



# California Health Sciences University

## CHSU STUDENT RESEARCH AND SCHOLARLY ACTIVITY POLICY

### I. POLICY STATEMENT

CHSU recognizes the value of research and scholarly activity in supporting academic excellence, the teaching and learning process, and the advancement of innovation within the campus, the broader community, and the medical and pharmaceutical fields.

All Colleges will promote, encourage and sustain a broadly defined research and scholarly activity program that is consistent with the vision, mission and strategic objectives of the University.

Research and scholarly activity will incorporate applied research, developmental research, discipline-based research, and research focused on teaching and learning.

Faculty, staff, and students are encouraged to undertake research and scholarly activity as an enhancement to the curriculum, as a further connection to industry and community, and to improve the teaching and learning process. Research enriches the applied learning environment for students, helps train the next generation of researchers, and provides the community with graduates with an innovation edge. Each College, within its means, will seek to provide the opportunities, infrastructure, and facilities to support and maintain a high level of research and scholarly activity for its students. Collaborative research with academic, community, and clinical partnerships is a key component of research at the College.

#### **Goals of Student Research and Scholarly Activity**

- Fostering development of analytical and decision making skills
- Provide students with an opportunity to employ their unique skills and talents to pursue a scholarly project of their choosing under the mentorship of an expert in the field
- Provide mentorship and guidance for students interested in careers that integrate research, teaching, and clinical service.

### II. SUPPORT FUNDS

College operations budgets are determined annually through a process that allows academic units to request University funds to support operations. Research supported by internal funds from the University is placed into an account annually and this includes money used for mini grants and general research supplies and non-capital equipment. The method for accessing these funds is described in this policy.



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Internal research funds are limited to use by the full time and part-time (adjunct) faculty. Support for the costs of research being done jointly by students and faculty may be covered by these funds. Students may apply for support from the research budget through a faculty sponsor.

Research funds come from the larger University budget and vary from year to year. The amount available for each College's research enterprise is variable and is managed by the Dean's office to ensure best and effective use of funds.

All funds are subject to University budget rules.

### **III. FUNDING POLICY**

Annually, the University Research and Scholarship Committee (RSC) issues a call for proposals for Faculty Research Development (FRD) awards. The RSC provides guidelines and application instructions for these grants. These applications are peer reviewed and may be funded fully, funded partially or may be denied on recommendation by a majority of the RSC.

FRD awards represent a portion of the research operations budget. Any funds remaining after awarding FRD grants may be used for general laboratory supplies, reagents and small equipment items as approved by the respective College Dean or Associate Dean. In the event there are any unused funds, the respective College Dean or Associate Dean can request that the funds be rolled to the next fiscal year upon approval from the President Annually, as soon as a dollar amount is established for the FRD program the remaining funds will be made available for the research needs of the faculty. The expenditure of these funds will be managed through the respective Associate Dean of the faculty member's college to assure reasonable distribution and management to prevent expenditures beyond the budget allowable.

Each College recognizes that experiential learning through participation in original research is a distinguishing feature of a well-rounded education and a hallmark of health professions schools in general. The synergistic relationship of student (or resident) to mentor in the research environment provides benefit to both and advances the respect, recognition and reputation of the institution.

It is incumbent on the faculty mentor to be certain that student researchers are capable of accurate and safe work often in an environment they are unaccustomed to. This policy addresses both students and mentors.



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### IV. HEALTH SCIENCE PROFESSIONAL RESIDENTS FROM THE REGION

Regional health science professional residents are invited to the Annual Research Poster Day. Research categories will be in science, clinical and Inter-professional education. Scientists and Clinicians will serve as judges. Award prizes will be offered.

### V. STUDENT SPECIFIC POLICIES

1. Students may seek collaboration from any faculty member to secure a mentored research experience. Students should understand that they may not be able to secure a mentor due to faculty availability. Students should therefore arrange for mentored research experience well in advance of the time they are to begin.
2. Students should expect that their faculty mentors will help them understand the science behind the laboratory work and will provide them the training needed to conduct accurate work and make progress in their research projects.
3. All CHSU students are expected to complete appropriate safety training, responsible conduct of research training through the Collaborative Institutional Training Initiative (CITI) program. It will be the responsibility of the Year 1 Curriculum Director to assure this training is completed.
4. The mentor and student will determine appropriate times when the mentor or their designee will be available for direct supervision, if required for a particular mentoring activity.
5. Students may retain copies of their research findings for preparation of abstracts, posters, reports or papers at the discretion and with the express approval of their mentor.
6. Students working under the mentorship of a faculty member are able to publish or present their research after obtaining the permission of the faculty mentor.
7. Off-site mentors must have an adjunct or clinical appointment with CHSU.
8. Students involved in research involving human subjects are required to ensure that the project they are working on has been approved by an Institutional Review Board (IRB).



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9. Students may only commence off site research activities with approval of the Dean of their college or (designated) Office of Dean representative.
10. Summer student research scholarships of up to \$5,000 may be awarded to those students with proposals that are submitted with appropriate faculty sponsorship.

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