



Scholars (OPP, Anatomy Research)Scholarly Activity Form

Guide to Submittable Platform

Accessing Scholarly Activity Forms in Submittable

When submitting forms in Submittable, please use either Microsoft Edge or Google Chrome.

Submittable is not compatible with Safari on Apple devices (iPhone, iPad, Mac)

- The links will take you to the scholarly activity form guidelines and the DCOM Research Policy Affirmation
- [**DCOM Scholarly Activity Research Form: Scholars \(OPP, Anatomy, Research\)**](#)

DCOM Scholarly Activity and Research Form: Scholars (OPP, Anatomy, Research)

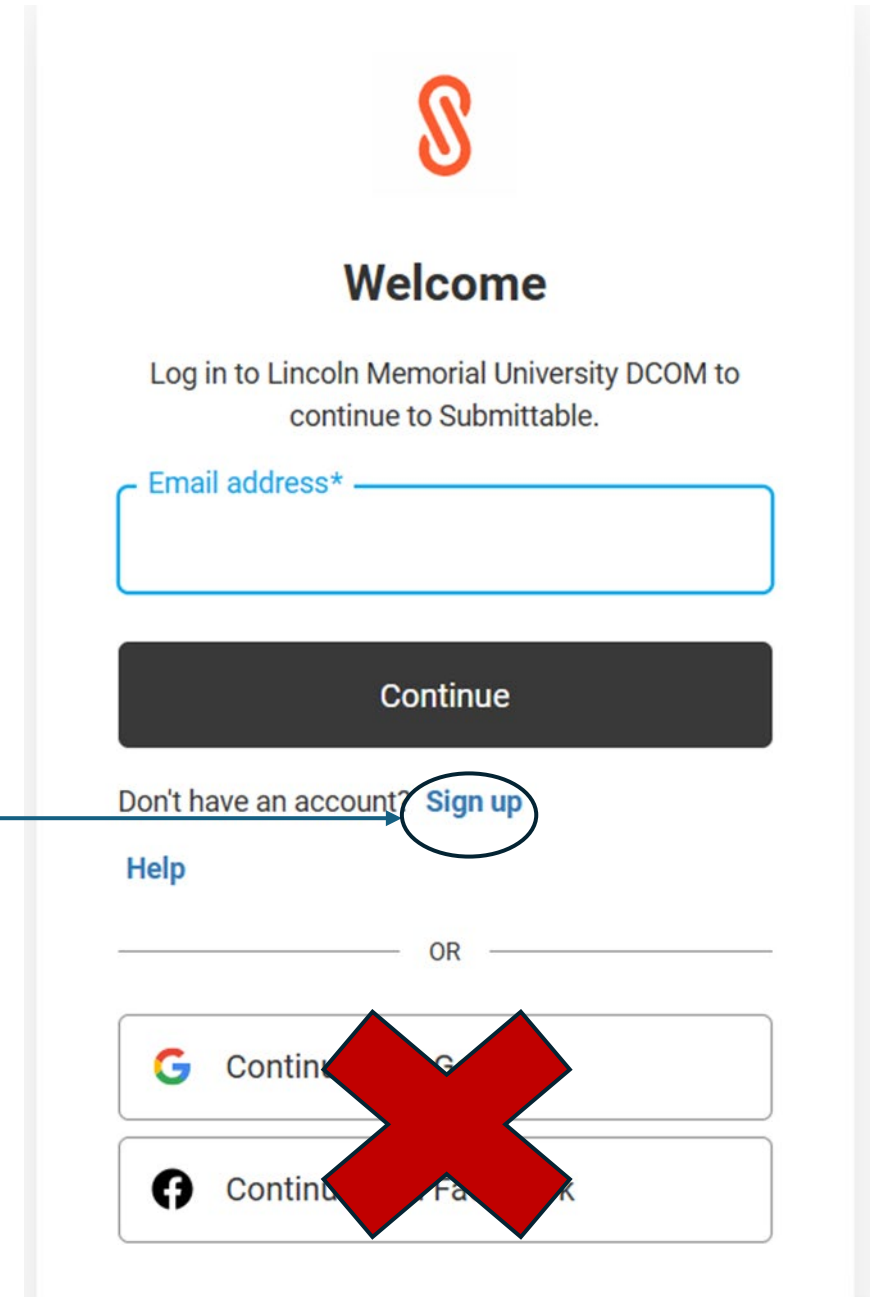
- Scholars planning to conduct any scholarly activity (e.g., laboratory research, clinical research, case studies, surveys, etc.) must meet with a mentor to discuss potential research projects before completing this form.
- It is the scholar's responsibility to complete the scholarly activity form
- Each scholar working on a study must complete their own individual form.

Guidelines

- Students planning to conduct any scholarly activity (e.g., laboratory research, clinical research, case studies, surveys, etc.) must

Registering for a Submittable Account

- If you do not have an account, you will need to register for an account with Submittable.
- Click “[Sign Up](#)”
- You must use your LMU email account to sign up for Submittable
 - Do not sign up with Google or Facebook
- After you have registered, you will be able to submit your scholarly activity form



The screenshot shows the Submittable login page. At the top is the Submittable logo (an orange 'S'). Below it is the heading 'Welcome'. The text says 'Log in to Lincoln Memorial University DCOM to continue to Submittable.' There is a text input field for 'Email address*'. Below the field is a dark grey button labeled 'Continue'. Under the 'Continue' button, it says 'Don't have an account?' followed by a blue link 'Sign up' which is circled in blue. Below this is a 'Help' link. A horizontal line with 'OR' in the center separates the login options. There are two buttons for social login: 'Continue with Google' and 'Continue with Facebook'. A large red 'X' is drawn over both of these buttons, indicating they should not be used.

Notifications

- Please ensure that your email notifications are turned on
- Click “**Settings**”
- **Select Yes to email notifications and Discover**

- You will receive email notifications when your form has been approved.

Settings

Login Sessions

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more.](#)

☐ **Yes, I want Submittable to personalize my account.**

LET’S STAY IN TOUCH

Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don’t like spam either.

☐ **Yes, send me email updates.**

EMAIL NOTIFICATIONS

Submittable sends email notifications from any organization using the Submittable platform that you have team member access to, as well as any organizations that you have submitted to.

☒ **Yes, I want to receive email notifications.**

ACCESS DISCOVER

Discover is an opportunities marketplace featuring thousands of organizations that use Submittable for creative calls.

☒ **Yes, I want access to Discover.**

PROFILE PICTURE

Scholarly Activity Affirmation:

After creating your account –

- Please read the scholarly activity affirmation and check the boxes that you have read and understood the policy.
- You will then be able to start your submission

LMU DCOM Scholarly Activity/Research Affirmation Form

Please indicate that you have read and understand the LMU-DCOM Research Processes and forms can be found on the DCOM Research Webpage and Research Canvas Page, including Scholarly Activity Form, Request to Present, Request to Travel, Request to Publish, etc. <https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/scholarly-activity/formsapplications>

*Failure to follow DCOM Research policy will result in a referral to the Community Standards Committee or Student Progress Committee for a professionalism violation outlined in the Student Handbook.

Any questions regarding the process should be sent to DCOMresearch@lmunet.edu

LMU DCOM Scholarly Activity and Research Policy

LMU DCOM Scholarly Activity and Research Policy

Please indicate that you have read and understand the LMU DCOM Scholarly Activity and Research Policy. Failure to follow DCOM Research policy will result in a referral to the Community Standards Committee or Student Progress Committee for a professionalism violation outlined by the Student Handbook. Please click the URL to access. https://studentlmunet.sharepoint.com/:b/s/LMU-DCOMResearchDepartment/EWZQbQeU7i5EqWVDSAD4BmkBJdKQAGO_I7UBQR3Qy6t6rw?e=LioeCQ

Key points of DCOM Policy 8.4:

Eligibility for Research Participation

- Cumulative GPA of 3.0 or above (OMS I - II)
- Must be enrolled as students at LMU-DCOM (not on leave of absence)
- Must have completed at least one semester of the curriculum at LMU-DCOM
- Must not be on probation for academic or professionalism reasons

Prerequisites

- Student must identify a mentor with a terminal degree (MD, DO, PhD, etc.)
- Submit a scholarly activity form
- Complete CITI training relative to their study
- Laboratory research—General Lab Safety
- Complete IRB determination (human subjects, human subject data, survey, case reports, etc.)

Scholarly Activity Approval Process

Procedural Outline for Case Studies/Reports

Please indicate that you have read and understand the LMU DCOM Procedure for Case Study/Report. Please click the URL to access. <https://studentlmunet.sharepoint.com/:b/s/LMU-DCOMResearchDepartment/EROucknNr2xDihXnGIs07owBwZHxJDv6mXlfsFZc7Z6Yuw?e=id9V3u>

☐ Please check that you have read and understood the requirements for case studies/reports.

Next

Drafts may be visible to the administrators of this program.

Mentor Approval Verification

- When completing your scholarly activity form, **you** will now send a request to your mentor for approval.
- To submit the mentor approval request:
 - Enter Mentor Name
- Enter Mentor Email Address
- Add a message to your mentor
 - **At a minimum, you must include your name and study title**
- Send the request to your mentor
 - You can send the request and then continue completing the scholarly activity form.

Name of Scholarly Activity/Research Mentor (required)

Limit: 20 words

Include First Name, Last Name, and Credentials (i.e Joe Smith, DO)

Email of Scholarly Activity/Research Mentor (required)

Reference Email Address (required)

Enter the email address of the person you'd like to serve as a reference.

Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

Please make sure to include your name and the title of the study in the message to your mentor so they know for whom they are responding. **Please send this request right now as you continue filling out this form to expedite completion.**

Program Supervisor Approval/Verification

- You must receive approval from your program's Director/Supervisor.
- Enter Program Supervisor Name
 - Paula Archer, DO – OPP Scholars →
 - Jennifer Hotzman, PhD – Anatomy Scholars, Knoxville
 - Donna Hermey, PhD – Anatomy Scholars, Harrogate
- Enter Program Supervisor Email →
 - Add a message to your mentor
 - **At a minimum, you must include your name and study title**
 - Send the request to your Supervisor
 - You can send the request and then continue completing the scholarly activity form. →

Name of Supervisor (required)

First Name (required)

Last Name (required)

Erica Rowe, PhD - Master's

Brent Thompson - Anatomy PhD

Email of Supervisor (required)

Reference Email Address (required)

Enter the email address of the person you'd like to serve as a reference.

Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

Please make sure to include your name and the title of the project in the message to your mentor so they know for whom they are responding. **Please send this request right now as you continue filling out this form to expedite completion.**

Uploading CITI Training and submitting the form

- Please upload your CITI training
 - Word or PDF documents will be accepted **ONLY**
- If you have completed all information and have uploaded your CITI Training certificate, please click the **Submit** button
- If you need complete CITI Training or make any edits, you can click Save Draft to save your work and come back to complete the form and then submit it.

Please Upload a Copy of Your CITI Training (if applicable)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .pdf

CITI training and IRB determination are required for case reports, donor research, retrospective databases, observational/human studies, and surveys.

CITI training for biosafety is required for laboratory projects and donor studies.

Save Draft

Submit

Drafts may be visible to the administrators of this program.

How to track submitted forms and find draft submissions

- Click the drop-down menu on your user profile (top right corner)
- Click “My Submissions.”
- You can view the progress of your submitted forms and your drafts
- If you should need to make any edits to the submitted form, the DCOM Research Coordinator can open your forms for editing. Please email Amanda McCoy, MPH, amanda.mccoy@lmunet.edu

 Amanda McCoy ^ 

Team Accounts

Lincoln Memorial Univer...

Account ID - 26441

Lincoln Memorial Univer...

Account ID - 26526

User Account

My Submissions

My Profile

My Settings

Sitemap

LOGOUT

My Submissions

Search submissions 

My Submissions

Drafts

External Submissions

Sort by

Date (most recent) ▾

Filter

Select... ▾

Clear Filters

Exports ▾

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	0001	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Accepted	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
In-Progress	0001	Lincoln Memorial University DCOM	DCOM OMS III-IV Research Elective Rotation Application	Mar 4, 2026

How to send messages to DCOM

Research in Submittable:

- Go to your dashboard
- Click on the submission number of the form you wish to send a message about

My Submissions



My Submissions Drafts External Submissions

Sort by

Date (most recent)

Filter

Select...

Clear Filters

Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	0001	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Editable	0001	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
Accepted	0001	Lincoln Memorial University DCOM	DCOM OMS III-IV Research Elective Rotation Application	Mar 4, 2026

4 results

0001

Submitted to Lincoln Memorial University DCOM - DCOM Request for Travel Funding on Thu, Mar 26, 2026 1:59 PM

In-Progress

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

ACTIVITY MESSAGES FORMS NOTE AWARDS & PAYMENTS

New Message

Thu, Mar 26, 2026 2:35 PM

From: Amanda McCoy

To: Amanda McCoy

Subject: DCOM Request Form (Publication, Presentation, Travel)

[TOMA_Hotel_Receipt.pdf](#)

[Conference_registration.pdf](#)

[parking_fee.pdf](#)

[map_towards_hotel.pdf](#)

Thank you for submitting your request form. Your submission will be reviewed, and you will be notified if any revisions are required before approval. Once the review process is complete, you will receive confirmation when your form has been approved.

If you have any

[...Read More](#)

- Select the **messages** tab

- Select **New Message**

Scholarly Activity Form Edits:

- Submittable allows students to make edits to their submitted forms.
- After the form is reviewed, if any corrections need to be made, Ms. McCoy will open your form for edits and send you a notification that you need to make some corrections

My Submissions



My Submissions

Drafts

External Submissions

Sort by

Date (most recent)



Filter

Select...



Clear Filters

Exports ▾

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Editable	<u>0001</u>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
Accepted	<u>0001</u>	Lincoln Memorial University DCOM	DCOM OMS III-IV Research Elective Rotation Application	Mar 4, 2026

4 results

Notifications after submission:

- After you submit your form, you will receive an email to verify your submission.

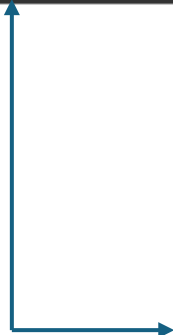
Thank you for submitting your request form. Your submission will be reviewed, and you will be notified if any revisions are required before approval. Once the review process is complete, you will receive confirmation when your form has been approved.

If you have any questions, please contact Amanda McCoy, MPH, DCOM Research Coordinator, at Amanda.McCoy@lmunet.edu.

REPLY

VIEW SUBMISSION

Submission ID: 53634843



You can send messages within Submittable to the Research Coordinator and Research Directors

Notification of Approval:

- You will also receive an email if your form has been approved.

Congratulations! Your scholarly activity form has been approved.

If you plan to present or publish your work upon completion, please submit the appropriate Request to Publish or Request to Present form. Links to these forms are included in the attached pathways and are also available on the LMU DCOM Research Canvas course and website.

The Research Department is proud to celebrate your scholarly accomplishments. We invite you to log your completed scholarly achievements using the following link: [Records for Scholarly Activity/Research for Students, Faculty, and Staff](#).

Please do not hesitate to reach out if I can assist you in any way throughout your research journey.

Amanda McCoy MPH | Research Coordinator
Amanda.McCoy@lmunet.edu | **Lincoln Memorial University**
865.338.5752/9737 Cogdill Rd. Knoxville TN 37932
www.LMUnet.edu

REPLY

VIEW SUBMISSION

Submission ID: 53390179

Downloading approved forms

- You can download your approved forms from your dashboard to upload to the IRB protocols and the DCOM Laboratory Canvas page

Downloading the approval verification

- Select the form number you wish to download
- Click the Activity tab
- Right-click and select print
- Be sure your printer is set to Microsoft Print to PDF
- Save a PDF copy of the activity tab

Downloading the form

- Click download in the upper right corner of the page
- Save a PDF copy of the form

Please upload both the approval verification and the form to the IRB Protocols and Laboratory Canvas page

The screenshot displays the 'My Submissions' interface. At the top, there are tabs for 'My Submissions', 'Drafts', and 'External Submissions'. Below these are filters for 'Sort by' (Date (most recent)) and 'Filter' (Select...), along with a 'Clear Filters' button and an 'Exports' dropdown. A table lists submissions with columns: STATUS, SUBMISSION, ORGANIZATION, OPPORTUNITY, and DATE. One submission is listed with status 'Withdrawn', ID '0011', organization 'Lincoln Memorial University DCOM', and date 'Jun 18, 2026'. Below the table, a detailed view for submission '0011' is shown. It includes a 'Withdrawn' button and a submission date/time. A tabbed interface shows 'ACTIVITY' (selected), 'MESSAGES', 'FORMS', 'NOTE', and 'AWARDS & PAYMENTS'. In the 'ACTIVITY' tab, there are three entries: 'Withdrawn by you.', 'Note: test', and 'Submission response sent to you.' Each entry has a timestamp of 'Thu, Jun 18, 2026 8:46 AM' or '8:14 AM'. In the top right corner of the submission details, there are links for 'Download', 'Remove Submission', and 'Transfer Ownership'. Blue arrows from the text blocks point to the '0011' submission ID, the 'ACTIVITY' tab, the 'Download' link, and the 'Submission response sent to you.' entry.

Questions or Technical Assistance with Submittable?

Please contact:

Amanda McCoy, MPH

LMU DCOM Research Coordinator

Amanda.McCoy@lmunet.edu

865-338-5752

DCOMK Office 236