coordinator, the completed Acknowledgment of Sponsorship Form will be sent for Administrators' signatures and final approval. You will receive an email from the Research Coordinator once the Research Elective rotation has been approved. \*\***

- \_\_\_5. Submit the completed and signed Research Elective Progress Form - Mid Period Rotation form to the Research Department ([dcomresearch@lmunet.edu](mailto:dcomresearch@lmunet.edu)) at the end of the 2<sup>nd</sup> week (of a 4-week rotation).
- \_\_\_6. Submit the completed and signed Research Elective Progress Form – FINAL and Research Elective Evaluation Form to the Research Department ([dcomresearch@lmunet.edu](mailto:dcomresearch@lmunet.edu)) within two (2) weeks of completion of the rotation.