

## **ICOM Mentored Research Grant Program Application and Guidelines**

### **Deadlines**

Letter of Intent: January 31st, 5PM MST

Full Application: March 31st, 5PM MST

### **Objective**

The objective of the Idaho College of Osteopathic Medicine's (ICOM) Mentored Research Grant (MRG) program is to facilitate student research and scholarship during osteopathic medical school by working with an ICOM faculty mentor. Grant support provides up to \$3,500 of supplies and materials directly relevant to the research and up to \$3,800 (in 200 hours) in wages. Students who wish to apply must identify an eligible ICOM faculty member who agrees to mentor the proposed research project. Students then must complete and submit both a Letter of Intent and a full application by the deadlines stated above. The application will detail the proposed research project. Faculty mentors are encouraged to mentor students in proposal writing but the ICOM student must complete the application using his/her own words. This policy outlines the procedures involved in seeking and obtaining this funding.

**Note to Students:** Students who earn wages are considered employees of ICOM. Wages are taxable income and students will receive a W-2 at the end of the calendar year. Students should note that taxable income may affect financial aid and they are encouraged to consult ICOM's director of financial aid before applying.

### **Mentored Research Grant Experience Outcomes**

By the end of a research experience, an awardee will be expected to exhibit a greater capacity for: critical thinking, teamwork, leadership, ethical behavior, planning/logistics/time management, self-evaluation and reflection, lifelong learning/curiosity/inquisitiveness, scientific and information literacy, laboratory and/or clinical techniques, communication/dissemination skills, and/or professional identity formation.

Research activities are one of many opportunities offered by ICOM that exemplify student dedication, collaboration, professionalism, and excellence in support of the mission, vision, and strategic objectives of our institution. Increased proficiency in these characteristics through participation in any such activity can enhance achievement during important milestones in medical education and training, providing patient care as a resident, carrying out medical practice as a physician, and more.

### **Eligibility**

1. All full-time ICOM students who have successfully passed all coursework (with or without remediation) and are not required to remediate a course are eligible to apply for and receive funding.
2. Students are required to work with a mentor who will supervise the work. All full-time biomedical sciences and clinical faculty members are eligible to mentor a student. Part-time, adjunct, and visiting faculty and staff are not eligible to mentor a student.
3. Students must commit to the proposed research project for 200 hours, preferably during the summer months when school is not in session. Students must follow all applicable labor laws, including not working more than 40 hours a week. Students will be expected to complete training and other requirements as established by the research committee.

4. Students may apply for only one award each academic year.
5. A group of students may apply for a grant and if awarded, will be provided a total sum of \$3,500 for supplies and materials, and \$3,800 in wages for the group to split.
6. Mentored research grants are initially awarded on a conditional basis, pending the successful completion of coursework. Students who are conditionally awarded a grant and then are later required to remediate a course will forfeit unspent funds for supplies and materials and unworked hours. If a group of students submits an application, the Research Committee will determine whether required remediation by one or more students invalidates the grant.
7. Scholarly activities as defined in the ICOM Faculty Manual and in alignment with the ICOM Mission are funded contingent on the availability of funding. Examples include laboratory-based research, database/computer-based research, secondary research such as meta-analysis or systematic reviews, medical education research, and clinical research. Proposals emphasizing academic degree work, curriculum development, or professional development are not eligible for support.
8. Applicants who receive MRG awards are expected to present at the annual Research Day.
9. Students must submit a Letter of Intent by the deadline of January 31st.

### **Deadlines for Submission**

Grant submission is a two-step process. The first step is to submit a Letter of Intent by the due date of January 31 or as announced by the Chair of the Research Committee. Comments on the Letter of Intent will be returned by February 15 or as announced by the Chair of the Research Committee.

After incorporating comments from the Research Committee, applicants should submit the full grant submission by March 31 or as announced by the Chair of the Research Committee. If the deadline falls on a weekend, proposals will be due the following business day. Completed proposals must be submitted no later than 5:00PM Mountain Standard Time.

### **Submission**

Letters of intent and completed grant requests are to be submitted by the student(s) to the Chair of the Research Committee. An email confirming receipt will be sent to the submitting student.

### **Submission of Subsequent Proposals**

Students who are awarded an initial grant under this program may apply for an additional award in a subsequent academic year; this is dependent on student completion of the Final Report (as defined below) by the appropriate deadline, a presentation given at the annual Research Day, and the previous faculty mentor providing a letter of support.

### **Award Amount and Award Criteria**

The maximum funding offered per application is \$3,500 for supplies or materials directly related to the research and \$3,800 in wages, paid at an hourly rate of \$19/hour (200 total hours). If multiple students are listed on an application, they must determine the number of hours each will spend on the project, up to a total of 200 for the proposal. Awards will be granted based on merit criteria described later in this application.

### **Preparing the Application**

The Letter of Intent: The Letter of Intent will be submitted using a [Google Form](#) and will request the following information: Student name(s), ICOM faculty mentor, summary statement of project (200 words or less), project timeline, budget justification and a Letter of Support from the faculty research mentor.

Full Proposal: It is important that the applicant follow the required format and guidelines below for proposal preparation. Well-written, concise proposals that clearly describe the research are more likely to receive favorable consideration. The faculty mentor should review the application before submission. The application should be provided in a single PDF.

Section 1: Cover Page (form provided at bottom of this application)

Section 2: Abstract

200 word abstract of the proposed project, including its scholarly significance, rationale, aims, and potential for future research/practice.

Section 3: Project Proposal

A detailed description of the proposed project contained in no more than two pages. The project proposal should include the background, methods/approach, innovation/impact, hypothesis, project timeline, and explicit tasks of the student. Study context and implementation should be carefully described.

Section 4: Budget

Detailed budget (excel sheet) and budget narrative (paragraph form). Requested funds cannot exceed \$3,500.

## **Review Process**

The proposal for the full submission must be approved by the student's faculty mentor through a signature on the cover letter before it is submitted to the Chair of the Research Committee. The Chair will review the application and disperse to voting committee members—including the Chair—and when deemed necessary to other faculty with expertise in the field of investigation. Committee members who consider themselves unqualified to score a proposal may request to be excused from voting. Committee members will be excused from evaluating submissions for which they serve as a faculty mentor or any other submissions that pose a conflict of interest. The reviewers will submit comments and their evaluation to the Chair according to the descriptions in the Award Criteria. The Chair will calculate an overall average score for each proposal. Proposals scoring an average below the criteria for Adequate (8 points) will not be funded. The Chair will then select the remaining proposals for funding by rank and availability of funding. The Chair will return an evaluation and final decision of the proposal to the applicant within six weeks following submission. Applicants not selected for funding will be provided an appropriate explanation. Below are examples of scoring criteria.

### **PROJECT DESIGN:**

Factors to consider: hypothesis validity, appropriateness of methodology, sufficiency/appropriateness of statistical testing, depth of literature review, scale of project, project timeline, time commitment needed.

- 1-Major concerns
- 2-Minor concerns
- 3-No concerns

### **BUDGET JUSTIFICATION:**

Factors to consider: budget items encompass project needs, budget items align with project goals, budget items are legal for purchase and use at ICOM.

- 1-Major concerns
- 2-Minor concerns
- 3-No concerns

#### SCIENTIFIC IMPACT:

Factors to consider: How does project advance clinical knowledge or biomedical knowledge? Does the project address a specific gap in knowledge? Does the knowledge gained benefit research or society?

- 1-No description of how work impacts the scientific community and knowledge in general.
- 2-Some benefits are noted, but are either unclear, poorly attributed, or negligible.
- 3-Clearly states the impact of the project to the scientific community and knowledge in general.

#### MOTIVATION and MENTORING:

1-SD provides little to no evidence of previous experience, impetus to start the project, expected personal outcomes, interest in the process of conducting research, or close involvement by the faculty mentor.

2-SD suggests a reason for their interest in the work, but additional support is needed to complete the project beyond the expertise of the faculty mentor.

3-SD provides a strong rationale for their interest in the work, describes clear support to help complete the project, and the faculty mentor is both qualified and willing to help the student.

#### TOTAL SCORE:

An average greater than eight summed across all four categories and all raters is needed for project funding. However, exceptions can be made by collective decision of the Research Committee, following discussion, if the Chair of the Research Department is in affirmative agreement with the committee majority. The project must be possible/feasible at ICOM (Yes/No response), given our facilities and resources. If the committee does not believe it is feasible, the SD will have opportunity for revisions.

#### Grant Period

If a grant is successfully funded, the funding period will begin on the first business day after the spring semester and continue for up to 30 days before the application deadline in the following academic year, or as announced by the Chair of the Research Department.

#### Roles During the Mentored Research Grant Period

- **Student Doctor(s):** Commits time and effort to finding a faculty mentor, driving project design, completing budget development, preparing the MRG application, undergoing all associated trainings, working diligently on the project during the grant period, catalyzing preparation of results, completing data analysis, and creating materials for dissemination.
- **Faculty Mentor:** Assists with project and budget development. Provides specialized training as needed. Assumes liability for the actions of SDs they mentor. Offers support, feedback, and guidance in a timely manner to foster steady progress toward project goals and dissemination of the completed project. Makes themselves available and serves as the primary source of project advice for SDs.
- **Laboratory & Safety Compliance Manager:** Monitor lab training and safety compliance. Recommend safe laboratory practices, equipment, materials handling protocols, waste disposal/treatment practices, and controls. Maintain lab materials and reagents documentation. Provide technical guidance. Respond, assist, and investigate in all lab

accidents and emergencies. Lab equipment, inventory, and records maintenance. Place lab materials orders upon request.

- **Research Committee:** Provides project and proposal feedback, prudently allocates funds to ICOM research projects, provides logistical support, provides a discussion forum for proposed and ongoing projects.

### **Materials and Supplies**

Funds awarded must be utilized as outlined in the budget and justification submitted with the grant proposal. If major deviations from the budget are necessary the Research Chair should be informed in writing before the funds are repurposed. Only direct costs are eligible (e.g., supplies, equipment rental, materials, etc.). Construction costs, travel, CME credits, conference registration fees, yearly subscription fees, professional membership dues, poster printing, and other indirect costs are not permitted. For inquiries regarding faculty or student travel to a conference for scholarly purposes, contact the Chair of the Research Committee.

### **Compliance Requirements**

Approval by review boards (ICOM Research Committee for all projects, Institutional Review Board for human subjects research, and Institutional Biosafety Committee for laboratory research) is required prior to project initiation and release of funds for all research conducted by ICOM biomedical and clinical faculty, staff and students, regardless of the location at which the research is conducted. Please reach out to the research committee ([research@icom.edu](mailto:research@icom.edu)) for assistance with IRB, if necessary. Students will not be permitted to serve as principal investigators.

### **End of Award Requirements**

The awardee will be responsible for monitoring research progress and providing a Final Report to the Chair of the Research Committee. This report must be submitted by the completion of the grant period, 30 days before next year's application is due. The written report must state the research objective, describe details of activities completed, and summarize conclusions drawn. It includes accomplishments, funds expended, and any future work, presentation, or publications that may result. A copy of any publication resulting from the ICOM MRG program should be submitted with the Final Report or when first available. Recipients must acknowledge that support for their research was made available in whole or in part by the ICOM MRG.

Failure to complete the research project (as determined by the faculty mentor), submit the Final Report, or present the research at the annual Research Day is grounds for ineligibility for future research and travel funding and/or participation in additional research projects. All equipment remaining after the completion of any project financed with an ICOM MRG award will become the property of ICOM and will be required to be available for use in the faculty mentor's department. If the student leaves the institution before completing the project, another student may request the faculty mentor and Research Committee to assume responsibility for the project or the faculty mentor may spend any remaining funds for items as defined in the grant proposal. No additional salary or wages will be provided to the faculty mentor.

### **Copyrights and Patent Rights**

All intellectual property developed as part of a funded project will be governed by the policies of ICOM.

**Idaho College of Osteopathic Medicine  
Mentored Research Grant Cover Page**

1. Project title:

2. Date:

3. Student information: [if more than one student, add information for each]

Name:

Class:

E-mail address:

4. Budget requested for supplies and materials: \$ [maximum amount is \$3,000]

5. Distribution of hours: [only complete if multiple students are applying on the same proposal, with a maximum of 200 total]

6. Signatures:

The undersigned certify that all information in this proposal is accurate, and that this proposal is submitted with the approval of the faculty mentor, and that ICOM will execute a grant agreement if a grant is awarded.

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Student

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Student 2 (if applicable)

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Additional Students (if applicable)

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Faculty Mentor

*Send completed forms to: [research@icom.edu](mailto:research@icom.edu)*