Medical Student Summer Research Program

SUMMER ACADEMIC PROGRAMS FOR MEDICAL STUDENTS
MEDICAL STUDENT SUMMER RESEARCH PROGRAM

TERMS AND CONDITIONS OF AWARD ACCEPTANCE

Described below are the terms and conditions of accepting a summer research training appointment and ensuring your eligibility to receive a notation on your academic transcript crediting you for completing this academic enrichment. Please review this letter and acknowledge your acceptance.

TIME COMMITMENT

Accepting this award confirms your commitment to working on a full-time basis (40 hours per week) for the entire duration your training appointment, based on a work schedule determined by you and your preceptor and the needs of the research project and lab. No breaks in training are allowed for vacations. Preceptors are not obligated to approve trainee requests for away days.

START DATE/PROGRAM ORIENTATION

The training period begins with a full-day ORIENTATION on Wednesday, May 27, beginning at approximately 7:30 a.m., in the Discovery Classroom. You will receive the Orientation agenda and the didactic training schedule closer to the start of training. Attendance is mandatory at Orientation and all didactics.

REQUIRED TRAINING FOR PROJECTS INVOLVING HUMAN SUBJECTS OR ANIMALS

The Orientation presentations will address generally the use of animals in research, HIPAA and human subjects protections, training in the responsible conduct of research and other required topics. **Additional training also may be required** for projects involving **human subjects**, in the form of the CITI Course (www.citiprogram.org), or for projects involving **animals**, in the form of the AALAS Learning Library module entitled, *Working with the IACUC-non VA version* (https://infoscope.mcw.edu/IACUC/Animal-Research-Training-Requirements.htm). Other kinds of specialized training also may be required for research being conducted at VA, Froedtert or Children's Hospital sites. **Please consult with your preceptor** to identify your training needs, and complete these requirements prior to the start of the fellowship.

IRB or IACUC APPROVAL OF RESEARCH STUDIES

Students may only participate in studies that have received all needed IRB (Human) or AUA (animal) approvals or those documented as "exempt." **Any studies with "pending" IRB must have approvals in place by May 15**. Please submit approval dates and approval numbers to Chamia Gary at cgary@mcw.edu as soon as this information is received. Please consult directly with the IRB office for questions pertaining to IRB compliance and processes specific to your study.

MCW EMPLOYMENT FORMS

You will be asked complete several employment forms needed to process your stipend payments through MCW's payroll department. **You will be required to bring your passport or original Photo I.D. and Social Security Card. Instructions will be provided closer to the start date.**

SECURITY & ACCESS TO RESEARCH LABS AND FACILITIES

The preceptors and/or individual Department Administrators are responsible for arranging for any security, badges, off-site parking or other permissions students may need to enter and work in the labs and facilities housing them. The Medical Student Summer Research Program is not empowered to make such requests.

THE FOLLOWING REQUIREMENTS ARE MANDATORY FOR ALL TRAINEES:

1. Attend the May 27, 2020 Program Orientation and three additional didactic seminars (dates to be determined) scheduled during the first eight weeks of training. No "make-up" sessions are offered.

2. Complete pre- and post-training questionnaires.

3. Write an abstract and prepare and present a poster at the Medical Student Research Day Poster Session on October 1, 2020. Preceptors are strongly encouraged to participate with their fellows in these informal presentations.

4. Attend all departmental activities as requested by your preceptor or other department personnel. This may include, a brief departmental PowerPoint presentation about your research project toward the end of your summer training. Preceptors are encouraged to arrange opportunities for students to receive feedback from faculty, lab personnel or other students.

***NIH TRAINING APPOINTMENT ONLY**

Described below are the terms and conditions of accepting an NIH-supported research training appointment.
Prior to the start of training, NIH-funded trainees must participate in an electronic training appointment process called **XTRAIN** accessed through the NIH-eRA Commons website. Instructions will be emailed to you in advance of this process. Please don't attempt to set up your own account in the interim.