

POLICY NUMBER: DCOM 800.1 (COCA 8.4)
RESEARCH AND SCHOLARLY ACTIVITY

I. PURPOSE

To support student-driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty at the DeBusk College of Osteopathic Medicine (LMU-DCOM).

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Standard 8 Element 4, it is the policy of LMU-DCOM to support student research and scholarly activity.

In an effort to reduce academic risk with increased activities, any LMU-DCOM student wishing to participate in a research/scholarly activity project must meet the following criteria:

- Must be enrolled as a student at LMU-DCOM (not on leave of absence).
- Must have completed at least one semester of the curriculum at LMU-DCOM.
- Must have a cumulative GPA of 3.0 or higher to participate as an OMS-I or OMS-II student.
- Must not be on probation for academic or professionalism reasons.

Students not meeting these criteria will be considered on a case-by-case basis to participate in research upon review by the Director of Research based on location (Harrogate, Knoxville, and Orange Park), Assistant/ Associate Dean of Research, and Assistant/ Associate Deans of Students (Harrogate, Knoxville and Orange Park).

In addition to the academic requirements listed above, LMU-DCOM has implemented policies and procedures regarding the involvement of students in research/scholarly activity projects. These policies and procedures are intended to provide valuable feedback to the students and to help ensure the success of their research projects. Links to all required forms are provided at the end of this document.

III. DEFINITIONS

Research and scholarly activity at LMU-DCOM encompasses both internal studies conducted within the institution and external collaborations with other organizations, including basic science research, clinical research, case studies, educational research, collaborative research, community-based research, clinical trials, and translational research. All research and scholarly activity, whether internal or external, should be reported to DCOM using the appropriate scholarly activity forms.

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) interested in learning more about or participating in LMU-DCOM student research.

V. COMPLIANCE

LMU-DCOM students engaging in research must:

1. Identify a qualified mentor (holding a terminal degree)
2. Submit a completed Scholarly Activity/Research Form
3. Complete CITI Program training relevant to their project
4. Complete General Lab Safety training (for lab-based research)
5. Complete IRB (for human studies or case study exemption)

VI. ROLES AND RESPONSIBILITIES

Responsible Office: LMU-DCOM Research Department, Department of Student Services, and Department of Clinical Affairs **Responsible University Officer:** Assistant/ Associate Dean of Research, Senior Associate Dean of Student Affairs; Assistant/ Associate Dean(s) of Students, Senior Associate Dean of Clinical Affairs & GME, LMU-DCOM Research and Grants Committee Chair

Policy Oversight Committee: LMU-DCOM Policy Process Committee

LMU-DCOM Research and Grants Committee: To consider all matters pertaining to the initiation, prioritizing, funding, evaluation, and auditing of intramural grant applications, post-grant awards, funding opportunities, and community projects from the LMU-DCOM. These matters shall consist of but not be limited to faculty basic science research, clinical research, student research, drug trials, consortia projects both domestic and international, as well as community-oriented research with collaboration from members of the tri-state area.

LMU-DCOM Research Department/Officials/Support Staff: The Research Department provides comprehensive support for research activities across the LMU-DCOM, from leadership and strategic direction to operational management, grant funding, compliance oversight, and promoting student research engagement. Its structure includes an Assistant/ Associate Dean for Research, Campus Research Directors, a Director of Health Science Research and Grants, , Research Assistants/Lab Managers, and dedicated resources for facilitating faculty projects as well as student research opportunities and dissemination.

LMU Committee on Scholarly Activity (COSA): At the institutional level, LMU maintains an active Committee on Scholarly Activities (COSA) which works to "Promote, assess and enhance University-wide research; Consider University-wide research issues and recommend research policy to the Executive Vice President for Academic Affairs". The LMU-DCOM Dean/Chief Academic Officer and/or his designated representative (e.g., Assistant/ Associate Dean of Research) serve on this committee as representatives of LMU-DCOM.

VII. STANDARDS

COCA Standard 8

"A COM must demonstrate a commitment to research and scholarly activity through its budgetary processes, support of faculty research (including the establishment of a research infrastructure,

including an office of research, faculty and personnel to assist students in research and peer review through publication or grant application), and inclusion of its students in research throughout all four years of the osteopathic medical education.”

COCA Element 8.4

“A COM must publish and follow policies and procedures to support student driven research and scholarly activity, as well as student participation in the research and scholarly activities of the faculty at all campus locations.”

VIII. PROCEDURE

Research and Scholarly Activity Approval Procedure

All students wishing to participate in a research project must first work with their faculty mentor to complete the LMU-DCOM Scholarly Activity/Research Form. Students working with mentors outside of LMU-DCOM must still complete a scholarly activity form. Students or Scholars may not serve as mentors for other students. Participation in research for OMS-I and OMS-II students requires the approval of a research mentor and the Research Director at the student’s designated site. Notably, students can perform research at any LMU-DCOM campus location, regardless of their campus designation. Participation in research by OMS-III and OMS-IV students requires approval from a Research Supervisor/Sponsor, the Preceptor(s) with whom the student is or will be rotating, the Senior Associate Dean of Clinical Affairs & GME, and the Assistant/Associate Dean of Research. *(Please see below for further information if the research is being completed as an elective rotation)*. These approvals include assurances that the time in research will not impact nor reduce clinical training hours required at clinical rotation sites. Once the proposal is reviewed, any recommendations are taken into consideration, and approval is granted by all parties required on the form.

Regulatory Committee Compliance and Approvals

The student must submit an application to the relevant regulatory committee (IACUC, IRB, IBCSC) for approval if the proposal requires such approval. All students will also need to complete the appropriate Collaborative Institutional Training Initiative (CITI Program) courses specific to their proposed research prior to initiating research and/or submission of proposals to any regulatory committee. Students who wish to participate in laboratory research must also complete a General Lab Safety course prior to initiating a research project to ensure that they are in compliance with all laboratory safety policies and procedures. Access to the LMU Lab Safety Module is provided by the Research Director at the student’s respective location. Students will also participate in lab orientation to review policies/procedures, and upon successful completion, badge access to the lab(s) can be granted.

Internal Student Funding Opportunities

Two separate competitive scholar awards are available to support student research and provide an opportunity for LMU-DCOM students to work with experienced basic science or clinical investigators in an environment devoted to research. The goal of these scholar awards is to provide students with an experience that will produce better physicians by acquainting students with scientific methodology. The Basic Science/Clinical Research Scholar Award allows for the student to conduct research projects during the academic year for a term of either one semester or two semesters, while the DeBusk Summer Research Scholar Award is for students who would

like to conduct short-term research projects over the summer break in any area of basic or clinical sciences, including any branch of the basic or clinical sciences, medical education, and health policy related areas of inquiry.

Presentation or Publication Approval Process

If a student has results from a research or scholarly activity project that he/she wishes to present at a professional or scientific meeting, a Request for Approval of Presentation Submission form should be submitted. This form provides information regarding the name of the meeting, location, dates of the meeting, and the faculty sponsor and is reviewed by the Research Director (designated campus) and the Assistant/Associate Dean of Research for approval. Once approval is granted, the student can submit the Student Research Travel Funds Request form to request funds to cover the cost of traveling to the meeting for their presentation. The Travel Fund Request is reviewed by the Research Director, Assistant/Associate Dean of Research, and Assistant/Associate Deans of Biomedical Sciences (designated campus) for approval.

For publications, students must submit a Request for Publication Approval and/or Publication Funds form. This form provides information on the manuscript's authors, title, targeted journal, and whether financial support for the publication is needed. For both presentation and publication requests, students must have followed procedures, specifically, completed a scholarly activity form and documented all required training and approvals from regulatory oversight committees. Failure to comply with these policies may result in denial of presentation, publication, and funding requests.

Research Elective Rotations

Research Elective Rotations Students who are in their clinical years (OMS-III & OMS-IV) may choose to do an elective research rotation. OMS-III students who meet academic and professionalism criteria are eligible to participate in a 4-week elective research rotation. OMS-IV students meeting academic and professionalism criteria can participate in a maximum of two 4-week elective research rotations, provided they have not already done an elective research rotation in the OMS-III year. The 4 weeks may not be split. If a student has completed a 4-week elective research rotation in the OMS-III year, they can participate in a maximum of one 4-week elective research rotation in the OMS-IV year. The student must first identify a research mentor for any elective research rotation and work with this individual to complete the Scholarly Activity and Research Form and the Research Elective Protocol Application. The Research Supervisor/Mentor/Sponsor, Senior Associate Dean of Clinical Affairs & GME, Assistant/Associate Dean of Research, Senior Associate Dean of Academic Affairs & Research, and the Research Elective Rotation Chair will review the application and approve. Once the proposal is reviewed and approval has been granted by all parties required on the form, the student must apply to the relevant regulatory committee (IACUC, IRB, IBCSC) for approval, complete CITI training, and Laboratory training as required and described above (see 'Regulatory Committee Compliance and Approvals').

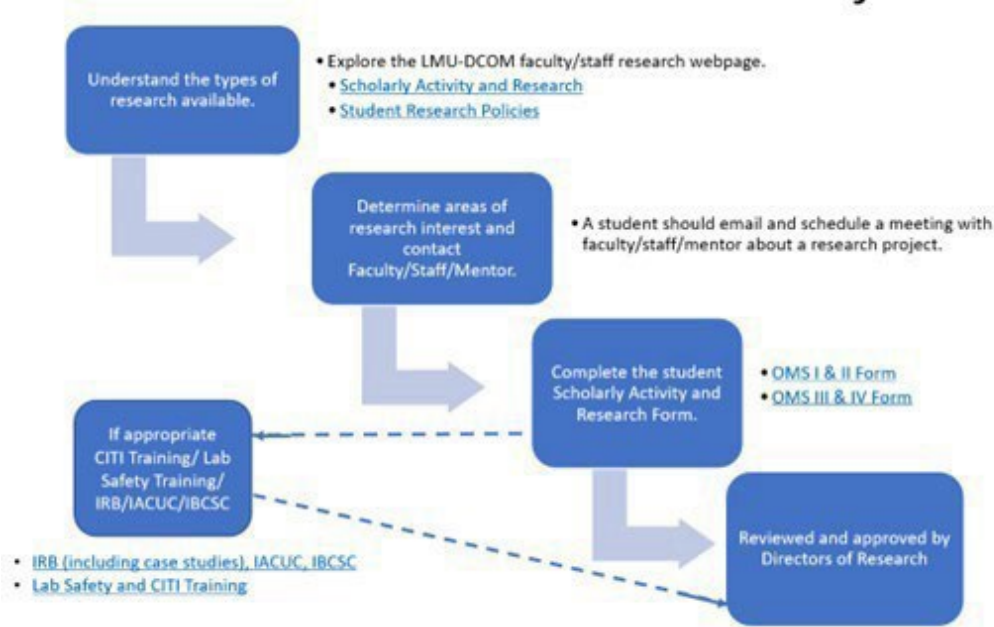
These rotations are intended to provide the student with an opportunity to engage in research activities that help to develop critical thinking skills, reinforce the scientific method, and promote critical review of the relevant literature.

Non-Compliance with Policy and Procedures

Non-compliance with policies and procedures of LMU-DCOM and/or oversight committees is considered unprofessional behavior. Students may be referred to meet with Research Directors, Assistant/ Associate Dean of Research, Senior Associate Dean of Clinical Affairs & GME, or Assistant/ Associate Deans of Students to correct issues of non-compliance. If necessary, students may be referred to the Community Standards Committee, according to the process outlined in “Committee Procedures for Professional Deficiencies” in the Student Handbook and Policy 100.4 Professionalism.

STUDENT RESEARCH FORMS AND PROCESSES CAN BE FOUND [HERE](#).

DCOM Student Research Project Process



IX. CONTACT INFORMATION

For more information regarding this policy, please contact either the LMU-DCOM Assistant/ Associate Dean of Research at 865-338-5737.

X. DOCUMENT HISTORY

Version F22.1

Approved by LMU-DCOM Dean's Council:

04/06/22

Approved by LMU Office of General Counsel:

06/03/22

Corrected Titles and Contact Information:

09/06/22

Version F23.1

Editorial Changes by Assistant Dean of Research:

07/13/23

Version S24.1

Editorial Changes by Assistant Dean of Research:

05/17/24

Version S24.2

Editorial Changes by Assistant Dean of Research:

06/20/24

LMU-DCOM POLICY 800.1 F26.1 (COCA 8.4)

Page 5 of 6

<u>Version F25.1</u>	08/15/25
Editorial updates to title, text and formatting	
<u>Version F25.2</u>	
Editorial changes per Dean's approval	10/20/25
<u>Version F26.1</u>	
Editorial updates per Dean's approval	06/23/26

XI. FORMS

Link to the LMU-DCOM Research Strategic Plan:

(See LMU-DCOM Goal #8)

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/dcomstrategicplan.pdf>

Link to DCOM Student Research page:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/scholarly-activity/student-research>

Links to Student Research Forms and Awards

(Expand desired section for more information on webpage)

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/scholarly-activity/formsapplications>