

**University of Maryland School of Medicine**  
**Office of Student Research**

**Proposed Research Initiated by Students and Mentors (PRISM) Program**

**Program Requirements**

All students in the program must be in good academic standing and fulfill all program requirements in both components of the program: 1) 10 weeks of research and 2) participation in the summer programming. Noncompliance with program requirements will result in removal from the program.

Failure to fulfill any of the following requirements will result in the withholding of 20% of the program stipend funds.

1. Conduct 10 full weeks of research
2. Attend and full participate in the 3 major events: Orientation, Mid-Summer Research Retreat, and Student Research Form
3. Attend at least 80% of the scheduled sessions for the Summer Seminar Series
4. Submit final report

**Good Academic Standing**

Students must be in good academic standing in order to participate in the program. For the program, if you have failed a medical school curriculum course or have been placed on probation, you are no longer in good academic standing. After the initial submission of the Dean's Letter of Good Academic Standing, students must immediately notify the Program if the status has changed.

**I. 10 Weeks of Research**

Students must commit to 10 weeks of full time research (at least 40 hours per week) in conducting the hypothesis-driven research project as described in their research plan during application. A standard 10-week research period **begins on May 28 and ends on August 2, 2019**. If permitted by research mentor, student may take days off and make up missed days prior to the fall semester, provided that attendance requirements for summer programming are satisfied.

1. Prior to the start of your research, all requirements related to training, IRB or IACUC, and the VA must be completed. See "Pre-Summer Research Preparations" for details. Consult your research mentor, the research coordinator, and the division or department administrator to ensure all necessary arrangements for you to conduct research are completed.
2. Students will arrange with their research mentor for a suitable work schedule accounting for participation in summer programming. See "Absences" section regarding other commitments or vacations and other absences.
3. If there are major changes to the research project, you must notify the Program immediately and submit a revised research plan.
4. Students should consult the Program immediately if there are any potential impediments to completing the 10 weeks of research.
5. Students are required to submit a final paper after the end of the program on the research they conducted during the summer. See "Post-Summer Requirements" section for details.

## II. Summer Programming

Students are required to participate in the full range of summer research training activities sponsored by the Office of Student Research (OSR) of UM SOM that **begins on May 28 and ends on August 1, 2019**, including research-related training, the three major events: Orientation, Mid-Summer Retreat, and the Student Research Forum, the Summer Seminar Series on biomedical research, and other activities.

### A. Major Summer Events

The following are the three major events. Attendance is required for the duration of the events. No attendance exceptions will be made.

1. **Orientation – Tuesday, May 28** (full day) and **Wednesday, May 29** (half day, morning).
  - **Ethics Panel** – morning of Wednesday, May 29.
  - Responses to **Ethics Reflections** questions – **due by Monday, June 10**.
2. **Mid-Summer Research Retreat – Thursday, June 27**
  - Select students will represent the program and present briefly on their research thus far. All students should be available and prepared to present.
3. **Student Research Forum – Thursday, August 1** (date changed from previous)
  - All students will present their research.
  - **Preliminary Registration** – **due by Friday, May 31** (including format choice of oral or poster)
  - **Registration Updates** – **due by Wednesday, June 12** (format changes will not be accepted after this date)
  - **Abstracts** – **due by Monday, July 15** (date changed from previous)

### B. Summer Seminar Series and Other Activities

In addition to the major events, the summer seminar series and other activities will be scheduled throughout the summer from May 28 to July 26.

1. **Seminars 80% Rule.** Students must **attend at least 80%** of the designated seminars over the summer. Approximately 11-13 seminars will be scheduled.

a. **Examples**

Seminars Scheduled	Required Attendance	Permitted Absences
11	9	2
12	10	2
13	11	2

- b. The majority of the seminars are held on **Tuesdays and Thursdays at 9-10 am**. A detailed seminar schedule will be provided.
2. **Presentation Workshop.** The workshop covers oral presentation and poster presentation. It will be held on **Wednesday, July 10**. Attendance is highly recommended.
  3. **Data Analysis Workshop.** It will be held on **Wednesday, July 17**.
  4. **Brown Bag Lunches.** Students are highly encouraged to attend at least 2 of the scheduled Brown Bag Lunches. Approximately 4 will be scheduled.
  5. **PRISM Barbeque.** The date for the PRISM Barbeque will be on **Friday, July 12**.

6. **Ice Cream Social.** An end of the summer ice cream social will be held on **Friday, July 19.**
7. **PRISM Focus Group.** Focus group sessions will be scheduled periodically throughout the summer for students to provide feedback regarding the program and their experience. Students must attend one in June and one in July.
8. **Other activities.** Additional non-program activities may be scheduled or suggested. Attendance is encouraged but not required.
9. **Post-Activity Surveys.** Students may be asked to complete a series of brief surveys after events, seminars, or activities regarding their experience. Details will be provided.

### III. Absences

Absences from major events is not permitted. Under certain circumstances, absences from seminars beyond the 80% rule may be permitted but must be made up.

1. **Vacations and Other Absences.** Students can arrange short-term absences with their research mentor(s) as long as the absences do not conflict with a major event and are in compliance with the 80% rule. Any time taken off from research must be made up.
2. **Other Academic Commitments in the Summer.** Students may wish to make other commitments during the summer in addition to the Program. Prematriculation Summer Program (PSP) teaching is not compatible with the Program and cannot be accepted concurrently with the Program. Primary Care Track and the Personal Genomes in Medicine Elective are compatible with the Program. Please consult the Program in advance prior to making the commitments.
  - a. **Primary Care Track.** Consult the program and PCT in advance for arrangements that will allow participation in both. Students must plan for 2 weeks of absence from the Program that does not conflict with required summer programming and 10-week research. Absences from seminars beyond the 80% rule due to the 2 weeks of primary care track are permitted and must be made up. See “Approved Absence from Seminar” section. Additional absences outside of primary care track will not be permitted.
  - a. **MEDC 540 Personal Genomes in Medicine Elective Course.** Consult the program and the course in advance for arrangements that will allow participation in both. Course lectures are permissible alternatives to the seminars for those days the course conflicts with the seminars. The 80% rule remains in effect for the designated seminars that do not conflict with the course. All missed time from the program due to the course must be made up.
3. **Approved Absences from Seminars.** If your absence from a seminar beyond the 80% rule is an approved absence, you must make up the missed seminar by viewing the recording of the seminar and submitting a written summary of and reflection on the seminar (at least 150 words).

### IV. Pre-Summer Research Preparations

Students must complete the following by **noon on Friday, April 26, 2019.**

1. If applicable IRB or IACUC protocol approval was pending at the time of application to PRISM, submit to the Program official, documented proof of IRB and IACUC compliance:

approval letter (or other applicable acceptable determination letter) for the protocol. See “Human Research and Animal Subjects” section in the document “Research Plan Instructions” for details.

2. If applicable existing IRB or IACUC protocol approval will expire during the summer after the start of the program, submit proof to the Program that IRB or IACUC protocol has been submitted for renewal or modification. The updated IRB or IACUC approval should be submitted before the summer expiration date. Please note that stipend payments will be adjusted based on the summer expiration date (consult the Program for details).
3. Complete the OSR required research-related training and submit a copy of the certificate for each required item. Details regarding required training will be provided.
4. If the research will take place at or use facilities of or patient data from the Veterans Affairs (VA) Medical Center, complete the VA Work Without Compensation (WOC) process. Please notify the Office of Student Research (OSR) immediately if this is applicable to you. Consult your research mentor and begin the process by submitting the necessary paperwork as early as possible, no later than early February. The WOC process can take several months. You will not be permitted to conduct the research before it is complete.

#### V. Post-Summer Requirements

1. **Final Report.** After 10 weeks of summer research, under the guidance of their mentor, students will write and submit a final report in the format of a peer-reviewed journal in his or her field of research.
  - a. **Final reports are due by Friday, September 13, 2019.** Students are highly recommended to submit their final report before the start of the fall semester.
2. **Survey.** Students will also complete a post-summer survey after the completion of the Program.
3. **Presentations at Scientific Conferences, Awards, and Publications.** Students are encouraged to notify the program regarding any presentation at scientific conferences, awards, and publications resulting from the research conducted under the Program.
  - **Required Acknowledgement.** All abstracts and publications resulting from the research conducted under the Program must include the following acknowledgement.

"This research was supported in part by the Program for Research Initiated by Students and Mentors (PRISM), University of Maryland School of Medicine Office of Student Research."
  - **Medical Student Research Day (MSRD).** Students are strongly encouraged to participate in MSRD in the fall.