

Research Processes

All **RESEARCH** projects must be reviewed and approved through the Office of Research and Sponsored Programs (ORSP)

See the webpage for guidance on research vs. QA/QI and scholarly activity: <https://www.wvsom.edu/Research>

Do I need approval to start my own project?

- 1) Yes! All WVSOM research projects require Institutional review and approval PRIOR to starting them. If you are interested in starting your own project, the first step is to identify a WVSOM mentor to help guide you through the processes. You will also need to complete a Research Initiation Request Form (the ORSP-1 form <https://www.wvsom.edu/Research/oasp-forms>).
- 2) See <https://www.wvsom.edu/Research> for more information on the process for starting your own research project at WVSOM. In addition to approval to initiate a research project, the steps below occur regarding personnel.
- 3) Both the ORSP and your Associate Dean's office must provide approval. The ORSP contacts the Associate Dean's office for academic status and approval.

Do I need approval to be research personnel on somebody else's project?

- 1) Yes! All personnel require approval through the institution, and certain trainings must be completed prior to starting as personnel.
- 2) The WVSOM Principal Investigator (PI) or mentor should email the ORSP to add you to the project. Ask to be copied on this email.
- 3) Both the ORSP and your Associate Dean's office must provide approval. The ORSP contacts the Associate Dean's office for academic status and approval.
- 4) Prior to approval from the ORSP, you will need to complete the required trainings for the project, which depend on your role in the research. You will receive an email from the ORSP detailing the required trainings.
- 5) At a minimum, you will need to complete CITI WVSOM Conflict of Interest in Research online training (<https://www.citiprogram.org/>) and a Financial Interest Disclosure form (the ORSP-6) <https://www.wvsom.edu/Research/oasp-forms>. You may get started on these right away.
- 6) Once you have completed all required trainings, the ORSP will email you confirmation of eligibility to be personnel on the specific project. The PI will be copied. This is the official approval to begin work on the project.
- 7) Note: Institutional approval does not mean you are eligible to work on all research projects. Each research project has its own unique set of trainings required. Each PI must email the ORSP to add you to their project.

How do I find information on research or other projects at WVSOM?

- 1) WVSOM maintains research webpages: <https://www.wvsom.edu/Research>.
- 2) On these pages, you can find information on faculty research interests (under the Research Faculty links).
- 3) Not all faculty have chosen to have a webpage describing their interests, so you may also want to talk with some of the faculty with whom you are interested in working. They may have research (or other) projects, in which you could be involved.

Can I get paid to do research during the summer?

- 1) Possibly. There is a Federal Work Study program, through which WVSOM receives funds for various projects, including research personnel. Limited work study positions may be available in research labs. Discuss this possibility with the project PI and the Financial Aid office.

May I present the research I was involved with? Are there funds to help me do this?

- 1) If the PI gives you permission to present, you may do so. You should ensure you have their ok for each planned presentation.
- 2) There are limited funds available to assist you with travel and poster printing. If you have followed all the WVSOM procedures, you may request funds. They are available first come, first served.

May I do research elsewhere/at another institution?

- 1) Yes. The webpage, <https://www.wvsom.edu/Research/student-research>, has a list of External fellowships and research opportunities you may peruse. These are non-affiliated projects and WVSOM is not involved with them.
- 2) Non-affiliated research projects are on your own (i.e. non-affiliated). If you want to access WVSOM resources (e.g. funds, mentoring, etc.), you will need to follow WVSOM policy and procedure.

Are there other approvals that I need to get for projects involving humans or animals?

- 1) Yes, in addition to Institutional approval through the ORSP, if your project involves working with humans or animals, it will need to be reviewed by the appropriate Committee (IRB for humans, IACUC for animals).
- 2) When a research project initiation request form is submitted to the ORSP, the ORSP will indicate whether the project requires additional review.
- 3) If you are being added to a project, the PI should already have all approvals in place.

QA/QI, Case Studies, Literature reviews, etc., Processes

QA/QI projects, Case studies, and Literature reviews do not require review and approval through the Office of Research and Sponsored Programs (ORSP). **HOWEVER:**

May I still get funds to present the work?

- 1) In order to access funds to present the project, case study, lit. review, etc., you will need approval IN ADVANCE of starting the project.
- 2) The form for this approval is the Student Non-Research Scholarly Activity Form, <https://www.wvsom.edu/Research/oasp-forms>

THE ORSP WOULD LOVE TO SEE YOU AND MEET WITH YOU IN PERSON TO HELP GUIDE YOU THROUGH THIS PROCESS!

CONTACT DIANA BIRD (dbird@osteo.wvsom.edu) TO MAKE AN APPOINTMENT WITH DR. HANNA.