



MWU-Chicago College of Osteopathic Medicine




2026 Mid-Cycle Report


Commission on Osteopathic College Accreditation

Standard 8: Scholarly Activities

Element 8.4: Student Participation in Research and Scholarly Activity

8.4-1. Provide a copy of all student research and scholarly activity policies.

The relevant charts for this element are bookmarked. To open the Bookmarks panel, select the Bookmark icon  from the side navigation bar.

To navigate this document, please keep the bookmark side panel open. To access the nested bookmarks that link to the policies and procedures, please click on the carrot  to expand the parent bookmarks. To return to the table of contents, click on the parent bookmark.

Summary:

The Principal Investigator (PI) is responsible for determining what MWU policies and procedures apply to other faculty, students, and staff working on their research projects. These policies include but are not limited to Biosafety and Laboratory Safety Training, Responsible Conduct of Research Training, Compliance, Animal Welfare and Animal Facility, Radiation, and Clinical Trials. These policies can be found at the links below:

1. Office of Research and Sponsored Programs (ORSP) Home Page:
<https://www.midwestern.edu/intranet/departments-services/orsp>
2. ORSP Policies and SOPs landing page:
<https://www.midwestern.edu/intranet/departments-services/orsp/orsp-policies-sops>
3. ORSP Student Research landing page:
<https://www.midwestern.edu/intranet/departments-services/orsp/student-research>
4. ORSP Responsible Conduct of Research Landing Page:
<https://www.midwestern.edu/intranet/departments-services/orsp/responsible-conduct-research>

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MIDWESTERN UNIVERSITY STANDARD POLICY

Title: Authorship of Publications		
Issue Date: 8/14/2024	Supersedes: 03/11/2016, 08/17/2018, 9/15/2020, 8/5/2021, 8/2/2022, 7/1/2023	Pages: 1
Division: University	Campus: Downers Grove and Glendale	
Approved by: Kathleen H. Goepfinger, Ph.D., President and CEO		

PURPOSE

This policy establishes Midwestern University’s authorship standards for faculty, students, and trainees.

POLICY

1. All authors must follow the International Committee of Medical Journal Editors (“ICMJE”) standards for authorship and contributorship, which states that authorship should be based on the following four criteria:

- “Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting of the work or reviewing it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.”¹

2. Ghostwriting and honorary authorship are strictly prohibited.

- Ghostwriting refers to the act of one person writing in the name of another person or group, but the former receives no credit for authorship.
- Honorary authorship refers to the act of assigning authorship to an individual who should not have been included as an author because the individual made no or made insufficient contribution to qualify as an author.

3. If artificial intelligence-assisted technologies, e.g., chatbots, image creators, were used in the production of submitted work, authors must disclose to the publisher (1) the AI tool name, version number or type, and manufacturer, and (2) what the AI tool was used to do and specify the content that was created using the AI tool.

When an AI tool is used, the author(s) is/are responsible for the accuracy, integrity, and originality of their submitted work. The author(s) must carefully review and edit all content produced by AI tools to ensure the content is accurate, complete, and unbiased and that no plagiarism of text or images produced by AI is included within the publication.²

AI tools cannot be listed as an author or co-author.

References:


1. International Committee of Medical Journal Editors. Recommendation for the conduct, reporting, editing, and publication of scholarly work in medical journals (updated May 2023). 2023. Available from: <https://www.icmje.org/icmje-recommendations.pdf>. Accessed 6/25/2024).
2. Bell S. The write algorithm: promoting responsible artificial intelligence usage and accountability in medical writing. BMC Medicine 2023;21:334. Doi.org/10.1186/s12916-023003039-7.

MIDWESTERN UNIVERSITY

STANDARD POLICY

DIVISION: All University Colleges

AREA: Administrative

SUBJECT: Misconduct	POLICY NO. 0012		
APPROVED BY: Joshua Baker, M.S., O.D. Interim President & CEO President and Chief Executive Officer 	ISSUE DATE 06/23/2025	SUPERSEDES 1/02, 1/23	PAGES 1 of 17

PURPOSE: Midwestern University, as an institution of higher education, is dedicated to learning and research and the truthful presentation of scholarly information to its students and the academic community at-large. In this regard, intellectual honesty and cultivation of a work environment free from unlawful harassment and discrimination, including sexual harassment (“Unlawful Acts”) is of paramount importance as faculty members conduct their scholarly activities and maintain research integrity. Breaches and violations must be dealt with promptly and fairly to preserve the integrity of the research community, increase transparency, and promote accountability.

POLICY: This policy and procedures apply to all individuals at Midwestern University engaged in any research, research-training or research-related grant or cooperative agreement regardless of the source of funding. This policy applies to any person paid by, under the control of, or affiliated with Midwestern University, such as scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators at Midwestern University.

The policy and associated procedures will normally be followed when an allegation of possible misconduct in science is received by an institutional official. Particular circumstances in an individual case may dictate variation from the normal procedure deemed in the best interests of Midwestern University and PHS. Any change from normal procedures also must ensure fair treatment to the subject of the inquiry or investigation. Any significant variation should be approved in advance by the Assistant Vice President of Research of Midwestern University. Allegations of unlawful harassment (including sexual harassment), discrimination, and retaliation (“Unlawful Acts”) will be dealt with in accordance with the University’s policies and procedures concerning Unlawful Act in the employment context. As such, those policies and procedures apply as a parallel structure to matters concerning misconduct and will largely govern the approach to addressing Unlawful Acts. Given the unique circumstances presented by research activity, the Research

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Integrity
Definitions Officer shall be involved in any matter concerning Unlawful Acts to maintain research integrity.

- A. *Allegation* means a disclosure of possible research misconduct, regardless of the method of communication made to an institutional official.
- B. *Assessment* means a preliminary review of an allegation of research misconduct to determine whether it warrants further investigation. The assessment only involves the review of readily accessible information pertaining to the allegation.
- C. *Conflict of interest* means the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.
- D. *Deciding Official* means the institutional official who makes final determinations on allegations of scientific misconduct and any responsive institutional actions. The Deciding Official at Northwestern University is the President and CEO. The Research Integrity Officer is the Assistant Vice President of Research.
- E. *Good faith allegation* means an allegation made with the honest belief that scientific misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.
- F. *Inquiry* means gathering information and initial fact-finding to determine whether an allegation or apparent instance of scientific misconduct warrants an investigation.¹
- G. *Intentionally* means to act with the aim of carrying out the act.
- H. *Investigation* means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred, and, if so, to determine the responsible person and the seriousness of the misconduct.²
- I. *Knowingly* means to act with awareness of the act.
- J. *ORI* means the Office of Research Integrity, the office within the U.S. Department of Health and Human Services (DHHS) that is responsible for the scientific misconduct and research integrity activities of the U.S. Public Health Service.

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- K. *PHS* means the U.S. Public Health Service, an operating component of the DHHS.
- L. *PHS regulation* means the Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of scientific misconduct, which is set forth at 42 C.F.R. Part 50, Subpart A, entitled "Responsibility of PHS Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science."
- M. *PHS support* means PHS grants, contracts, or cooperative agreements or applications thereof.
- N. *Plagiarism* means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, but excludes self-plagiarism and authorship or credit disputes.
- O. *Recklessly* means to act (propose, perform or review research) with indifference to a known risk of fabrication, falsification, or plagiarism.
- P. *Research Integrity Officer* means the institutional official responsible for assessing allegations of scientific misconduct and determining when such allegations warrant inquiries and for overseeing inquiries and investigations. The Research Integrity Officer at MWU is the Assistant Vice President of Research.
- Q. *Research record* means any data, document, computer file, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of scientific misconduct. A research record includes, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.
- R. *Respondent* means the person against whom an allegation of scientific misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.
- S. *Retaliation* means any action that adversely affects the employment or other

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institutional status of an individual that is taken by an institution or an employee because the individual has in good faith, made an allegation of scientific misconduct or of inadequate institutional response thereto or has cooperated in good faith with an investigation of such allegation.

- T. *Scientific misconduct or misconduct in science* means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.³
- U. *Unlawful Act* means unlawful discrimination, harassment, or retaliation as used in the University's policies and procedures concerning equal employment opportunity, the NIH Grants Policy Statement concerning behavioral codes of conduct for NIH award recipients, and the December 2019 final report from the Advisory Committee to the NIH Director entitled "ACD Working Group on Changing the Culture to End Sexual Harassment."
- V. *Whistleblower* means a person who makes an allegation of scientific misconduct.

Rights and Responsibilities

A. Research Integrity Officer

The Assistant Vice President of Research will serve as the Research Integrity Officer who will have primary responsibility for implementation of the procedures set forth in this document. The Assistant Vice President of research is an institutional official who is well qualified to handle the procedural requirements involved and is sensitive to the varied demands made on those who conduct research, those who are accused of misconduct, and those who report apparent misconduct in good faith.

The Assistant Vice President of Research will appoint the inquiry and investigation committees and ensure that necessary and appropriate expertise is secured to carry out a thorough and authoritative evaluation of the relevant evidence in an inquiry or investigation. The Assistant Vice President of Research will attempt to ensure that confidentiality is maintained.

The Assistant Vice President of Research will assist inquiry and investigation committees and all institutional personnel in complying with these procedures and with applicable standards imposed by government or external funding sources. The Assistant Vice President of Research is also responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

The Assistant Vice President of Research will report to ORI as required by regulation and keep ORI apprised of any developments during the course of the inquiry or investigation that may affect current or potential DHHS funding for the individual(s) under investigation or that PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest.⁴

B. Whistleblower

The whistleblower will have an opportunity to testify before the inquiry and investigation committees, to review portions of the inquiry and investigation reports pertinent to his/her allegations or testimony, to be informed of the results of the inquiry and investigation, and to be protected from retaliation. Also, if the Assistant Vice President of Research has determined that the whistleblower may be able to provide pertinent information on any portions of the draft report, these portions will be given to the whistleblower for comment.

The whistleblower is responsible for making allegations in good faith,

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maintaining confidentiality, and cooperating with an inquiry or investigation.

C. Respondent

The respondent will be informed of the allegations when an inquiry is opened and notified in writing of the final determinations and resulting actions. The respondent will also have the opportunity to be interviewed by and present evidence to the inquiry and investigation committees, to review the draft inquiry and investigation reports, and to have the advice of counsel.

The respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry or investigation. If the respondent is not found guilty of scientific misconduct, he or she has the right to receive institutional assistance in restoring his or her reputation.⁵

D. Deciding Official

The President and CEO will receive the inquiry and/or investigation report and any written comments made by the respondent or the whistleblower on the draft report. The President and CEO will consult with the Assistant Vice President of Research or other appropriate officials and will determine whether to conduct an investigation, whether misconduct occurred, whether to impose sanctions, or whether to take other appropriate administrative actions [see section X].

General Policies and Principles

A. Responsibility to Report Misconduct

All employees or individuals associated with Midwestern University should report observed, suspected, or apparent misconduct in science to the Assistant Vice President of Research. If an individual is unsure whether a suspected incident falls within the definition of scientific misconduct, he or she may call the Assistant Vice President of Research to discuss the suspected misconduct informally. If the circumstances described by the individual do not meet the definition of scientific misconduct, the Assistant Vice President of Research will refer the individual or allegation to other offices or officials with responsibility for resolving the problem.

At any time, an employee may have confidential discussions and consultations about concerns of possible misconduct with the Assistant Vice President of Research and will be counseled about appropriate procedures for reporting allegations.

B. Protecting the Whistleblower

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The Assistant Vice President of Research will monitor the treatment of individuals who bring allegations of misconduct or of inadequate institutional response thereto, and those who cooperate in inquiries or investigations. The Assistant Vice President of Research will ensure that these persons will not be retaliated against in the terms and conditions of their employment or other status at the institution and will review instances of alleged retaliation for appropriate action.

Employees should immediately report any alleged or apparent retaliation to the Assistant Vice President of Research.

Also, Midwestern University will protect the privacy of those who report misconduct in good faith⁶ to the maximum extent possible. For example, if the whistleblower requests anonymity, Midwestern University will make an effort to honor the request during the allegation assessment or inquiry within applicable policies and regulations and state and local laws, if any. The whistleblower will be advised that if the matter is referred to an investigation committee and the whistleblower's testimony is required, anonymity may no longer be guaranteed. Midwestern University will undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.⁷

C. Protecting the Respondent

Inquiries and investigations will be conducted in a manner that will ensure fair treatment to the respondent(s) in the inquiry or investigation and confidentiality to the extent possible without compromising public health and safety or thoroughly carrying out the inquiry or investigation.⁸

An employee accused of scientific misconduct may consult with legal counsel or a non-lawyer personal adviser (who is not a principal or witness in the case) to seek advice and may bring the counsel or personal adviser to interviews or meetings on the case.

D. Cooperation with Inquiries and Investigations

Midwestern University employees will cooperate with the Assistant Vice President of Research and other institutional officials in the review of allegations and the conduct of inquiries and investigations. MWU employees have an obligation to provide relevant evidence to the Assistant Vice President of Research or other MWU officials on misconduct allegations.

E. Preliminary Assessment of Allegations

Upon receiving an allegation of scientific misconduct, the Assistant Vice

President of Research will immediately assess the allegation to determine whether there is sufficient evidence to warrant an inquiry, whether PHS support or PHS applications for funding are involved, and whether the allegation falls under the PHS definition of scientific misconduct.

Conducting the Inquiry

A. Initiation and Purpose of the Inquiry

Following the preliminary assessment, if the Assistant Vice President of Research determines that the allegation provides sufficient information to allow specific follow-up, involves PHS support, and falls under the PHS definition of scientific misconduct, he or she will immediately initiate the inquiry process. In initiating the inquiry, the Assistant Vice President of Research should identify clearly the original allegation and any related issues that should be evaluated. The purpose of the inquiry is to make a preliminary evaluation of the available evidence and testimony of the respondent, whistleblower, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose of the inquiry is **not** to reach a final conclusion about whether misconduct definitely occurred or who was responsible. The findings of the inquiry must be set forth in an inquiry report.

B. Sequestration of the Research Records

After determining that an allegation falls within the definition of misconduct in science and involves PHS funding, the Assistant Vice President of Research must ensure that all original research records and materials relevant to the allegation are immediately secured. The Assistant Vice President of Research may consult with ORI for advice and assistance in this regard.

C. Appointment of the Inquiry Committee

The Assistant Vice President of Research, in consultation with other MWU officials, as appropriate, will appoint an inquiry committee and committee chair within 14 days of the initiation of the inquiry. The inquiry committee should consist of individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the inquiry. These individuals may be scientists, subject matter experts, administrators, lawyers, or other qualified persons, and they may be from inside or outside Midwestern University.

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The Assistant Vice President of Research will notify the respondent of the proposed committee membership in 14 days. If the respondent submits a written objection to any appointed member of the inquiry committee or expert based on bias or conflict of interest within 5 days, the Assistant Vice President of Research will determine whether to replace the challenged member or expert with a qualified substitute.

D. Charge to the Committee and the First Meeting.

The Assistant Vice President of Research will prepare a charge for the inquiry committee that describes the allegations and any related issues identified during the allegation assessment and states that the purpose of the inquiry is to make a preliminary evaluation of the evidence and testimony of the respondent, whistleblower, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation as required by the PHS regulation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

At the committee's first meeting, the Assistant Vice President of Research will review the charge with the committee, discuss the allegations, any related issues, and the appropriate procedures for conducting the inquiry, assist the committee with organizing plans for the inquiry, and answer any questions raised by the committee. The Assistant Vice President of Research and

MWU counsel will be present or available throughout the inquiry to advise the committee as needed.

E. Inquiry Process

The inquiry committee will normally interview the whistleblower, the respondent, and key witnesses as well as examining relevant research records and materials.

Then the inquiry committee will evaluate the evidence and testimony obtained during the inquiry. After consultation with the Assistant Vice President of Research and MWU counsel, the committee members will decide whether there is sufficient evidence of possible scientific misconduct to recommend further investigation. The scope of the inquiry does not include deciding whether misconduct occurred or conducting exhaustive interviews and analyses.

The Inquiry Report

A. Elements of the Inquiry Report

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A written inquiry report must be prepared that states the name and title of the committee members and experts, if any; the allegations; the PHS support; a summary of the inquiry process used; a list of the research records reviewed; summaries of any interviews; a description of the evidence in sufficient detail to demonstrate whether an investigation is warranted or not; and the committee's determination as to whether an investigation is recommended and whether any other actions should be taken if an investigation is not recommended. Midwestern University counsel will review the report for legal sufficiency.

B. Comments on the Draft Report by the Respondent and the Whistleblower

The Assistant Vice President of Research will provide the respondent with a copy of the draft inquiry report (including all interview transcripts) for comment and rebuttal and will provide the whistleblower, if he or she is identifiable, with portions of the draft inquiry report that address the whistleblower's role and opinions in the investigation. [MWU may provide the whistleblower with a summary of the inquiry findings for comment instead of portions of the draft report.]

1. Confidentiality

The Assistant Vice President of Research may establish reasonable conditions for review to protect the confidentiality of the draft report.

2. Receipt of Comments

Within 14 calendar days of their receipt of the draft report, the whistleblower and respondent will provide their comments, if any, to the inquiry committee. Any comments that the whistleblower or respondent submits on the draft report will become part of the final inquiry report and record.⁹ Based on the comments, the inquiry committee may revise the report as appropriate.

C. Inquiry Decision and Notification

1. Decision by Deciding Official

The Assistant Vice President of Research will transmit the final report and any comments to the President and CEO, who will make the determination of whether findings from the inquiry provide sufficient evidence of possible scientific misconduct to justify conducting an investigation. The inquiry is completed when the President and CEO makes this determination, which will be made within 90 days of the first meeting of the inquiry committee. Any

extension of this period will be based on good cause and recorded in the inquiry file.

2. Notification

The Assistant Vice President of Research will notify both the respondent and the whistleblower in writing of the President and CEO's decision of whether to proceed to an investigation and will remind them of their obligation to cooperate in the event an investigation is opened. The Assistant Vice President of Research will also notify all appropriate institutional officials of the President and CEO's decision.

D. Time Limit for Completing the Inquiry Report

The inquiry committee will normally complete the inquiry and submit its report in writing to the Assistant Vice President of Research no more than 90 calendar days following its first meeting,¹⁰ unless the Assistant Vice President of Research approves an extension for good cause. If the Assistant Vice President of Research approves an extension, the reason for the extension will be entered into the records of the case and the report.¹¹ The respondent also will be notified of the extension.

Conducting the Investigation

A. Purpose of the Investigation

The purpose of the investigation is to explore in detail the allegations, to examine the evidence in depth, and to determine specifically whether misconduct has been committed, by whom, and to what extent. The investigation will also determine whether there are additional instances of possible misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where the alleged misconduct involves clinical trials or potential harm to human subjects or the general public or if it affects research that forms the basis for public policy, clinical practice, or public health practice. The findings of the investigation will be set forth in an investigation report.

B. Sequestration of the Research Records

The Assistant Vice President of Research will immediately sequester any additional pertinent research records that were not previously sequestered during the inquiry. This sequestration should occur before or at the time the respondent is notified that an investigation has begun. The need for additional sequestration of records may occur for any number of reasons,

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including MWU's decision to investigate additional allegations not considered during the inquiry stage or the identification of records during the inquiry process that had not been previously secured. The procedures to be followed for sequestration during the investigation are the same procedures that apply during the inquiry.

C. Appointment of the Investigation Committee

The Assistant Vice President of Research, in consultation with other institutional officials as appropriate, will appoint an investigation committee and the committee chair within 14 days of the notification to the respondent that an investigation is planned or as soon thereafter as practicable. The investigation committee should consist of at least three individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegations, interview the principals and key witnesses, and conduct the investigation.¹² These individuals may be scientists, administrators, subject matter experts, lawyers, or other qualified persons, and they may be from inside or outside Midwestern University. Individuals appointed to the investigation committee may also have served on the inquiry committee.

The Assistant Vice President of Research will notify the respondent of the proposed committee membership within 5 days. If the respondent submits a written objection to any appointed member of the investigation committee or expert, the Assistant Vice President of Research will determine whether to replace the challenged member or expert with a qualified substitute.

D. Charge to the Committee and the First Meeting

1. Charge to the Committee

The Assistant Vice President of Research will define the subject matter of the investigation in a written charge to the committee that describes the allegations and related issues identified during the inquiry, defines scientific misconduct, and identifies the name of the respondent.

The charge will state that the committee is to evaluate the evidence and testimony of the respondent, whistleblower, and key witnesses to determine whether, based on a preponderance of the evidence, scientific misconduct occurred and, if so, to what extent, who was responsible, and its seriousness.

During the investigation, if additional information becomes available that substantially changes the subject matter of the investigation or

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would suggest additional respondents, the committee will notify the Assistant Vice President of Research, who will determine whether it is necessary to notify the respondent of the new subject matter or to provide notice to additional respondents.

2. The First Meeting

The Assistant Vice President of Research, with the assistance of MWU counsel, will convene the first meeting of the investigation committee to review the charge, the inquiry report, and the prescribed procedures and standards for the conduct of the investigation, including the necessity for confidentiality and for developing a specific investigation plan. The investigation committee will be provided with a copy of these instructions and, where PHS funding is involved, the PHS regulation.

E. Investigation Process

The investigation committee will be appointed and the process initiated within 30 days of the completion of the inquiry if findings from that inquiry provide a sufficient basis for conducting an investigation.¹³

The investigation will normally involve examination of all documentation including, but not necessarily limited to, relevant research records, computer files, proposals, manuscripts, publications, correspondence, memoranda, and notes of telephone calls.¹⁴ Whenever possible, the committee should interview the whistleblower(s), the respondents(s), and other individuals who might have information regarding aspects of the allegations.¹⁵ Interviews of the respondent should be tape recorded or transcribed. All other interviews should be transcribed, recorded, or summarized. Summaries or transcripts of the interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file.¹⁶

The Investigation Report

A. Elements of the Investigation Report

The final report submitted to ORI must describe the policies and procedures under which the investigation was conducted, describe how and from whom information relevant to the investigation was obtained, state the findings, and explain the basis for the findings. The report will include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions imposed and administrative actions taken by Midwestern University.¹⁷

B. Comments on the Draft Report

1. Respondent

The Assistant Vice President of Research will provide the respondent with a copy of the draft investigation report for comment and rebuttal. The respondent will be allowed 30 days to review and comment on the draft report. The respondent's comments will be attached to the final report. The findings of the final report should take into account the respondent's comments in addition to all the other evidence.

2. Whistleblower

The Assistant Vice President of Research will provide the whistleblower, if he or she is identifiable, with those portions of the draft investigation report that address the whistleblower's role and opinions in the investigation. The report should be modified, as appropriate, based on the whistleblower's comments.

3. Midwestern University Counsel

The draft investigation report will be transmitted to Midwestern University counsel for a review of its legal sufficiency. Comments should be incorporated into the report as appropriate.

4. Confidentiality

In distributing the draft report, or portions thereof, to the respondent and whistleblower, the Assistant Vice President of Research will inform the recipient of the confidentiality under which the draft report is made available and may establish reasonable conditions to ensure

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such confidentiality. For example, the Assistant Vice President of Research may request the recipient to sign a confidentiality statement or to come to his or her office to review the report.

C. Midwestern University Review and Decision

Based on a preponderance of the evidence, the President and CEO will make the final determination whether to accept the investigation report, its findings, and the recommended institutional actions. If this determination varies from that of the investigation committee, the President and CEO will explain in detail the basis for rendering a decision different from that of the investigation committee in Midwestern University's letter transmitting the report to ORI. The President and CEO's explanation should be consistent with the PHS definition of scientific misconduct, the institution's policies and procedures, and the evidence reviewed and analyzed by the investigation committee. The President and CEO may also return the report to the investigation committee with a request for further fact-finding or analysis. The President and CEO's determination, together with the investigation committee's report, constitutes the final investigation report for purposes of ORI review. When a final decision on the case has been reached, the Assistant Vice President of Research will notify both the respondent and the whistleblower in writing. In addition, the President and CEO will determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the respondent in the work, or other relevant parties should be notified of the outcome of the case. The Assistant Vice President of Research is responsible for ensuring compliance with all notification requirements of funding or sponsoring agencies.

D. Transmittal of the Final Investigation Report to ORI

After comments have been received and the necessary changes have been made to the draft report, the investigation committee should transmit the final report with attachments, including the respondent's and whistleblower's comments, to the President and CEO, through the Assistant Vice President of Research.

E. Time Limit for Completing the Investigation Report

An investigation should ordinarily be completed within 180 days of its initiation,¹⁸ with the initiation being defined as the first meeting of the investigation committee. This includes conducting the investigation, preparing the report of findings, making the draft report available to the subject of the investigation for comment, submitting the report to the President and CEO for approval, and submitting the report to the ORI.¹⁹

Requirements for Reporting to ORI

- A. Midwestern University's decision to initiate an investigation must be reported in writing to the Director, ORI, on or before the date the investigation begins.²⁰ At a minimum, the notification should include the name of the person(s) against whom the allegations have been made, the general nature of the allegation as it relates to the PHS definition of scientific misconduct, and the PHS applications or grant number(s) involved.²¹ ORI must also be notified of the final outcome of the investigation and must be provided with a copy of the investigation report.²² Any significant variations from the provisions of Midwestern University's policies and procedures should be explained in any reports submitted to ORI.
- B. If Midwestern University plans to terminate an inquiry or investigation for any reason without completing all relevant requirements of the PHS regulation, The Assistant Vice President of Research will submit a report of the planned termination to ORI, including a description of the reasons for the proposed termination.²³
- C. If Midwestern University determines that it will not be able to complete the investigation in 180 days, the Assistant Vice President of Research will submit to ORI a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes other necessary steps to be taken. If the request is granted, the Assistant Vice President of Research will file periodic progress reports as requested by the ORI.²⁴
- D. When PHS funding or applications for funding are involved and an admission of scientific misconduct is made, the Assistant Vice President of Research will contact ORI for consultation and advice. Normally, the individual making the admission will be asked to sign a statement attesting to the occurrence and extent of misconduct. When the case involves PHS funds, MWU cannot accept an admission of scientific misconduct as a basis for closing a case or not undertaking an investigation without prior approval from ORI.²⁵
- E. The Assistant Vice President of Research will notify ORI at any stage of the inquiry or investigation if:
 - 1. there is an immediate health hazard involved;²⁶
 - 2. there is an immediate need to protect Federal funds or equipment;²⁷
 - 3. there is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the

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- allegations as well as his/her co-investigators and associates, if any;²⁸
4. it is probable that the alleged incident is going to be reported publicly;²⁹
or
 5. the allegation involves a public health sensitive issue, *e.g.*, a clinical trial; or
 6. there is a reasonable indication of possible criminal violation. In this instance, Midwestern University must inform ORI within 24 hours of obtaining that information.³⁰

Institutional Administrative Actions

Midwestern University will take appropriate administrative actions against individuals when an allegation of misconduct has been substantiated.³¹

If the President and CEO determines that the alleged misconduct is substantiated by the findings, he or she will decide on the appropriate actions to be taken, after consultation with the Assistant Vice President of Research. The actions may include:

- withdrawal or correction of all pending or published abstracts and papers emanating from the research where scientific misconduct was found.
- removal of the responsible person from the particular project.

Behavioral Misconduct

- The University prohibits Unlawful Acts. The policies and procedures outlined above shall apply to any allegations of Unlawful Acts as a parallel structure to the University's policies and procedures concerning Unlawful Acts in the equal employment opportunity context (generally "EEO Policies"). Should any of these policies and procedures conflict with the University's EEO Policies, the EEO Policies will prevail insofar as to govern the process of investigation of such matters. The University will apply this misconduct policy to the fullest extent possible, including maintaining participation of the Research Integrity Officer. Nothing about the incorporation of the EEO Policies shall limit the ability of the Research Integrity Officer to take any and all actions needed to achieve research integrity, as determined by the Research Integrity Officer. Such action includes, but is not limited to, taking adverse action against a Principal Investigator or other key personnel that has committed Unlawful Acts and reporting those individuals to the NIH. Individuals who feel they have been a victim of Unlawful Acts are encouraged to bring their concerns to the

MWU Misconduct Policy

Research Integrity Officer, the University's Human Resources department, or the NIH.

- i. 42 C.F.R. ' 50.102.
- ii. 42 C.F.R. ' 50.102.
- iii. 42 C.F.R. ' 50.102.
- iv. 42 C.F.R. ' 50.103(d)(12).
- v. 42 C.F.R. ' 50.103(d)(13).
- vi. 42 C.F.R. ' 50.103(d)(2).
- vii. 42 C.F.R. ' 50.103(d)(13).
- viii. 42 C.F.R. ' 50.103(d)(3).
- ix. 42 C.F.R. ' 50.103(d)(1).
- x. 42 C.F.R. ' 50.103(d)(1).
- xi. 42 C.F.R. ' 50.103(d)(1).
- xii. 42 C.F.R. ' 50.103(d)(8).
- xiii. 42 C.F.R. ' 50.103(d)(7).
- xiv. 42 C.F.R. ' 50.103(d)(7).
- xv. 42 C.F.R. ' 50.103(d)(7).
- xvi. 42 C.F.R. ' 50.103(d)(7).
- xvii. 42 C.F.R. ' 50.104(a)(4); 42 C.F.R. ' 50.103(d)(15).
- xviii. 42 C.F.R. ' 50.104(a) (2).
- xix. 42 C.F.R. ' 50.104(a)(2).
- xx. 42 C.F.R. ' 50.104(a)(1).
- xxi. 42 C.F.R. ' 50.104(a)(1).

MWU Misconduct Policy

- xxii. 42 C.F.R. ' 50.103(d)(15).
- xxiii. 42 C.F.R. ' 50.104(a)(3).
- xxiv. 42 C.F.R. ' 50.104(a)(5).
- xxv. 42 C.F.R. ' 50.104(a)(3).
- xxvi. 42 C.F.R. ' 50.104(b)(1).
- xxvii. 42 C.F.R. ' 50.104(b)(2).
- xxviii. 42 C.F.R. ' 50.104(b)(3).
- xxix. 42 C.F.R. ' 50.104(b)(4).
- xxx. 42 C.F.R. ' 50.104(b)(5).
- xxxi. 42 C.F.R. ' 50.103(d)(14).

MIDWESTERN UNIVERSITY

STANDARD POLICY

DIVISION: All University Colleges

CAMPUS: Downers Grove and Glendale

SUBJECT: Research Surveys of MWU Students	POLICY NO.		
APPROVED BY: <i>Kathleen A. Goswami, PhD</i>	ISSUE DATE 6/14/23	SUPERSEDES 6/25/2018 1/22/2018	PAGES 3

PURPOSE: To clarify the approval process prior to distribution of internal and external research surveys to Midwestern University (MWU) students.

DEFINITIONS: "Research" is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. (Title 45 CFR 46.102(d)).

"Dean" refers to a college dean or their designee (e.g., an Associate Dean).

"PI" refers to the faculty member serving as the principal investigator.

BACKGROUND: All research involving human subjects must be reviewed and approved by an Institutional Review Board (IRB) before it is initiated, which includes surveys. Researchers must keep in mind that the overall review and approval process often takes a minimum of one month and must plan accordingly. In general, the timeline for a successful survey is as follows: 1) the faculty PI and student(s), when applicable, prepare the survey and justification, 2) the PI seeks approval of the Dean(s) of the college(s) of the survey participants, 3) the Dean(s) provides written approval, 4) the PI submits a completed IRB application and the approval(s) of the Dean(s) to the IRB, 5) the IRB approves the survey, and 6) the PI distributes the survey.

POLICY: This policy applies to human subjects research-related surveys intended for students. This includes use of university emails, email distribution lists, Facebook, Twitter, and other social media methods that utilize MWU's name or resources. It does not apply to non-research institutional surveys or surveys distributed by the Office of Institutional Research and Educational Assessment (OIREA) to assess teaching or faculty performance.

Due to the number of requests for MWU students to participate in surveys, both from internal and external constituencies, MWU may limit the number of surveys sent to students, in order to prioritize federally mandated and other important institutional surveys. **Limiting the active solicitation to participate in surveys allows MWU to prioritize the importance of select surveys that are required or benefit the institution while decreasing survey fatigue among our student body.**

Surveys intended for distribution to MWU students, regardless of the method, will be brought to the attention of the appropriate Dean(s) for their approval.

Faculty Responsibilities: All surveys submitted to an IRB must have a faculty member serving as the PI. It is the responsibility of the PI to:

- Propose the timing for when the survey would ideally be distributed.
- Ensure that the survey has the support of each Dean over the college(s) in which they would like the survey distributed.
 - This requires that faculty send sufficient information to the appropriate Dean(s) such that an informed decision can be made.
 - If students are involved at this stage of the process, provide documentation of the PI's review and approval of the survey before the survey is presented to the Dean(s).
- Send the survey out to students once all necessary approvals have been obtained.
 - The PI should note that students do not have access to MWU e-mail distribution lists.

Dean(s) Responsibilities: The Dean must review and approve surveys when intended for distribution to students in their college. If a Dean elects to appoint a designee to review and approve surveys, the ORSP Research Administrator must be notified of the name of the designee. The approval of the Dean signifies their support of the:

- Research project topic and the questions asked.
- Timing of the survey (i.e., that survey fatigue has been considered and that the survey appears a reasonable use of the student's time).

The Dean is **not** expected to evaluate research methodology or data analysis, but rather should focus on the appropriateness of the survey's focus/questions as it relates to the students in their college and the proposed timing of the questionnaire distribution.

If supportive of the survey, the Dean will provide an email noting their approval to the PI. If not supportive, the Dean may make suggestions to the PI providing a path to move the survey forward, or they may not approve the survey (e.g., if they believe the timing would cause survey fatigue or if they're not supportive of the topic).

If a Dean is also serving as the faculty PI of the research survey, then the CAO of the college should assume the responsibilities of the Dean if there is a request to administer the research survey to students in the PI's college.

Office of Research and Sponsored Programs (ORSP): Once a survey is approved for distribution to the desired college classes by the Dean(s) and the PI wishes to move forward with the approval process, they may submit a completed IRB application along with the approval of Dean(s) to the IRB through the ORSP.

Surveys Denied for Active Distribution

When internal or external survey requests are denied for mass distribution to MWU students, the Dean of Students may approve a link to the survey to be posted through MWU's OIREA. All MWU students will be reminded twice per year by the OIREA of the availability to participate in additional surveys found on their website, but students will not be contacted through specific solicitations and/or additional reminders in any other manner, aside from those sent out by the OIREA.

Midwestern University's Office of Research & Sponsored Programs (ORSP)

Funding Student Travel to Present Research

Purpose: Midwestern University's ORSP is dedicated to supporting opportunities for student research, dissemination of new knowledge, and networking. Research presentations at local and national conferences are popular methods of communicating scientific data and concepts to a small audience. These conferences also provide the opportunity for the presenter to informally speak with those who are interested in the work, facilitating an exchange of ideas and networking opportunities.

Eligible Participants: All MWU students who are in good standing with their program and are presenting posters or oral presentations at a recognized research conference are eligible for up to a onetime \$500 reimbursement of travel costs. Funding advances are not possible. In general, it is not expected that two or more students will be reimbursed for presenting the same poster, however, the college dean can approve exceptions.

Eligible Posters and Presentations: All posters or presentations must: (1) have MWU's name on them, (2) present novel research data, and (3) be intended for peer-reviewed publication, in association with the students' research supervisor. MWU takes great pride in supporting student research and research presentations. The ORSP would appreciate photos of students presenting their posters at conferences, if possible, for use in publicizing the active research undertaken at MWU.

Process/Payment: Students traveling to present research are required to seek approval from MWU in advance. All requests for reimbursement must be submitted within 30 days from the date of return following the ORSP's *Student Travel Reimbursement Process*. Travel costs that can typically be reimbursed include: hotel accommodations, conference registration fees, meals, bus, train, or airfare to and from conferences, mileage if using a personal vehicle (in accordance with MWU mileage rates), car rental/gasoline costs, taxi or shuttle service to/from conference and/or hotel and airport. Students' original receipts and paid invoices are required for reimbursement. On the Downers Grove campus please contact Jessica Pope (jpope@midwestern.edu) or on the Glendale campus contact the ORSP office at AZORSP@midwestern.edu with any questions.

Midwestern University Student Travel Reimbursement Guidelines

****This Checklist can be found on the University Student Portal/University Forms Hub (centralized location where students can find/download University approved forms)***

This document provides instructions and a checklist for Midwestern University students to obtain travel reimbursement for attending or presenting at a conference. Conference travel may be related to research, student organization, student council, leadership, and professional activities.

Reimbursement Instructions

Depending on the nature of the conference, the following funding sources *may be* available. **It is the student’s responsibility to confirm and obtain appropriate approvals before the reimbursement process.** Reimbursement occurs after the event has concluded and must be filed **within 30 days** after the travel.

- A. **Office of Research and Sponsored Programs (ORSP) fund:** The student may be reimbursed for some expenses related to presenting (poster or platform talk) at one research conference per year. The reimbursement is capped at \$500.
- B. **Student Organization fund or Student Council fund:** The student may be reimbursed for attending or presenting at a regional, state, or national student organization/council conference. The amount of financial support needed to attend one or more conferences is at the sole discretion of the specific student organization or council.
- C. **College/Program fund:** The student may be reimbursed for some expenses to attend the conference(s) using college funds. The availability and amount of the funds are at the sole discretion of the College Dean or the College administrator. The college-specific forms and processes will need to be adhered to.

Table 1 provides a few possible scenarios. The * refers to the entity (ORSP, Student Organization/council or College) that will be submitting the check request.

Table 1: Examples of the Conference and its possible funding sources

Scenario	ORSP fund	Student Organization or Student Council fund	College/Program fund
Research conference	Maybe Eligible*	Not Applicable	Not Applicable
Research conference	Maybe Eligible	Not Applicable	Maybe Eligible*
Research conference	Maybe Eligible	Maybe Eligible*	Not Applicable
Research conference	Maybe Eligible	Maybe Eligible	Maybe Eligible*
Student Org/Council	Not Applicable	Maybe Eligible*	Not Applicable
Student Org/Council	Not Applicable	Maybe Eligible	Maybe Eligible*
Conferences <i>other than</i> the above examples	Not Applicable	Not Applicable	Maybe Eligible*

MWU Student Travel Reimbursement Guidelines

Table 2 : Administrative Staff Contacts

ORSP-AZ	Cristie Schwan (cschwa@midwestern.edu)
ORSP-IL	Jessica Pope (jpope@midwestern.edu)
MWU College	
• AZCOM	Tricia Zahniser (tcosen@midwestern.edu)
• AZCOPT	Lori Klein (lklein@midwestern.edu)
• CCO	Karyn Houbolt (khoubo@midwestern.edu)
• CCOM	Emily Whitis (ewhiti@midwestern.edu)
• COP	Teresa Gonsalves (AZ) & Cheryl Kane (IL) tgonsa@midwestern.edu & ckane@midwestern.edu
• CGS	Diane Wilkinson (AZ) & Tonya Jackson (IL) dwilk2@midwestern.edu & tjack1@midwestern.edu
• CDMA	Rhonda Cary (rcary@midwestern.edu)
• CDMI	Janaki Anand (janand@midwestern.edu)
• CHS-GD	Elizabeth Armijo (earmijo@midwestern.edu)
• CHS-DG	Sarah Wengel (swenge@midwestern.edu)
• CVM (AZ)	TBD
• CVM (IL)	Hong Zhang (hzhang1@midwestern.edu)
Student Services-AZ	Julie High Horse (jhighh@midwestern.edu)
Student Services-IL	Lori Vozari-Rafaj (lvozar@midwestern.edu)

Reimbursement Checklist

- The student and their faculty mentor have identified a research or student organization/council-related conference for the student to attend/present in advance.
- The student has obtained approval from their college dean in advance by letter or email. (See Table 2 for college-specific administrative staff)
- If the conference is international or held outside the continental United States, the faculty mentor and college dean must complete the International Travel Request Form on the student's behalf, and the college will obtain the President's approval.
- The student shall submit **one check reimbursement request per conference** to the appropriate administrative staff (table 2). The requisition must include **account numbers for all approved funding sources** and **the amount charged to each account**.
 - If the ORSP is the only fund used, submit the approval letter and all reimbursement documentation to the ORSP staff.
 - If the ORSP and the College/Program funds are used, submit the approval letters and all reimbursement documentation to the college-specific administration staff.
 - If the ORSP and the Student Organization/Council fund are used, submit the approval letters and all reimbursement documentation to the Assistant Dean of Student Activities.
 - If the Student Organization/Council fund is the only fund used, submit the approval letter and all reimbursement documentation to the Assistant Dean of Student Activities
 - If the Student Organization/Council and the College/Program funds are used, submit the approval letter and all reimbursement documentation to college-specific administrative staff.
 - If the ORSP, Student Organization/Council and the College/Program funds are used, submit the approval letter and all reimbursement documentation to college-specific administrative staff.
 - If the College/Program fund is the only fund used, submit the approval letter and all reimbursement documentation to the college-specific administrative staff.

Documentation (**all in PDFs**) needed for reimbursement:

- Provide the conference/event info (dates, location, and official schedule).
- Provide the title of the conference presentation, if applicable.
- Provide documentation of travel approval(s).
- Submit the Student Services Student Expense Report if ORSP and/or student organization/council funds are requested.
- Submit the College-specific documents if the college/program fund is requested.
- Provide all original itemized receipts.
 - Include notes or an explanation of any reimbursement amount that does not match the original receipt (e.g., when sharing expenses). The eligible amount may be less than the total receipts.
 - For shared expenses (hotel, Lyft/Uber), please ask to split the payment first so each person has their receipt. If that is not possible, a detailed invoice/receipt is needed, along with a snapshot of how you paid the other person via Zelle, Venmo, etc.



MIDWESTERN UNIVERSITY

Master of Public Health Program

19555 North 59th Avenue

Glendale, AZ 85308

Phone: 623/572-3200

www.midwestern.edu

May 5, 2025

TO: MIDWESTERN UNIVERSITY FACULTY
MIDWESTERN UNIVERSITY STUDENTS

RE: Call for MWU Student One Health Research Proposals

Attached is the Request for Student Research Proposals in the area of One Health. Requests of up to \$3,000 will be accepted from our students collaborating with faculty members within Midwestern University. Two student proposals will be selected to receive funding. The criteria for the selection of projects include: collaboration (e.g., student and/or faculty multidisciplinary involvement), One Health relevance, scientific merit, contribution to degree and professional growth, and proposal quality (e.g., content, format, style, punctuation, spelling, grammar). **Collaborative projects across professional schools and disciplines will receive preferential consideration.**

Proposal applications must be electronically completed as described in the attached guidelines and submitted electronically as .pdf files to kgrusz@midwestern.edu no later than **5pm MST on Friday, May 30, 2025**. Proposals that do not meet the deadline or do not adhere to the format will not be accepted.

Proposals will be reviewed, and applicants will be contacted regarding funding by mid-June. If you have questions, please contact me at 630-515-7119 or (kgrusz@midwestern.edu).

Sincerely,

Karen Gruszynski, DVM MPH PhD DACVPM
Assistant Professor
M.P.H. Program

MWU Student One Health Research Proposals

MIDWESTERN UNIVERSITY STUDENT RESEARCH IN ONE HEALTH GUIDELINES FOR STUDENT GRANT APPLICATION

Application Deadline: May 30, 2025, 5 PM MST

ELIGIBILITY: Student(s) in good academic standing currently enrolled at Midwestern University. Student(s) may be enrolled full time in any program at Midwestern University. Students who serve as a principal investigator or co-principal investigator may receive funds through this program only once during the course of their degree.

FACULTY SPONSOR: All university faculty within MWU that have at least an 80% appointment. Faculty external to MWU may act as co-sponsors with a MWU faculty member.

SUBMISSION DEADLINE: Submit electronic copies of each completed form in .pdf format to Dr. Karen Gruszynski (kgrusz@midwestern.edu) no later than 5 pm MST on Friday, May 30, 2025.

DURATION OF FUNDING: July 1, 2025 – June 30, 2026.

FOCUS OF GRANTS: Funding is available for a single year and will support any type of research (e.g. surveys, data analysis, field, bench).

Examples of Midwestern One Health Research Foci may include (this list is not meant to be exclusive):

- Cross-disciplinary and cross-species advances in effective therapeutic approaches that improve the care and lives of both humans and their companions;
- Clinical studies that investigate cross-species differences and similarities (such as diabetes, obesity, periodontal disease, etc.);
- Studies that investigate the human-animal bond;
- Studies that investigate environmental toxins that are hazardous or potentially hazardous for humans and animals;
- Studies that improve our understanding of cross-species disease transmission through comparative medicine and environmental research;
- Studies that may lead to improved interaction between humans and the environment;
- Discovery, development, or evaluation of innovative diagnostic tools, medical devices, or pharmaceuticals for cross-species disease prevention, control or treatment;
- Cross-disciplinary and cross-species advances in interventional care through assessment, treatment or prevention of zoonotic diseases;
- New and innovative tools for cross-species disease surveillance and control that improve public health.

MWU Student One Health Research Proposals

Collaborative projects will receive preferential consideration; students are encouraged to work with students and faculty outside of their discipline or research area. Students should seek faculty sponsor input and involvement in developing project plans, estimating budgets, and writing proposals.

PRESENTATIONS: Recipients of any grant from MWU are strongly encouraged to present their research to MWU audiences (e.g., students, faculty, and staff) as well as at local/state/national meetings. As examples, grant recipients should plan on presenting their research studies and outcomes at either the annual Kenneth B. Suarez Research Day or at a campus-wide seminar.

PUBLICATIONS: Recipients of any grant from MWU are strongly encouraged to publish their findings in appropriate peer-reviewed journals. All such publications must acknowledge funding provided by MWU. If more than one student collaborates on a project, authorship should be determined prior to completion of the study. An electronic copy of any publications resulting all or in part from One Health grants must be sent to Dr. Gruszynski within 30 days of publication.

ACKNOWLEDGMENT WORDING: Publications and/or presentations resulting, all or in part, from MWU grants must include the following acknowledgment:

This project was supported (or supported in part) by Midwestern University Public Health Program, Midwestern University, Glendale, AZ.

FUNDING REQUIREMENTS:

- A final report must be submitted at the completion of the project, no later than **July 30, 2026**. Reports will include all findings and must include any publications or photographs.

BUDGET LIMITATIONS: No more than \$3,000 may be requested.

- Funds **can** be used to pay for laboratory fees, supplies, travel (for data collection only), student stipends, research animals, and animal care (including experimental animal costs). If support is needed for only one item of the total budget (e.g. graduate student stipend), evidence for funding of other budget items must be provided in the Appendix. If the student(s) receives a stipend from any other research fellowship or funds, they are not eligible to receive a stipend from this award.
- Funds **cannot** be used for office personnel salary, faculty salary and benefits, telephone charges, or mail expenses (except shipping samples). The Faculty Sponsor and his/her academic department or unit will assume full financial responsibility for conduct of this grant. Expenditures in excess of the amount of the award will not be covered.

ANIMAL CARE AND USE PROTOCOL: Any proposal involving the use of live animals that are under the jurisdiction of the Animal Welfare Act, or that are routinely covered under an institution's animal care program, must have the approval of an Institutional Animal Care and Use Committee (IACUC). A .pdf of approved IACUC forms must be submitted with the proposal and must include the IACUC reference number. If an Animal Care and Use Protocol has been submitted to the IACUC, but has not yet been approved, a .pdf of the submission must be provided with the proposal. Once approved, a .pdf of the approved IACUC form must be submitted; funding will not be allocated, and work on the project cannot commence, until the

MWU Student One Health Research Proposals

applicant submits proof of approval from the IACUC.

INSTITUTIONAL REVIEW BOARD PROTOCOL: Any proposal involving the use of human subjects must have the approval of an Institutional Review Board (IRB). A .pdf of approved IRB forms must be submitted with the proposal and must include the IRB reference number (when applicable). If an IRB protocol has been submitted but has not yet been approved, a .pdf of the submission must be provided with the proposal. Once approved, a .pdf of the approved IRB form must be submitted; funding will not be allocated, and work on the project cannot commence, until the applicant submits the proof of approval from the IRB.

FUNDING EXTENSION REQUEST: It is expected that work as outlined in this proposal will be accomplished within the time frame indicated. To assist project planning and evaluation, a brief time line description of the project must be provided in the Appendix. Should a project need to be extended beyond June 30, 2026, a written request for extension must be submitted to kgrusz@midwestern.edu (via e-mail) by May 30, 2026. However, all funds must be spent by June 30, 2026 and cannot be rolled over. A brief progress report will be required at the time of the extension request, and the final report will be required upon completion of the project.

GRANT EVALUATION PROCESS: Do not alter the application format. **Grant applications that are incomplete or that do not conform to the recommended format will be returned without evaluation.** Acceptable grant applications are reviewed. Proposals will be judged on originality, scientific merit and quality, and ability of investigators to perform work.

**SUMMARY OF DEADLINES FOR 2025
MWU STUDENT ONE HEALTH AWARD**

MAY 30, 2025	APPLICATION SUBMISSION DEADLINE
MID-JUNE 2025	AWARD NOTIFICATION AND ALLOCATION OF FUNDS
JUNE 30, 2026	WORK COMPLETED
JULY 30, 2026	FINAL REPORT DUE

OUTLINE OF PROPOSAL

FORMAT – Proposals must be submitted using the forms and guidelines below. For the body of the proposal, use 1” margins on the left, right, top, and bottom. Use 12-point TIMES ROMAN type, single spaced. Avoid abbreviations and acronyms whenever possible. If abbreviations are necessary, please use standard abbreviations used in scientific journals. If student applicant is working with a PI that submitted a project-related grant for intramural funding or other funding source, student may substitute pages of that grant for sections 2-5, 7-8 if less than 10 pages total. The student will still need to include the application cover page and ½ page detailing their involvement in the project and how the project’s significance to One Health. Student and PI should email Dr. Gruszynski to receive permission to make the substitution. For students not substituting items from a PI project-related grant, students are required to adhere to section information listed below.

SECTIONS:

1) APPLICATION COVER PAGE - Use the provided MWU Student One Health Grant Application Form. The electronic version of the submitted form can either have actual signatures or electronic signatures of the student(s), faculty sponsor(s), and department chair(s)/program director(s). Routing for electronic signatures or email confirmation must be included with electronic signatures.

2) ABSTRACT – Do not exceed ½ page. State the objectives, state the specific aims, and describe the methodology used to achieve these goals. Avoid the use of the first person and avoid summarizing past accomplishments.

3) BACKGROUND INFORMATION - Do not exceed 1 page. A list of references may be included in the Appendix section.

4) HYPOTHESES AND SPECIFIC AIMS - Do not exceed ½ page.

5) EXPERIMENTAL PLAN FOR EACH SPECIFIC AIM - Do not exceed 2 pages in total.

6) SIGNIFICANCE TO ONE HEALTH - Do not exceed ½ page.

7) DETAILED BUDGET - Use the provided budget form. Provide a succinct justification of equipment needs and identify any other sources of student and project support in Appendix.

8) APPENDICES - Limited to literature cited, project time line description, budgetary justification/description of equipment, description of additional funds/sources of support relevant to these specific aims, letters from collaborating investigators, and approved or submitted Animal Use Protocols and IACUC reviews or IRB approvals or submissions.

BUDGET

MWU Student One Health Research Award

From: July 1, 2020 – June 30, 2021

PERSONNEL			AMOUNT REQUESTED	
NAME	ROLE ON PROJECT (PI, Co-PI, contributor)	EFFORT % ON PROJECT (must total 100%)	STIPEND REQUESTED (may be 0)	TOTALS
SUBTOTALS		100%		

EQUIPMENT: Provide justification in Appendix.

SUPPLIES (Itemize by category)

TRAVEL (Itemize by trip)

OTHER EXPENSES (Itemize by category)

TOTAL REQUESTED



Midwestern University



**Chicago College of Osteopathic Medicine
Office of the Dean
With
The Office of Research and Sponsored Programs**

CLIND 1499 CCOM Research Elective Course Policy 2025-26

For policy issues not covered in this document, please see the CCOM Uniform Course Policy, found on your class Canvas page

Course Description

The research elective course provides a structured opportunity to engage in scholarly activity under the direction of a Midwestern University faculty member. Categories of scholarly activity supported by the elective include hypothesis-generation, literature review and grant-writing, data collection through laboratory-based or clinical activities, data analysis, statistical testing and reporting of student-generated or previously collected data, meta-analyses of the literature, and abstract, poster and manuscript preparation for publication. This elective course is graded on a pass/fail basis and the course can be repeated. CLIND 1499 is available during all 6 academic quarters of the preclinical CCOM curriculum.

Course Administrator

The course administrator is a member of the Office of Research and Sponsored Programs (ORSP) at the Downers Grove campus. The assignment can change over the academic year.

For Academic Year 2025-26, the course administrator is:

Nicholas Cronk, BS

Sr Research Administrator, ORSP

Support Services 305-C

V: 630-515-6395

Fax: 630-971-7152

ncronk@midwestern.edu

Instructors

The instructor and direct supervisor of the student is the Midwestern University (MWU) faculty research advisor, as stated in the application to ORSP for the CLIND 1499 elective.

Credit Hours. CLIND 1499 can be taken as 1.0 or 2.0 credit hours. A 1.0 credit hour assignment is made when the research advisor expects on average, 2 hours of laboratory or small group activities per week, or approximately 20 hours of structured activity over a 10-week quarter. A 2.0 credit hour assignment is made when the research advisor expects on average, 4 hours of laboratory or small group time per week, or approximately 40 hours of structured activity over a 10-week quarter.

Course Objectives

The overarching goal of the research elective is to provide a structured opportunity for CCOM Year 1 or Year 2 students to engage in scholarly activity under the mentorship of a MWU faculty member.

The specific learning objectives and goals for a specific iteration of the course are determined by the faculty research advisor in consultation with the student.

Class hours & location

Hours and location are provided by the research advisor.

Canvas

There is no course Canvas site dedicated to CLIND 1499. However, the research advisor may use Canvas or other websites or programs, such as a Microsoft Teams site, as part of their laboratory management.

Textbook and Other Resources

There is no required textbook for CLIND 1499. Research advisors may provide reading assignments, require mastery of laboratory related software, statistical programs, and use of library e-resources and other websites as part of the scholarly activity experience. Typically, the cost of the resource, if any, is borne by the laboratory, the academic department, or is a MWU provided resource.

Attendance

The research advisor sets the weekly attendance schedule for laboratory and/or data collection activities and laboratory meetings, and the consequences for unexcused absences.

Course Assignments and Grading

1. **Enrollment in the Elective:**
 - a. The student and research advisor jointly agree on a project. **The student downloads the CLIND 1499 Research Elective Form from their Class Canvas site, completes it with the assistance of the faculty research advisor, and submits the form to ORSP as directed on the form.**
 - b. Typically, this is ilorsp@midwestern.edu
2. The course administrator (ORSP) confirms that the project has MWU Biosafety Committee, Institutional Review Board (IRB) and/or Institutional Animal Care & Use Committee (IACUC) approvals, as applicable. The course administrator confirms the student has or is scheduled to receive appropriate training for animal use and confirms that the student has or is scheduled to receive training on research with human subjects, as applicable.
3. The student uses the add/drop feature in their MWU portal to formally request enrollment in the elective
 - a. Year 1 students register for CLIND 1499 Section 01
 - b. Year 2 students register for CLIND 1499 Section 11
4. The course administrator either approves or disapproves the enrollment. The Office of the Dean (Associate Dean/Academic Affairs) is the secondary approver.
 - a. Students who are on academic warning or academic probation due to previous course failures are not allowed to take electives
 - b. Students with a history of academic challenges may be restricted from adding electives to their schedule.
5. **Goals for the Research Experience.**
 - a. The research advisor, in consultation with the student, formulates the specific goals and academic requirements for the research elective.
 - b. The research advisor discusses the requirements for a passing grade with the student during Week 1 of the quarter.
6. The research advisor completes the CLIND 1499 Activity Report and Grade Submission form at the end of the quarter and submits a grade of pass or fail to the CLIND 1499 Course Administrator.

7. Course Re-Examination

- a. The course written re-examination policy outlined in the CCOM Uniform Course Policy does not apply to research electives.
- b. Should a failing grade be recorded for the research elective and thus on the transcript, the student appears before the CCOM Student Promotions committee for discussion of remediation of the failed elective course.

Professional Demeanor

Students will behave in a manner appropriate for a physician-in-training, including treating all faculty, staff, and student peers with respect. Honesty, integrity, and respect will be given and expected in return. Please refer to the Student Handbook and AOA Code of Ethics.

University's Disability Statement

Midwestern University is committed to providing equal access to learning opportunities to students with documented disabilities. If you believe you need accommodation(s) in this course for a documented disability, please contact Student Services to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not provided retroactively. If Student Services has already approved your accommodation(s), please be sure to work with the course instructor to implement them. More information can be found online in the Disability Policy section of the **Student Handbook** available through the MWU portal or by contacting Student Services via email at: disability_accommodations@midwestern.edu. Midwestern University encourages every student to access all available resources for support in their programs.

More information regarding available services can be found at <https://www.midwestern.edu/student-experience/student-services/disability-services>

Reporting and Records

Grading errors should be brought to the attention of the course administrator in writing.

The intent is to assure the student a fair grade and that records of your performance certify that you have met the academic requirements of the course. Mutual trust, cooperation and the required effort on everyone's part will ensure a worthwhile educational experience.

Retention of Written Assignments

The research advisor will retain electronic copies of student grading and written assignments not returned to students for a period of one quarter following the start of the quarter in which a course is given. After that time, materials will be discarded in a manner that will preserve the confidentiality of the students.

Circumstances may arise that are not addressed within this course syllabus. Any unforeseen circumstances will be reviewed and managed at the discretion of the Course Administrator and the Office of the CCOM Dean.



**MIDWESTERN UNIVERSITY
RESEARCH ELECTIVE FORM**

Submit this form ELECTRONICALLY to ilorsp@midwestern.edu

1. Course: CLIND1499 (Illinois)

2. Quarter: Fall Winter Spring Summer of _____ (year)

3. Credit Hours: 1 2

4. Student Name: _____

5. Faculty Mentor: _____

(print name)

(signature)

(department)

6. This research elective project will involve the use of: Human Subjects Animal Subjects Neither
If you are **not** working with human or animals in a research setting you can skip to item 7

6a. Use of Human Subjects:

What is the IRB File # for the Approved Project? _____

What is the title of the IRB Approved Project? _____

6b. Use of Animal Subjects:

What is the MWU File # for the Approved Project? _____

What is the title of the IACUC Approved Project? _____

7. Provide the title and a brief 1 paragraph description of the proposed research project you will work on over the course of the elective.

For ORSP Use Only

ORSP received

Registered w/ Registrar

Pass

Grade to Registrar

Fail

II. **PROFESSIONAL DEMEANOR**

Behavior in the clinical settings must be respectful. A breach in professional behavior will result in referral to the Department Chair, or Dean's Office delegate.

III. **ROTATIONS**

a. **Core Rotations**

i. **The following are core rotations occurring within our affiliated sites:**

1. **OMS-3 Year:**

- a. Family Medicine (*8 weeks*)
- b. Internal Medicine (*8 weeks*)
- c. Obstetrics and Gynecology (*4 weeks*)
- d. Pediatrics (*4 weeks*)
- e. Psychiatry (*4 weeks*)
- f. Surgery (*8 weeks*)
- g. Selective (*4 weeks*)

2. **OMS-4 Year**

- a. Emergency Medicine (*4 weeks*)
- b. Osteopathic Manipulative Medicine (*4 weeks*)
- c. You will choose *8 weeks* of Core FM, IM, or SX.

ii. All core rotations must be done at an approved core affiliated site. Please see the respective rotation syllabus and/or Canvas course for additional details.

iii. Requests to perform core rotations outside of MWU/CCOM core affiliated sites:

1. It is the educational policy of MWU/CCOM that all core rotations must be completed at one of the core affiliate sites. Requests for an exception from this requirement must be submitted in writing to the appropriate MWU/CCOM Clinical Coordinator for the Clinical Department Chair's consideration a minimum of **90 days prior to the rotation start date.** Permission will only be granted in exceptional circumstances.
2. Students making multiple requests for out-of-system core rotations will be referred to the MWU/CCOM Dean's Office.

iv. **Please do not contact any core site directly to schedule or change a core rotation. Always go through your MWU/CCOM Clinical Coordinator.** Students who contact a core site without prior MWU/CCOM department approval will not be approved for credit by the Department of Clinical Education and the rotation will be denied.

b. **Elective Rotations**

- i. Students must complete at least 24 weeks of elective rotations during their OMS-3 and OMS-4 years in order to meet graduation requirements.
- ii. Electives must be scheduled and approved through the Electives Coordinator and the Department of Clinical Education. Due to the amount of time required to process appropriate agreements, **elective rotation requests are required to be submitted a minimum of 120 days prior to the scheduled start of the rotation.** Final approval for elective rotations

rests with the Manager of Clinical Education. *Please see the Electives rotations syllabus and/or Canvas course for additional details.*

- iii. Students may schedule up to a total of 32 weeks of elective rotations during OMS-3 and OMS-4 years in any of these five (5) primary areas of practices:
 1. General Internal Medicine
 2. Family Medicine
 3. Pediatrics
 4. Obstetrics & Gynecology
 5. General Surgery
- iv. Students are permitted to schedule a maximum of 16 weeks of electives in all other specialties during OMS-3 and OMS-4 years. For example: Orthopedic Surgery or Cardiology specialty rotations may not exceed a total of 16 elective weeks in the OMS-3 and OMS-4 years. *This does not include core rotations.*
 1. Students will be approved for a maximum of 8 weeks of elective time in which they are not directly engaged in patient care throughout their OMS-3 and OMS-4 clinical rotations. **Examples of this type of rotation include, but are not limited to, research and asynchronous electives.**
 2. Students may not rotate with the same preceptor for more than a total of 4 weeks of elective rotation time.
 3. Students may initiate only one site rotation request for each elective rotation. Multiple requests for the same elective rotation will not be accepted by the Elective Coordinators and may result in the student being assigned to a rotation.
 4. Students who have not arranged an elective rotation at least **30 days prior to the scheduled start of that rotation** will be assigned to an elective rotation site, may be required to take vacation, or placed on Leave of Absence.
 5. **Please do not contact any core site directly when scheduling an elective rotation. Always go through the appropriate MWU/CCOM Clinical Coordinator for approval.** Once approval is received, students have **48 hours** to submit their elective request form to their Electives Coordinator to secure their spot.
 6. Students who contact a core site without prior department approval will not be approved for credit by the Department of Clinical Education and the rotation will be denied.

c. Research Elective- Online Portal

In order to receive approval for a Research Elective, students must:

- i. Fill out and submit an elective form to their MWU/CCOM Elective Coordinator. The Elective Coordinator will add the student to the online Research portal. The student will then be sent a link to the Research Portal.

- ii. All requirements must be successfully completed before approval will be given.
 - iii. Requirements:
 - 1. Completing Research Questionnaire
 - 2. Immunizations
 - 3. CITI Certificate
 - 4. CV of Research Mentor
 - 5. IRB/IACUC Approval letter
 - iv. Review/approval is needed by Dr. Ann Impens and IRB (Institutional Review Board).
- d. **International Rotations**
- i. One four (4) week elective may be used for an international rotation for both OMS-3 and OMS-4 years.
 - ii. International rotation requests must be submitted at least **90 days before the scheduled start date of the rotation.**
 - iii. Every international rotation request must be approved by the CCOM Dean and MWU University President.
 - iv. International rotation requests in countries with travel warnings are located on the site below:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.
 - v. Travel insurance is strongly encouraged. A rotation that has previously been approved may be denied at any point if conditions in that country change, resulting in an elevated level of travel warning.
 - vi. Students may not request an International Rotation during the block in which the NRMP Residency Match falls.
- e. **Military Rotations**
- i. Military students have the opportunity to complete a portion of their clinical rotations at military institutions. Only those military students with active duty orders may complete a **core** rotation at a military site. Elective rotations may be scheduled using the elective request process described above.

Requests for military rotations must be confirmed and submitted in writing to the appropriate MWU/CCOM Clinical Coordinator, a minimum of **90 days prior to the start of the rotation.**

Students completing training courses (e.g., BOLC) may be able to receive elective rotation credit for a portion of the course. Contact your electives coordinator for more information.

IV. **SCHEDULE CHANGES**

a. **Block Switch Requests**

- i. Block Switch Requests are a departmental collaboration based on availability. Please email the department directly to check for availability.
- ii. Requests must be initiated a minimum of **60 days before the scheduled start date of the rotation.**

- i. For your tardiness to be excused, you must call your CCOM Clinical Coordinator- explain that you'll be late, why you'll be late and an estimated time of arrival.
- ii. If you don't call, your tardiness will count as unexcused with the following reductions:
 - 1. 15-30 minutes late will result in a 2.5% reduction.
 - 2. 31-60 minutes late will result in a 5% reduction.
 - 3. 60 minutes or more will result in a 10% reduction.

VIII. ABSENCES

The MWU/CCOM Clinical Coordinator responsible for the specialty department/elective must be notified of any requests for absence, late arrival, or early departure from any rotation activity. Please see the Excused Absences section within the document. This applies to all Core, Selective, and Elective rotations.

Any absence not reported to the MWU/CCOM Clinical Coordinator will be considered unexcused. You will not be given an excused absence if you have only notified your preceptor or rotation site administrator/coordinator.

a. Unexcused Absences:

- i. The student has 48 hours from the date of the absence to provide documentation to the MWU/CCOM Coordinator to explain their absence. If these 48 hours pass, and your MWU/CCOM Coordinator doesn't hear from you, the absence is considered unexcused. An MWU/CCOM administrator will notify the student when they become aware of an absence that was not previously requested or for which they were not appropriately notified. The absence is considered unexcused.
- ii. **Any unexcused absence** will result in a **10-percentage point reduction per occurrence** in the final rotation grade.

b. Requesting an Excused Absence

- i. Absence from a rotation is highly discouraged, but if necessary, requests must be submitted at least **30 days prior to the start date of the rotation.** To obtain an excused absence for **any reason**, the following procedures must be followed:
 - 1. Submit an email to the appropriate MWU/CCOM Clinical Coordinator and explain the reason for the request.
 - 2. The MWU/CCOM Clinical Coordinator will submit the request for time off to the appropriate Department Chair for consideration.
 - 3. The MWU/CCOM Clinical Coordinator will inform the student that either:
 - a. The request is granted with or without makeup work or:
 - b. The request is declined.
 - 4. A maximum of three (3) days off may be (*approved*) during a 4-week rotation. With the exception of residency interviews, in which case a maximum of five (5) days, including travel time, will be approved during a 4-week rotation. Some sites have exceptions to the maximum number of interview days that can be taken, in

which case students will be expected to adhere to the site's guidelines.

5. Block 12 of the OMS-4 year is abbreviated to three (3) weeks to accommodate graduation activities. As such, no more than two (2) days of excused absences will be approved during this rotation. The process of requesting an excused absence is described above. No two (2) week rotations during the second half of Block 12 will be approved, and 4 weeks of vacation is required for use in Block 12.

Students are advised NOT to purchase airline tickets or book hotel rooms prior to receiving approval from you MWU/CCOM Clinical Coordinator.

c. Types of Excused Absences

i. Personal Requests:

1. Reasons for this type of request include weddings, doctor appointments, and other major family/life events.
2. Requests of this nature will be considered for approval on a case-by-case basis.

ii. Conference/Events Requests:

1. Students **may not attend more than two (2)** medical conferences/advocacy events in a single academic year. An exception to this will be made for a student serving in a leadership position.
2. Students must be in good academic and professional standing to receive approval to attend.
3. **Students who are presenting research, or case presentations, should provide documentation confirming this with their request for absence.**
4. Students representing a committee or serving in a leadership capacity must provide evidence to support this when requesting approval.
5. Students who are requesting to attend a conference who are not presenting or serving in an official capacity must provide evidence that there is programming directed specifically at students and/or residents (such as a brochure/website description of same) at the conference.
6. If approved, a maximum of 3 days will be excused for each conference attendance. This includes travel time. *(Reminder only 2 conferences allowed per academic year.)*
7. Upon return, all students will be expected to provide proof of attendance to their MWU/CCOM Clinical Coordinator. Such proof includes conference registration receipt, airline tickets, and hotel bills.



2026 KENNETH A. SUAREZ CCOM SUMMER RESEARCH FELLOWSHIP

PURPOSE: To provide interested CCOM students a training opportunity to conduct **basic, clinical, translational science or medical education research** under faculty guidance. Successful applicants will receive a stipend of ~\$6000 for 10 weeks of research to be conducted over the course of the summer, half of which will be paid at the beginning and half near the end of the 10-week program.

Support (up to \$500) will also be provided for students to present their results at a national meeting agreed upon with their research advisor. The primary objective of a research fellowship is to allow students to further their education and training by learning how to conduct research under the supervision of a faculty research advisor.

ELIGIBILITY: CCOM students in good academic standing (neither on academic warning nor probation); all students must have a U.S. Social Security number issued by the start date.

Research fellows are not required to have performed past services, or to agree to perform future services, for the University as a condition to receiving a research fellowship stipend.

REQUIREMENTS:

- Commitment of student and MWU research advisor to complete the outlined investigation proposal over the course of a 10-week period after the completion of the student's first year of medical school.
- If proposing to perform work involving animals or human subjects, proof of submission of an IACUC or IRB application or an approval letter should be provided at the time of application. **IACUC or IRB approval must be in place before the start of the 10-week research program.**
- Submission of a complete application package (see Procedure) through the weblink:
2026 Kenneth A Suarez CCOM Summer Research Fellowship Application Form
- The submission deadline is **Monday, April 6, 2026 at 11:59PM.**
- Presentation of a poster at the Kenneth A. Suarez Research Day held in early May 2027.

PROCEDURE: CCOM students interested in participating in this program should discuss their research interests with potential faculty research advisors.

A complete application package containing the **KAS CCOM Summer Fellowship application form (contained in the survey link)**, the **proposal** as outlined below, and a non-confidential **letter of support** from the faculty research advisor should be submitted by the application deadline. **The application form is filled out via the survey link and the pdf file containing the letter of support and the proposal is uploaded through this link.**

The following sections are included in the proposal:

- Title Page (Title, Student name, CCOM Class of 2029, Research Advisor Name and Department)
- Abstract/project summary (~250-300 words at most)
- Specific aims (1-3 suggested, Focused and relevant to a 10-week program)

- Significance/Background (include hypothesis, if applicable and not covered in specific aims)
- Research plan (Design/Methods)
- Acknowledgement Section, if applicable
- References (aka, Literature Cited - not included in 5 page maximum)
- Letter of Support written by the Research Advisor

The **proposal** and **letter of support** should be submitted as a single pdf file: the file name must include the last name and first initial of the student applicant: for example: **Last Name of STUDENT_First Initial KAS Proposal 2025**. Example: Jones F KAS Proposal 2026

The name of the applicant should be included in the header and page numbers in the footer. The narrative description of the intended investigation should not exceed 5 single-spaced typed pages (excluded from page limit: title page and references).

Use of AI Tools: KAS proposals are authored by the student in their own words. The use of LLM or generative AI tools in writing text (e.g., ChatGPT) or for specialized use in research methodology (such as genomic database analysis) is allowed to the extent agreed to by the Research Advisor. **Keeping with the ethical use of AI in publishing, authors must cite the AI tool by name and provide an explanation of how the tool was used in the proposal.** AI tools used in research methodology should be disclosed under Research Plan/Materials and Methods. AI tools used in the drafting of other text sections are disclosed in the Acknowledgement section, which is placed at the end of the proposal, prior to the reference list.

As it always has been, the content of the KAS proposal is the responsibility of the student. Any literature analysis, research plan and methodology or literature citations that are judged by proposal reviewers as inaccurate, vaguely stated or not applicable to the proposal result in lower scoring of the proposal, regardless of the scientific merit of the proposed project. The Research Advisors writings should not be plagiarized.

DEADLINE: A complete application package should be submitted through this Microsoft Form application: <https://forms.office.com/r/qp5RCtVN5W>

The application form is filled out via the survey link and the pdf file is uploaded through this link.

The deadline is Monday, **April 6, 2026 at 11:59PM**. Award recipients will be contacted in early May.



KENNETH A. SUAREZ CCOM SUMMER RESEARCH FELLOWSHIP

FREQUENTLY ASKED QUESTIONS

- **What is the goal of the KAS Research Fellowships?**
The goal of these competitive fellowships is to provide a meaningful research training experience for OMS-2 students. KAS fellowship students prepare a written research proposal in the spring quarter of the OMS-1 year, perform the relevant study during a full-time summer experience, analyze and write up their results during the summer, fall and/or spring of their OMS-2 year, and present their results at an internal forum, the KAS Research Day in May of the OMS-2 year.
- **Can a KAS Summer Research Fellowship be awarded for research training less than 10 weeks?** Not usually. The KAS Program is designed for students willing to commit to a full-time, intense research experience in the summer of the OMS-2 year. Students should understand that research is a long process, and that their 10 weeks of research work will very likely represent only a part of a future peer-reviewed publication. If you have military obligations, medical mission trips, or vacation plans that impinge on the 10-week fellowship time, other routes for engaging in valuable but shorter or less intense research experiences are certainly available. Students should discuss other opportunities such as Federal Work-Study for paid work, academic research elective course(s) during the school year, and volunteering to work on an ongoing project, with faculty research advisors.
- **Who are eligible “MWU faculty research advisors (or mentors)?”** MWU faculty research advisors include all investigators performing laboratory-based research or medical education research (e.g., faculty in the College of Graduate Studies, Pharmaceutical Sciences, Optometry, etc.) as tenure-track faculty at MWU. In addition, for the purposes of this fellowship, it includes MWU preceptors, course directors, residency program directors, and clinical faculty.
- **Can I perform a KAS Summer Research Fellowship with a non-MWU research advisor?** No. If a portion of a project needs to be performed at another institution because of some special research equipment and/or access to a different patient population that MWU does not have, this should be described in the application and will be considered by the review committee. However, the MWU faculty research advisor is expected to directly provide most of the training and mentoring.
- **Can I receive payment for time spent working in the lab during a research elective?** No. Research electives are academic courses, and you cannot be paid for earning academic credit in an elective course. In the summer, CLIND 1499 Research elective is not offered.
- **Am I eligible to perform a KAS Summer Research Fellowship if I have not completed my first year of medical school or if I’ve completed two or more years of medical school?** No. Students are only eligible in the summer after successfully completing their first year of medical school.
- **Am I eligible for a KAS Summer Research Fellowship if I started a research project in MWU’s Biomedical Sciences Program?** Yes, but only after earning your MA/MBS degree and successfully completing your first year in medical school at CCOM.
- **Can I be awarded a KAS Summer Research Fellowship to complete a laboratory-based research project at another institution (e.g. Rush or Northwestern)?** No. These funds are restricted to research projects completed at MWU (IL or AZ campus).

KENNETH A. SUAREZ CCOM SUMMER RESEARCH FELLOWSHIP

FREQUENTLY ASKED QUESTIONS

- **Can I be awarded a KAS Summer Research Fellowship to complete a clinical science or medical education research project off campus?** Yes, if the research advisor meets the criteria of a “MWU faculty research advisor.” For example, you can perform a fellowship at a hospital where the MWU preceptor or MWU clinical course director is affiliated. Please recognize that all off-campus projects will require the summer fellow to meet regularly with MWU’s clinical research professionals regarding progress and clinical research training.
- **Can my Faculty Research Advisor write my research proposal?** No. KAS research proposals are to be written by the student in their own words. The Faculty research advisor’s role is to educate and provide feedback to students in their preparation of a proposal that meets the guidelines and criteria of the application. The Faculty Research Advisor’s writings (i.e., intramural or extramural grant applications, published manuscripts, etc.) should not be plagiarized.
- **Am I allowed to use AI tools (LLM or generative AI such as ChatGPT or Gemini) to help me write my first draft?** Depends. The KAS proposal is authored by the student in their own words, and the student is ultimately responsible for the content of the proposal. The use of LLM or generative AI tools in drafting text (e.g., ChatGPT) is allowed to the extent agreed to by the Research Advisor. Therefore, consult with your research advisor if you would like to use AI tools to assist with drafting proposal content. You must disclose the use of AI tools for writing assistance in the proposal. Please be aware that these tools can result in inaccuracies that will need to be corrected in the final document. There is no need to cite the use of built-in grammar/typo checking tools contained within your favorite word processing program.
- **Am I allowed to use AI tools to perform the research?** Depends. Speak with your research advisor and discuss the appropriate use of AI tools for your project. The use of AI tools for specialized use in research methodology (such as genomic database analysis) is allowed to the extent agreed to by the Research Advisor. You must disclose the use of AI tools in the methods section of your proposal. **Note:** Use of AI tools to manipulate, alter, or delete data (such as in images) is considered unethical in scientific publishing.

**MIDWESTERN UNIVERSITY
CONFERENCE TRAVEL & ABSENCE REQUEST/APPROVAL FORM**

Instructions to students: This form must be completed & signed no less than 2 weeks in advance of the requested period of absence from a class, laboratory, exam, quiz, or rotation. For conference travel or non-emergency absences, you must be in good standing in general, and specifically in the course(s) you may miss as a result of your planned absence. If you need to be excused for non-emergency, personal reasons, complete sections I, II, and V. If you need to be excused to attend a professional meeting and you are representing your program's or college's chapter, complete sections I-V. Sign and date the form, and return it to the Program Director's or Dean's Office.

Click if you are currently on academic warning or probation
I am / am not (circle one) on academic/disciplinary warning/probation

Section I. Student Name: _____
Last First

Date(s) of Absence: _____ College that student attends: CCOM YEAR: _____ Degree Program: Osteopathic Medicine

Reason for Absence: _____

Section II. **Course Coordinators or Preceptors:** Please indicate your permission for this student to be excused for the time period indicated. CCOM Y3/Y4: Work with your core or elective coordinator for that rotation for the appropriate signature

Course	Approval (yes/no)	Signature of Course Director or Preceptor	How will missed activity be made up?	Date
1. Lectures w/o required attendance	Yes	Dean's Office	Independent Study	
2.				
3.				
4.				
5.				
6.				

Section III. **Student:** If you need to attend a professional meeting to represent your College's or Program's student organization chapter, please complete this section.
Faculty Advisor of the Organization: If this is part of a student organization request, please indicate with your signature that you approve of this student attending this organization-sponsored activity or meeting.

Name of Organization: _____

Name of Faculty Advisor for the Organization: _____ Signature: _____ Date: _____

Section IV. **Student:** If you are attending a meeting to present a poster, please have your faculty research mentor sign this form.

Name of Faculty Research Advisor: _____ Signature: _____ Date: _____

Section V. **Student:** Sign and date the form. Return completed form for final approval to the Program Director's Office (if you are a student of CHS) or Dean's Office (if you are a student of any other MWU college).

Student's Signature
(5/22/2024, form revised) Date

Signature of Program Director or Dean of College Date
CCOM: Send form to Associate Dean, Academic Affairs