



# Master's and PhD 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.
- [Master's and PhD Scholarly Activity Form](#)
- **Click “Continue.”**

#### **DCOM Scholarly Activity and Research Form: Master's and PhD**

- Master's or PhD students 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 student's responsibility to complete the scholarly activity form
- Each student working on a study must complete their own individual form.

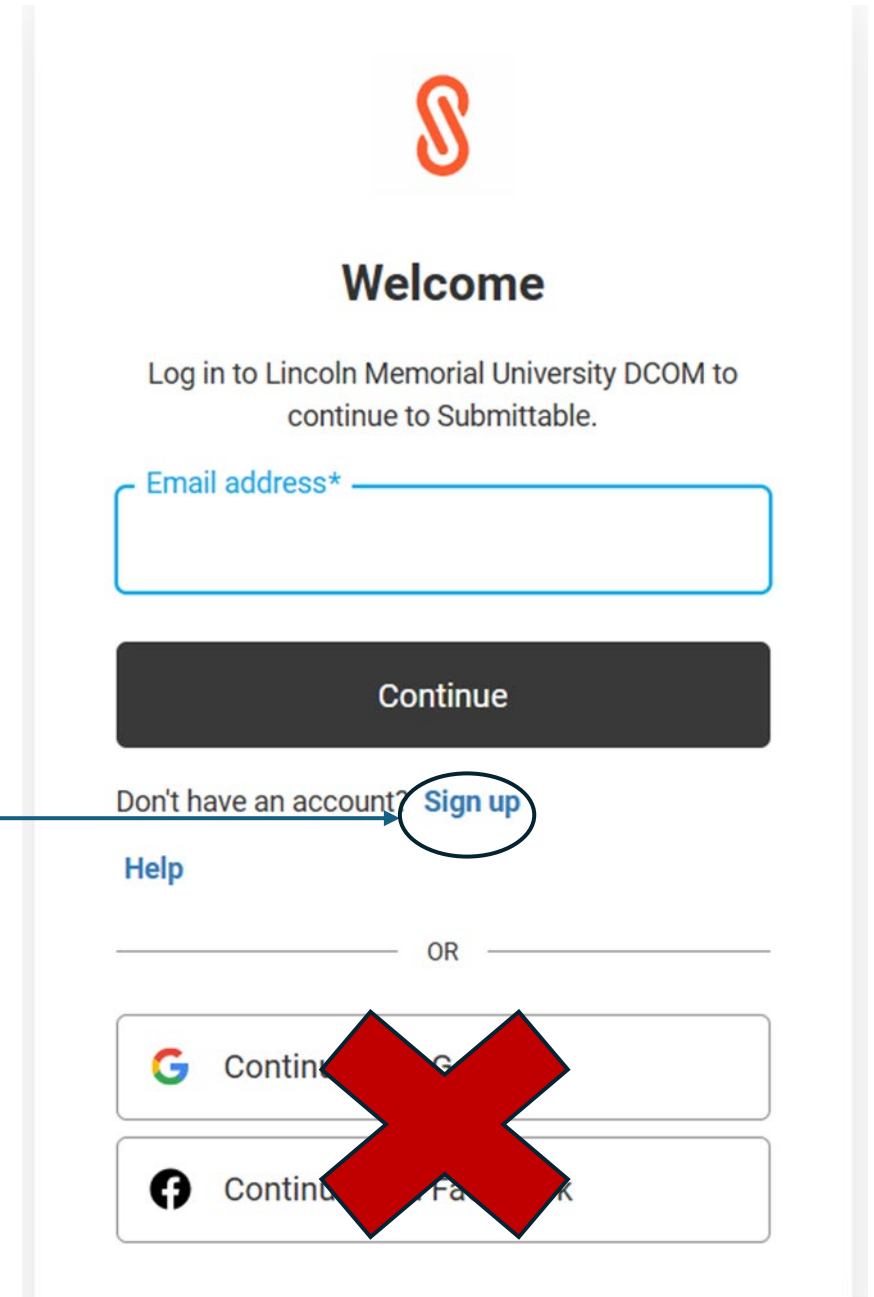
We use Submittable to accept and review our submissions.

Continue



## 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 interface. At the top is the Submittable logo (a stylized 'S' in orange). Below it is the heading "Welcome" and the instruction "Log in to Lincoln Memorial University DCOM to continue to Submittable." There is a text input field for "Email address\*" with a blue border. Below the field is a dark grey button labeled "Continue". Underneath the button is the text "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 from the social media 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. A blue line with arrows originates from the "Sign up" link and points to the "Sign Up" text in the instructions on the left. Another blue line with an arrow originates from the "Sign up" link and points to the "Do not sign up with Google or Facebook" instruction.

## 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

## DCOM Scholarly Activity and Research Project Form: Master's and PhD

- Master's or PhD students 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 student's responsibility to complete the scholarly activity form
- Each student working on a study must complete their own individual form.

### 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](mailto: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/FWZQbQeU7i5EgWVDSAD4BmkBJdKQAGO\\_I7UBQR3Oy6t6rw?e=LioeCQ](https://studentlmunet.sharepoint.com/:b:/s/LMU-DCOMResearchDepartment/FWZQbQeU7i5EgWVDSAD4BmkBJdKQAGO_I7UBQR3Oy6t6rw?e=LioeCQ)

Please check that you have read and understood the policy.

### 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/EROucknNr2xDihXnG1so7owBwZHxJDv6mXlfsFZc7Z6Yuw?e=id9V3u>

### 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/EROucknNr2xDihXnG1so7owBwZHxJDv6mXlfsFZc7Z6Yuw?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

- Erica Rowe, PhD – Master's
- Brent Thompson - PhD

- 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)



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.

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](mailto: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	<a href="#">0001</a>	Lincoln Memorial University DCOM	DCOM Request for Travel Funding	Mar 26, 2026
Completed	<a href="#">0001</a>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form OMS I-II	Mar 17, 2026
Accepted	<a href="#">0001</a>	Lincoln Memorial University DCOM	DCOM Scholarly Activity and Research Form: OMS III - IV	Mar 4, 2026
In-Progress	<a href="#">0001</a>	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
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Accepted	<u>0001</u>	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](#)

- Select the **messages** tab

ACTIVITY **MESSAGES** FORMS NOTE AWARDS & PAYMENTS

- Select **New Message**

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](#)

## 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

Search submissions 

My Submissions Drafts External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
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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.

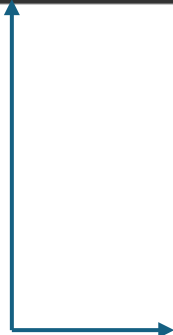
Thank you for submitting your request form. Your submission will be reviewed, and you will be notified if any revisions are required before approval. Once the review process is complete, you will receive confirmation when your form has been approved.

If you have any questions, please contact Amanda McCoy, MPH, DCOM Research Coordinator, at [Amanda.McCoy@lmunet.edu](mailto:Amanda.McCoy@lmunet.edu).



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](mailto:Amanda.McCoy@lmunet.edu) | **Lincoln Memorial University** 865.338.5752/9737 Cogdill Rd. Knoxville TN 37932 [www.LMUnet.edu](http://www.LMUnet.edu)



Submission ID: 53390179

# Questions or Technical Assistance with Submittable?

Please contact:

Amanda McCoy, MPH

LMU DCOM Research Coordinator

[Amanda.McCoy@lmunet.edu](mailto:Amanda.McCoy@lmunet.edu)

865-338-5752

DCOMK Office 236