Student Research Support Fund	SOP #: RSP.016.01
Effective Date	September 24, 2020
Last Revision/Review	Reviewed: 4/1/2023

1. Purpose

The Office of Research and Sponsored Programs (ORSP) Student Research Support Fund is designed to provide students with a source of funds to support limited-scope student-driven research and creative scholarship. The College is considered the sponsor for the research insofar as funding is provided by the College. In accordance with College policies, the student award shall be administered through ORSP by a regular faculty member or designated College employee with authorization to initiate purchases. Funds should only be used to support the purchase of unique research items that are needed for completion of the project, and not already available at Burrell College.

2. Related Policy/Authority

RSP.008.00 – Burrell College ORSP Research Account Purchasing

3. Faculty/Staff Responsibilities

Assistant Dean for Research
Director of Student Research
Research Advisory Council
Burrell College Regular Faculty or Employee with purchasing authorization

4. Definitions/Abbreviations

Medical Student - a person enrolled in Burrell College of Osteopathic Medicine.
Burrell College Faculty or College Faculty or Faculty - Regular Faculty as defined in Article III.A.1 of the Bylaws of the Burrell College of Osteopathic Medicine.
College – means Burrell College of Osteopathic Medicine, Las Cruces, NM.
Research and Creative Scholarship - research and scholarly activities in the College that are conducted by faculty, students, and staff as representatives of the Burrell College and are separately accounted for.
Research Sponsor – The Burrell College of Osteopathic Medicine is the research sponsor providing funding.
Content Advisor – A faculty member with familiarity in the investigative subject area who provides advice and guidance to the student researcher(s).
Fund Advisor - a regular member of the Burrell College faculty or designated College employee with purchasing authorization who assumes the responsibility for ensuring that the students are conducting the proposed project and accessing the fund in accordance with College policies and procedures. The Fund Advisor and Content Advisor may or may not be the same person.

5. Procedural Steps

5.1 **Program Details and Eligibility:**

- 5.1.1 The Student Research Support Fund provides up to $500 to eligible medical students in support of research and creative scholarship.
- 5.1.2 The program is open to all medical students in good academic standing.
- 5.1.3 The research must be performed under the guidance of a Content Advisor and Fund Advisor. Applicant must obtain a commitment from an eligible person or persons willing to serve as Content Advisor and/or Fund Advisor at the time of submission of the request for funds. Under appropriate circumstances, off-campus faculty may serve as Content Advisors, but

Fund Advisors must be a Burrell College faculty member or College employee. Burrell College faculty may serve both as a Content Advisor and Fund Advisor.

5.1.4 The proposed study must not be supplemental to an existing or ongoing research study that is conducted by the Content Advisor or Fund Advisor.

5.1.5 The fund is not a monetary award to the student. Funds can only be used for items requested in the application. Purchase requisitions for approved items shall be submitted by the fund advisor to the Office of Research & Sponsored Programs in accordance with standard Burrell College purchasing procedures as defined in RSP-008.00

5.2 **Application Information:**

5.2.1 **Application Materials:**

Students must submit a completed application form with all required documentation. Applications will include: applicant, content advisor and fund advisor information, a brief project description, an itemized project budget, and budget justification that includes price quotes for requested items. The project description is limited to 600 words and must be signed by the applicant and advisor(s). Quotes may be attached and do not count toward the 600 word limit.

5.2.2 **Submission Deadline:**

Proposals received at ten (10) business days in advance of a regularly scheduled meeting of the Research Advisory Council (RAC) will be placed on the RAC agenda for review. The RAC will only review proposals during meetings occurring between July 1 and April 30 of each year. Proposals are not accepted in May and June of each year.

5.2.3 **Proposal Review and Notification:**

The Director of Student Research receives proposals, checks them for completeness, and prepares them for inclusion in the RAC agenda packet.

5.2.3.1 Completed applications received by the stated submission deadline will be reviewed by the RAC during the next regularly scheduled monthly meeting. Incomplete applications will not be considered. RAC will base recommendations for approval/disapproval on the basis of information included in the packet and availability of funds. Decisions based on RAC recommendations are final.

5.2.3.2 Applicants and fund advisors will be notified of the outcome in writing within seven (7) business days of the RAC meeting in which the project was reviewed.

5.2.4 **Funding Available:**

The Office of Research & Sponsored Programs has a limited budget to support this program. Funding will be dependent on available funds. Individual funding requests are limited to a maximum of $500, and only one award per student or team of students per academic year is allowed. Projects may only be funded once per year, but under unusual circumstances, and on a case-by-case basis, a project may be considered for additional funding in a subsequent year.

5.3 **Use of the Student Research Support Fund**

5.3.1 **Allowable expenses**:

Costs that may be paid using the Student Research Support Fund. Funds shall be used only for items that are necessary for a research project and defined in the project budget. Allowable expenses include, but may not be limited to:

- Research materials and supplies
- Software or computational services that are not available through the College

- Access to secondary data sets
- Statistical services

5.3.2 **Unallowable expenses:**

Costs that are not eligible for payment using the Student Research Support Fund include but may not be limited to:

- Computer hardware, digital tablets, and related equipment
- Travel
- Food
- Gifts for subjects participating in research
- Publication and presentation costs
- Meeting registration
- Professional dues and fees
- Personnel
- Journal subscriptions and books

5.4 **Conditions of Acceptance:**

- Recipients of funding agree to utilize the award only in support of the proposed project.
- Funds must be used in accordance with Burrell College policies and procedures.
- Research involving human subjects, and/or biohazardous agents/recombinant DNA and/or animals must be approved by the appropriate oversight committee prior to the start of data collection.
- Student Recipients must remain in good academic and professional conduct standing throughout the period covered by the award.
- Recipients agree to present research results at the annual Medical Student Research Day.
- Recipients acknowledge funding support on posters, presentations, and publications resulting from the award. Example "*This project was partially supported by the Burrell College Student Research Support Fund.*"

5.5 Fund Advisor Responsibilities:

5.5.1 The fund advisor must sign off on requisitions.

5.5.2 Ensure compliance with Burrell College policies and procedures.

5.6 Content Advisor:

5.6.1 The content advisor will provide research advice and guidance to the student researcher(s) as appropriate.

5.6.2 Provide advice on ethical and responsible conduct of research.

5.7 Access to Approved Funding:

- The Office of Research & Sponsored Programs will establish an account for the approved amount of the project.
- All requisitions must be submitted to ORSP with the approval of the fund administrator
- Funds can only be used in accordance with Burrell College policies and procedures.
- Reimbursement for expenditures requires prior approval from ORSP.
- Student Research Support Funds must be expended or encumbered by May 21. Unencumbered funds revert to the Office Research after that date.
- Carryover of funds to the next fiscal year is not allowed.

5.8 Reporting Requirements:

Awardees are required to submit a completed Progress/Final Report to the Office of Research and Sponsored Programs by August 1st on a form provided by the Office of Research & Sponsored Programs. The report will include:

- A brief summary of findings.
- A description of any significant deviations from the research described in the application.
- A list of presentations/publications resulting from the funded project.

6. Reports/Charts/Forms/Attachments/Cross References

Application Form
Progress/Final Report Form

7. Maintenance

The Office of Research and Sponsored Programs will review the SOP in May of each year.

8. Signature

Signature on File	4/1/2023
Assistant Dean for Research	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			