Research Track Syllabus

Year 1 – Year IV, 2023-2024
Courses: IDPT 5094 (Spring 1st year), 5095 (Summer after 1st year), 6095 (2nd year), 7095 (3rd year), 8095 (4th year)
Electives: IDPT 8601, 8602

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For questions related to Research Track: You are welcome to contact us directly, or email at coloradoreserachtrack@cuanschutz.edu. E-mails will be checked daily and answered within 1 business day (normal weekdays), but will not be answered on weekends/holidays. If you don’t receive an answer in that timeframe, please email us again—occasionally emails get lost, overlooked or not delivered. We do our best to respond to all emails in a timely manner.

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Research Track Overview
The SOM Research Track provides students with in-depth long-term exposure to research. This is an open and competitive program students apply to during their 1st year of medical school. Students in Research Track will:

- Work with a mentor to build a research plan
- Carry out that plan through their four years of medical school
- Work with their mentor during a required 4-week course during the summer break between Preclerkship and Clerkship years (a stipend is provided for this work)
- Complete 2 research electives (8601 and 8602) during the post-clerkship phase (a stipend is provided for each of these electives for 4 weeks of full time research with their mentor). Additionally, students can elect to do a 3rd research month (8602 can be repeated once). A stipend is not available for the 3rd elective.
- Have multiple opportunities to present their work
- Present their research at the Western Student Medical Research Forum in Carmel California
- Present their research at a national meeting in their specialty
- Submit a first-author or co-first author manuscript prior to residency

The Research Track is a four-year program. Students leave medical school prepared to continue their research into residency, fellowship and throughout their academic careers.

Successful completion of the Research Track also fulfills students’ requirements for scholarly activities (serves to substitute for the Mentored Scholarly Activity requirement).

**Research Track Goals**

- Graduates will have the knowledge, attitudes, and skills to be lifelong, self-directed learners.
- Foster student development of an identity as a physician capable of being involved with and completing research efforts
- Graduates will acquire the knowledge and skills to successfully complete the components of a research project including:
  - Identification of a health care related scientific questions
  - Participation in data collection and analysis
  - Oral dissemination of scientific information
  - Written dissemination of scientific information

**Application Process**

- Entry into the Research Track is a competitive process.
• Application to the Research Track is via the development of an individualized Research Plan which will be created and monitored by the student in collaboration with a primary research mentor. The application due date is determined on a yearly basis and further details and due dates are provided to the first-year medical student class well before the application deadline.

• If accepted into the Research Track, students will need to agree to and sign the acceptance letter and the student/mentor agreement. **Application Process Objectives**

• Identify a mentor

• Review and assess the commitment level necessary to complete the research track.

• Complete a research plan which includes a description of the scientific question and its relationship to established scientific literature; appropriate methodology including, if appropriate, sample collection; analysis; and early plans related to dissemination.

**Assignments, Due Dates and Requirements**

**Class of 2027 Preclerkship Year (Plains)**

**Preclerkship Year (Year 1) Assignment Due Dates**

- Research Track Application Period Opens: August 14, 2023
- Research Track Applications Due: October 2, 2023
- CITI/IACUC Training Submission: January 23, 2024
- Review powerpoint “How to Do a Work in Progress (WIP”) and present your WIP in the spring to peers
- Capstone Poster Judging: TBD
- HR Finance Forms Deadline (this is required in order to arrange your payment of your summer stipend): To be determined—but before May 1, 2024

**Preclerkship Year Session Dates**

- Orientation: November 8, 2023
- EndNote Training (asynchronous): February 6, 2024
- 1:1 session with Track Director (December 2023-February 2024)
- Work In Progress Presentations: April-June 2024 (review powerpoint asynchronously prior to preparing your work-in-progress)
- Summer 2024 Research Track Course Orientation: TBD

**Class of 2027 - Summer Discovery Period July/August 2024**

- Required 4 week summer course doing full time research work on your Research Track project with your mentor- **Course dates are 7/22 -8/16/2024-this is a fulltime 40 hour/week paid position to work on your research with your mentor.**
- Asynchronous Sessions (Due Aug 14, 2024)
  - How to Write an Abstract Video:
  - How to Make a Scientific Poster Video
  - How To Do An Oral Presentation Video:
- Work In Progress Presentations: August 14 and 15, 2024

**Preclerkship Year Requirements**
• Students are expected to spend approximately ½ day per week working on their project, starting in November through the Preclerkship Year (Plains curriculum) through the remainder of the academic year.

• Students will attend mandatory meetings of the Research Track beginning with an orientation in November (the only required meeting fall semester). There will be 3 mandatory meetings in Spring semester (Jan through July). These include a 1:1 meeting with the Track Director, your work-in-progress session, and a summer orientation session. These sessions occur on Wednesdays from 12-1 PM (you are welcome to eat lunch during all of these sessions). At some point before the summer session, you will need to meet with HR to verify your identity to be able to complete your “hiring” so we can give you a stipend for your summer research work (we will let you know when you need to do that).

• Students will spend four weeks in a full-time summer research experience between the Preclerkship Year and Clerkship during the “Discovery period” (July 22, 2024 to August 16, 2024). Students will receive a stipend of for the 4-week full-time research work (40 hours per week). Note: Research Track students must terminate any other University employment they may have before beginning their full-time research experience. Students on a Visa may or may not be eligible to receive stipends (this will be determined by Human Resources once the student has submitted HR paperwork). Regardless of whether students on a Visa are eligible for a stipend, they can still participate in the Research Track (and they must complete the research months requirement to remain in the Track).

• There may be additional requirements depending on the source of funding.

Required if your project includes human subjects:

• Colorado Multiple Institutional Review Board (COMIRB) – If your project involves human subjects you must complete COMIRB training/certification on line and plan ahead to submit your protocol as soon as possible.

Required if your project includes vertebrate animal subjects:

• If your project involves vertebrate subjects your project must be approved by IACUC. Plan ahead to submit your protocol as soon as possible.

Preclerkship Year (Year 1) Goals

1. Students will identify a mentor and establish a research mentor-mentee relationship.
2. Students will develop a well-defined mentored research project and timeline for completion.
3. Students will have basic skills in the use of scientific article citation management

Learning Objectives Individualized Research Experience

1. Develop a relationship with a scientific mentor
2. Review scientific literature pertinent to the individual research project.
3. Identify skills that are needed to carry out components of the individual research project.
4. Begin training to master the identified skills needed to carry out components of the individual research project.
5. Identify whether the research project needs approval from oversight bodies (i.e. COMIRB, Institutional Animal Care and Use Committee) and develop a plan (if needed) to obtain approval.

Learning Objectives-Work in Progress Presentation 1
1. Present WIP to peers and faculty in an oral presentation
2. Effectively respond to comments and questions from peers about your research efforts
3. Identify scientific questions in other students’ presentations
4. Evaluate strengths and weaknesses in presentations by others

National Meeting Travel: Occasionally students in their first year make great progress on their projects and their mentors may suggest presenting the findings at a national meeting. Please see the section on National Meetings in this syllabus and also see Appendix B for information on travel to most national meetings. If you are looking for information on Travel/Procedures to the Carmel meeting, see Appendix A. Do not make ANY arrangements to travel to a meeting without first talking with our Research Track Coordinator to make sure your travel is reimbursable. Do NOT buy your own tickets.

Class of 2026 (Trek Curriculum) Summer Course
IDPT 5095-Summer Between Preclerkship and Clerkship Year (Discovery); July 24, 2023-August 18, 2023
Goals:
1. Demonstrate progress towards the completion of research project
2. Publicly communicate understanding of the project to peers

Summer Requirements and Due Dates for IDPT 5095:
1. Attend the summer orientation session on 7/19/2023 at 12 PM via Zoom.
2. Advance your research project as much as possible (collect data, analyze, etc)
3. Work on your research project 40 hours a week for the 4 weeks of the course.
4. Meet with your mentor
5. Watch the 3 videos on Canvas: Deadline 8/15/2023
   a. How to write an abstract
   b. How to make a poster
   c. How to do an oral scientific presentation
6. Present your project orally, with a power point presentation during a Work-in-Progress session that will be scheduled near the end of the course (WIPS will be held on 8/16, and 8/17).
   Evaluate the presentations of your peers in a Work in Progress session (WIPS will be held on 8/16, and 8/17).

Learning Objectives- Summer Orientation Session
1. Describe the overall expectations and structure of the summer experience in the Research Track

Learning Objectives-Work in Progress Session 2
1. Present WIP to peers and faculty in an oral presentation
2. Effectively respond to comments and questions from peers about your research efforts
3. Identify scientific questions when others present
4. Evaluate strengths and weaknesses in presentations by others.

**Learning Objectives Individualized Research Experience**

1. Regularly meet with a scientific mentor
2. Gain any necessary skills needed for data collection.
3. Begin data collection appropriate to the individualized research project

**Learning Objectives Asynchronous Videos (How to do an oral scientific presentation, How to write an abstract, How to create a scientific poster)**

1. Describe basic components of an oral scientific presentation
2. Describe the basic components of an abstract.
3. List the components of an effective scientific poster.

**National Meeting Travel:** Occasionally students make great progress on their projects and their mentors may suggest presenting the findings at a national meeting. Please see the section on National Meetings in this syllabus and also see Appendix B for information on travel to most national meetings. If you are looking for information on Travel/Procedures for the Carmel meeting, see Appendix A. Do not make ANY arrangements to travel to a meeting without first talking with our Research Track Coordinator to make sure your travel is reimbursable. Do NOT buy your own tickets.

**Class of 2026 (Trek Curriculum) Clerkship Year**

**Clerkship Year Assignment Due Dates**

- **Submit a scientific abstract to Western Medical Research Conference (Carmel) by the deadline** (Abstract submission usually opens in late July and usually closes mid-September—don’t wait until the last day)
  - Submission of an abstract to Carmel AFMR during the Clerkship Year is strongly encouraged. If the student and mentor determine the work is not ready for submission, the student can elect to submit for the Carmel AFMR during the Postclerkship Year (Year 3 or 4)
  - Note that the student must submit all co-authors disclosures during the abstract submission process and this may take some time to collect—so start this process early.
- **Annual Research Forum Poster and Abstract Submission:** Submit a poster and abstract (can be the same abstract as you submit for the Carmel meeting) by the deadline (Fall 2023—abstract and poster submission deadline TBD—**Note the poster and abstract MUST be submitted by the registration deadline**). This will be a virtual event.
- **Annual Virtual Research Forum Presentation:** December 5, 2023- Note this is a virtual event. You will be scheduled to present with a small group of students either from 1-2 or 2-3 PM.
- The LIC year is a busy year. Other than the submission to Carmel meeting and the Research Forum submission we have very few requirements during the LIC year for the Research Track. However, try to
advance your project during this year if possible. For example, you may be able to work on data analysis, making tables, working on the introduction and methods section of a manuscript, etc. We understand that depending upon your project you not be able to do much. Stay connected with your mentor so they understand when to expect you back to working regularly on your project and don’t think you’ve abandoned it.

- **Project Update Survey: Deadline- June 24, 2024;** Students will be assigned in Canvas to complete a brief update survey on their project. This will be submitted online.

**Clerkship (LIC) Year Requirements**

- Students will present their research plans and findings:
  - To campus-wide peers and faculty judges: In a virtual poster presentation format at the annual Anschutz campus Student Research Forum (this is optional this year)
  - To regional peers and faculty at the Western Section of the American Federation of Clinical Research in Carmel (If determined by the student and mentor that the research is not ready for submission, the student will submit to Carmel in the Postclerkship phase)

**Clerkship Year Goals**

1. Demonstrate progress towards the completion of your research project
2. Publicly communicate understanding of the project to others

**Learning Objectives- Research Forum**

1. Create a research abstract and poster describing the research question, methods, results and conclusions.
2. Present research to peers and faculty in a combined oral presentation (poster format)
3. Effectively respond to comments and questions from peers and faculty about the research project.

**Learning Objectives-Western Student Medical Research Forum**

1. Deliver an oral presentation of the individual research project (oral podium or poster) to peers and faculty at a scientific meeting.
2. Effectively respond to comments and questions from peers and faculty about your research

**Learning Objectives- Individualized Research Experience**

1. Further develop a relationship with a scientific mentor
2. Advance your progress toward completion of a research project

**National Meeting Travel:** Occasionally students make great progress on their projects and their mentors may suggest presenting the findings at a national meeting. Please see the section on National Meetings in this syllabus and also see Appendix B for information on travel to most national meetings. **If you are looking for information on Travel/Procedures for the Carmel meeting, see Appendix A. If you are looking for information on Travel/Procedures for other meetings see Appendix B.** Do not make ANY arrangements to travel to a meeting without first talking with our Research Track Coordinator to make sure your travel is reimbursable. Do NOT buy your own tickets.
Class of 2025 (Trek)-End of Clerkships, Advanced Science Courses, AI/Electives

- Students who did not go to the Carmel (AMRC) Conference last year, should plan to submit an abstract and go this year if at all possible. The abstract submission portal is not yet open, but usually opens by Aug 1. Usually the abstract submission period closes in mid-September (actual dates for this year have not been released). Plan ahead and get your abstract prepared. Note, that to submit your abstract you will need to have distributed it to all co-authors for their feedback prior to finalizing. There will be a form that needs to be filled out collecting your co-authors disclosures/conflicts of interest—so plan for time to be able to do that by the submission deadline. **The Carmel, CA (AMRC) conference this year will be January 17-20, 2024.**

Assignment Due Date

- **Project Update Survey: 5/13/2024,** This assignment will be in Canvas and will be an online survey for you to complete regarding your Research Track project.

Session Dates

- ICC/Basecamp Track Time: January 2024 (Exact date and time TBD)

Requirements (End of Clerkships, Advanced Science Courses, AI/Electives)

- Students will provide an update on the status of their project.
- Students will engage with project mentor and continue to plan (or complete) research months for this academic year through graduation
- Students and their mentor will identify a national meeting to submit an abstract to for presentation (if not done previously).
- Students will work toward submission of a first-authored paper to a peer reviewed journal.

Goals:

1. Gain experience reading and assessing scientific posters and oral presentations.
2. Demonstrate progress towards the completion of your research project

Learning Objectives- Individualized Research Experience

1. Further develop a relationship with a scientific mentor
2. Advance your progress toward completion of a research project

Students may spend up to 12 weeks (three 4-week rotations) in a full-time elective research experience in the post-clerkship phase.

Students are required to do at least 2 required Research elective months in the post-clerkship phase: one of IDPT 8601 and one of IDPT 8602 (IDPT 8601 is the first research track elective month and IDPT8602 is the second one). Grades for 8601 and 8602 will be assigned as Honors/High Pass/Pass/ or Fail for work completed in these courses in addition to the IDPT 8095 (Research Track) Pass/Fail grade. **Important: Please look at the**
grading outcomes expected for 8601 and 8602 (grading rubrics are included in this syllabus) when planning your electives so you understand the expectations for products at the end of each elective.

It is recommended to complete the first 4-week rotation prior to August of the 4th year. It is recommended to start the second 4-week rotation two to three months after the first rotation. Both the first and second rotation should be completed before December 1 (preferably before November 1) of the 4th year. Your manuscript draft is due December 1 of your 4th year of medical school— your submission of the manuscript to a peer reviewed journal is due by February 1 of your 4th year of medical school. Plan ahead so you be prepared to meet the deadlines.

- Research Track Electives 8601 and 8602—Students will receive a stipend* for successfully completing elective 8601 and 8602. 8602 may be taken a second time for an additional 4 weeks of credit and a grade, but there is no stipend for the second 8602 enrollment. *Note occasionally students on a Visa do not qualify for stipends, however, to complete the requirements of the Track, students need to complete the 2 Research Track electives described below. (For Students on a Visa: Unless your Visa status or research work place has changed, if you qualified for the summer stipend after 1st year, you should be approved for a stipend).
  - Course 8601: a major goal should be to have at least a very good draft that can be circulated to co-authors by the end of the month. Many students will be able to submit their paper to a journal during this month. (see the grading rubric in this syllabus for the full expectations during this month)
  - Course 8602: Usually this elective is taken 2-3 months after course 8601. This elective is appropriate for writing, rewriting and/or resubmission of a submitted manuscript. Course 8602 may be repeated once for credit; however, there is no stipend for the second 8602 month. Please see the grading rubric in this syllabus for the full expectations during this month.
  - Work submissions (assignments) for 8601 and 8602 – Due the last day of each 4-week course.

Class of 2024 Phase IV (Hybrid Curriculum)

Phase IV Assignment Due Dates:

- Draft of First author manuscript: Deadline December 1 OR a copy of a First author manuscript you have submitted to a peer reviewed journal OR a copy of a published peer reviewed journal paper (of your research work during medical school)
- Evidence of Abstract Submission to a National Meeting: December 1, 2022
- Submit a copy of your final manuscript submitted to a journal (or pdf of published article) by February 1, 2024
- Evidence of Manuscript Submission to journal (email confirmation of submission or acceptance) – February 1, 2024
- Capstone Data Collect Survey: April 2024 (Date TBD). This will appear as a Canvas assignment and can be submitted online.
- Capstone Presentation: April 2024 (date TBD)

Phase IV Session Dates:
• ICC/Transition to Residency Basecamp Track Time: Track time will occur once during this April/May Basecamp (Date TBD)
• Capstone Presentation: April 2024 (Date TBD)

Requirements Phase IV

• Students are required to do at least 2 four-week required full-time Research elective experiences in the post-clerkship phase: 4-weeks of IDPT 8601 and 4-weeks of IDPT 8602 (IDPT 8601 is the first research track elective month and IDPT8602 is the second one). Students can elect to do an additional research month (8602 can be repeated once) but no stipend is available for the 3rd month. Grades for 8601 and 8602 will be assigned as Honors/High Pass/Pass/ or Fail for work completed in these courses in addition to the IDPT 8095 (Research Track) Pass/Fail grade. Important: Please look at the grading outcomes expected for 8601 and 8602 (grading rubrics are included in this syllabus) when planning your electives so you understand the expectations for products at the end of each elective.

  ▪ It is recommended to complete the first four-week rotation in the first few months of your 4th year (August or earlier); it is recommended to start the second 4-week rotation at two to three months after the first rotation, Both the first and second rotation should be completed before Dec 1 (preferably before Nov 1) of year 4. Students will receive a stipend* for IDPT 8601 and 8602. 8602 may be taken a second time for an additional 4 weeks of credit and a grade, but there is no stipend for the second 8602 enrollment.

  ▪ *Note occasionally students on a Visa do not qualify for stipends, however, to complete the requirements of the Track, students need to complete the 2 Research Track electives described below (unless your Visa status or research work place has changed, if you qualified for the summer stipend after 1st year, you should be approved for a stipend).

    □ Course 8601: May-August – goal should be to have first submission of first author paper by the end of this month (or at least a near final draft)

    □ Course 8602: Sept-Dec (generally 3-4 months after first month) -appropriate for finishing paper and submitting, or rewriting paper and resubmission

    □ Note: Research Track students may need to complete the 8601 and 8602 electives in their mentor’s lab in the Aurora/Denver or Ft. Collins (depending on mentor’s location) area during Phase IV.

    □ Work submissions (draft manuscript, evidence of abstract submissions, evidence of manuscript submission, etc.) are to be uploaded into Canvas – Due the last day of each elective

• Students must submit an abstract and present at a national non-student meeting prior to graduation (in addition to the Carmel meeting). Note: some students presented virtually at a national meeting during COVID—this is acceptable to meet your Research Track requirement for presentation at a national meeting.

• Submit a draft first-author (or co-first authored) manuscript to Canvas or a final first author manuscript to a peer-reviewed journal -Submit by December 1st

  ▪ This is what your fall Research Track IDPT 8095 course grade is based on.
• Submit a final first-author (or first co-authored) manuscript to a peer-reviewed journal and evidence of submission -Submit by February 1, 2023.

• Poster and oral presentation at Capstone

Phase IV Goals
1. Submit a manuscript to a peer reviewed journal
2. Submit and have an abstract accepted to a national meeting (if not previously accomplished). Present at the meeting, if abstract accepted.
3. Submit an abstract and attend the Carmel meeting (if you previously did not submit an abstract to this meeting).

Phase IV Learning Objectives
1. List the elements needed for a scientific abstract.
2. List the generally accepted basic elements needed in a research manuscript that will be submitted to a peer reviewed journal.
3. Analyze and interpret the results of your research project.
4. Describe the potential weaknesses or limitations of your individual research project.
5. Describe the process from start to finish of writing and submitting a research manuscript to a peer reviewed journal.
6. Respond effectively to questions during presentation of your scientific research.

Planning for and Attending National Meetings

Remember abstract deadlines are often 6 months before a meeting. Refer to Appendix B for information on travel arrangements and reimbursement for costs for national meetings.

If you submit an abstract and plan to present at a national meeting be aware of the following:

• It must be a national, non-student meeting in the 48 continental United States.
  o Refer to Appendix B for information on travel arrangements and reimbursement for costs for national meetings. Do not pay for anything prior to contacting the Research Track Coordinator to make sure we will be able to fund your trip. DO NOT buy your own tickets (or we may not be able to reimburse you for your expenses).

• NO INTERNATIONAL CONFERENCES ARE SUPPORTED BY THE RESEARCH TRACK. Meetings in Alaska and Hawaii are also not fundable. Therefore we can not pay for and you can NOT be reimbursed by the Research Track for expenses related to international meetings or meetings in Hawaii or Alaska.
  o Occasionally your mentor may suggest an international meeting to present your work. Please let your mentor know that international meetings are not funded (and you can’t be reimbursed for expenses) by the Research Track. If your mentor still believes you should go AND has alternate funding for you to go (grant funds, department funds etc.) you can take advantage of that opportunity, but all of your travel and reimbursements will need to be arranged through whoever is funding you for the meeting (the Research Track will not be able
to help with travel arrangements or reimbursements for that). Also be aware that the University has additional policies/requirements regarding international travel and reimbursement—do not make any travel/registration/hotel arrangements without first working with the department funding you to make sure you are following all of the requirements (or you may end up not being able to be reimbursed for any of your expenses).

- Please be thoughtful in planning which national meeting to attend. Since abstracts are often due 6 months in advance of a meeting you may already be planning to submit an abstract and attend a meeting. Meetings which occur between Nov 1 and Jan 31 of your 4th year may conflict with residency interviews. Dates to potentially avoid: November 1 – January 31 (of 4th year). A meeting during this time may be possible, but know you could have a conflict with an interview date. Students are also not allowed to travel or be gone during match week or graduation week.

- You must obtain permission to travel to the meeting (and be away from your clinical experiences) from the Office of Student Life as soon as you know your abstract has been accepted (you need to get your absences approved through OSL). You must also notify whoever is supervising you during your elective or clinical rotation of your planned absence. If you are in the LIC (Clerkship Year) you will also need permission to be excused from your LIC Director. Note that during the LIC year, research days are limited and you may need to take personal days if you wish to travel to a national meeting during the clerkship year (check with your LIC Director).

- Research Track students are NOT eligible to attend a national meeting during the LIC immersions, Match week, or during graduation week.

- Please be thoughtful in planning which meeting to attend. Meetings which occur between Nov 1 and Jan 31 of each year may conflict with residency interviews. Dates to potentially avoid: November 1–January 31.

**Attendance and Conduct Expectations**

Please refer to SOM MD Program Policies and Procedures for the Trek or Hybrid Curriculum (whichever is appropriate) accessible at this link for details on absence policies and conduct expectations:

- **Policies and Procedures**

**Preclerkship Year:** We limit the number of required sessions in the Research Track since most of the work in the Track is focused on your individual project work with your mentor. However, we will have some required sessions (via Zoom or in-person) during the year. During the period from November through August of the Preclerkship Year, students are allowed to miss one **required** session (without an excused absence), only if they notify the research track coordinator and research track director in advance. If student is late to or leaves early from 2 required meetings, the research track director may count this as a missed session.
• Failure to attend a required session, without an excused absence, will be considered a Professionalism issue:
  
  ▪ 1st unexcused absence in a year/phase – an Assistant Dean will contact the student, the situation will be discussed, and the student will be warned that a second infraction will result in filing a Professionalism Feedback Form.
  
  ▪ 2nd or subsequent unexcused absence in a Phase – the student will meet with Dr. Anderson, who may file a Professionalism Feedback Form.
  
  ▪ At any time during a Phase, if a second Professionalism Feedback Form is filed owing to a student’s unexcused absence at a required session, the student’s case will be referred to the Professionalism committee.

• Otherwise, you will be expected to organize your own schedule, with guidance from your mentor.

• Having a negative impact on the small group learning environment, including arriving late for more than one session, will be treated as a separate Professionalism issue.

Course Evaluations

• Students will be required to complete online evaluations.

Grading - How will Students be Graded in the Research Track?

For a full description of grading policies, please refer to the SOM MD Program Policies and Procedures for the Trek/Hybrid, or Legacy Curriculum at this link:

  - Policies and Procedures

Additional Grading Information Specific to Research Track:

• All Students: A passing grade is assigned in the Required Research Track Courses IDPT 5094, 5095, 6095, 7095, and 8095 based on successful completion of the research track requirements for that semester.

• Hybrid Students: The grades of “Honors” and “High Pass” are not available for the required Research Track Courses (IDPT 5094, 5095, 7095, 8095). A grade of P (Pass), F (Fail), I (Incomplete), IP (In Progress), PR (Pass with Remediation) or W (Withdrawal) will be assigned in accordance as described in the SOM Policies. W (Withdrawn) will appear on the transcript for those that withdraw from a course.

• Trek Students: The grades of “Honors” and “High Pass” are not available for the required Research Track Courses (IDPT 5094, 5095, 7095, 8095). A grade of P (Pass), F (Fail), IP (In Progress) or PR (Pass with Remediation) will be assigned in accordance as described in the SOM Policies. W (Withdrawal) will appear on the transcript for those that withdraw from a course.

• All Students: The grades of “Honors” and “High Pass” are available in the Postclerkship Research Elective courses 8601 and 8602 if the student achieves the standards described for “Honors” or “High Pass”.

• All Students: For the Fall semester of the Preclerkship Year (Plains), the student will receive a grade in Mentored Scholarly Activity (MSA) instead of Research Track (since students are still in the application
process for Research Track until late in the semester when decisions are made about Research Track acceptance. Please see the MSA grading policy for information regarding Preclerkship Year MSA Fall Semester grades.

- **All Students**: Students who are placed on academic warning, probation, or are not advanced to the next year may be notified by the Promotions Committee that they can not participate in electives (including Research Track activities). Students who have not already successfully completed that semester’s Research Track requirements may need to be moved to the Mentored Scholarly Activity program (which generally has less rigorous requirements) in order to give the student more time to focus on their classwork and be successful. Students with ongoing academic difficulties, but without a Promotions Committee mandate, may still be advised that moving to MSA would be in their best interests.

As noted above, grading is slightly different for the Hybrid students than for Trek students. Refer to the Policies and Procedures link (above) for the Hybrid or Trek students for more details on definitions for each grade. **The I grade is only used in the Hybrid grading scheme.** Please also note that the Policies and Procedures contain a more detailed explanation of IP, I (Hybrid only), PR, and F grades.

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**Grading Rubric for Postclerkship Phase Research Track Courses (IDPT 8601 and IDPT 8602)**

**IDPT 8601 - Grading Rubric**

**Honors:**
Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

*And*

Submission of a first-author (or co-first author) manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

**High Pass:**
Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted). If the submission deadline has passed, student must provide evidence of abstract submission, and, if available, the results.

*Or*

Submission of a first-author (or co-first author) manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

**Pass:**
Evidence of progress towards completion of a scientific project, including: A draft of a first-author (or co-first author) scientific manuscript and the current status of the project and a reasonable plan, including a time-line, for how the project and the accompanying manuscript will be completed

Or

A submitted non-first author manuscript with an accompanying detailed description of the role the student played in the project.

Or

A description of what barriers prevent completion of the project, what attempts were made to overcome the barriers, and, if the project is not to be completed, what was learned from the project.

IDPT 8602 - Grading Rubric

Honors:
Evidence of submission of an abstract to a non-student national meeting. Student must provide a copy of an email from the meeting or meeting sponsor notifying you of abstract acceptance for the meeting.

And
Evidence of submission of a first-author (or co-first author) manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

High Pass:
Completion of an abstract appropriate for submission for oral or poster presentation at a non-student national meeting. Student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted.

OR
Submission of a first-author (or co-first author) manuscript for review for possible publication (student must provide a copy of the manuscript and evidence of submission, such as an email from a scientific journal or book editor).

Pass
Completion of an abstract appropriate for submission to a non-student national meeting (student must submit name of the meeting, abstract submission dates, and intent to attend and present at the meeting if the abstract is accepted), AND Submission of a non-first author manuscript with an accompanying detailed description of the role the student played in the project,

OR
Completion of an abstract appropriate for submission to a non-student national meeting, AND submission of a first-author manuscript to the Track Director in the style of and meeting all requirements of the MSA program, AND if project was not completed, a description of what barriers prevent completion of the project, what attempts were made to overcome the barriers, and, what was learned from the project.

Withdrawing from the Track
If a student is unable to continue or wishes to withdraw from the Research Track, the student must meet with the Research Track Director to review the issues. If the Research Track Director agrees that continuing in the track is not feasible and/or in the student’s best interests, the Research Track Director will advise the
student to meet with the Associate Dean in the Office of Student Life to discuss a plan to withdraw from the Research Track and transfer to the Mentored Scholarly Activity (MSA) program. Once a decision has been made that the student will withdraw from the Research Track program, the student must contact the MSA director to discuss a plan for the student’s MSA project.

Resources Available to Research Track Students

**HEALTH SCIENCE LIBRARY**—the Research Track program has librarian who can help with research for the background sections of proposals and with systematic reviews. Librarians can assist with:

- Problem identification and focus
- Question formulation
- Search strategy
- Identifying resources for literature review
- Organizing and managing citations
- Manuscript style requirements

Research Track students can contact the librarian to schedule a FREE individual consultation. Most consultations are scheduled for an hour and provide training and help in customizing your research strategy for PubMed, Google Scholar, or other resources such as EMBASE (European and international medical journals), Cochrane Library (evidence based systematic reviews), genetic/molecular biology or legal/historical/ethics resources. After the initial consultation librarians are available via email, phone or in person for follow up.

**Library Contacts:**

- Basic Science Research **Vladimir Labeikovsky**, PhD (303-724-2114)
- Clinical Research **Kristen DeSanto**, MLS, MS, RD, AHIP (303-724-2121)
- Global Health **Nina McHale**, MLS, AHIP (303-724-2133)
- Humanities & Social Sciences **Christi Piper**, MLIS, AHIP (303-724-2170)
- Public Health & Epidemiology **Ben Harnke**, MLIS (303-724-2146)

Students can also contact the Library via the **Ask Us!** Link on the Library’s homepage. Please provide information on your research topic or identify your thematic area as part of your **Ask Us!** Request.

**Writing Center Resources:**

The campus writing center is an excellent resource to help you with your rough and final draft papers. The writing center is available as follows:

- **Online Drop Box**, The Online Drop Box is an asynchronous service whereby students submit a document and receive feedback in about four business days. CU Anschutz students might be especially interested in our **Principles of Scientific Writing Handout**. More handouts available on the **How-To Guides page**.

  **Biostatistical support** – The Research Consulting Laboratory is available for teaching on statistical approaches without charge to Research Track students. Please be sure to identify yourself as a Research Track/MSA student.
Research Track Mentor Expectations:

- Meet with students to explore projects and develop an Individualized Research Plan (to be used
  Work with the student to develop a plan that is feasible in the limited time available to a medical
  student, will lead to a first-author publication, and where the manuscript reflecting the results
  obtained in Phases I and II can be deferred to Phase IV for submission.
- Sign off on student agreement, including meeting/communication schedule, and work on your
  professional relationship
- Review student’s critical literature reviews
- Work with the student on data collection and analysis
- Help the student develop a first author paper
- Help develop and review the work plan and timing
- Work with the student to write abstracts and to choose an appropriate scientific meeting for
  abstract submission and attendance during Phase IV
- Help the student gather, analyze and prepare for capstone presentation
- This is a 4 year project-- the mentor and student should work together for that entire period
- Always be attentive to the student’s rigor and professional development.
NOTE: THE Jan 2024 Meeting Information has NOT yet been released. This is the information for the 2023 conference and it will be updated as soon as the meeting makes the information available (including abstract deadline, how to access the portal to submit etc).

APPENDIX A - Research Track Western Student Medical Research Forum
Jan. 2023 Carmel, CA Meeting Information

1. Submission of Abstract and Acceptance
   - Complete Abstract: Prep submission of the abstract prior to the abstract deadline.
   - Abstract submission website: https://wrm2023.abstractcentral.com/
   - Submission Deadline: September 23, 2022 by 11:59pm (PST)
   - Finalize and pay for abstract submission prior to September 23rd, 2022. Contact the Research Track Coordinator (coloradoresearchtrack@cuanschutz.edu) to schedule meeting.
   - Wait to book flights, reserve hotel rooms, and register for the meeting until you’ve received notification of abstract acceptance AND have received approval from your LIC Director (if in the LIC year) and Office of Student Life for an excused absence to travel to the meeting.
   - If your abstract is accepted, forward the email acceptance to the Research Track coordinator (coloradoresearchtrack@cuanschutz.edu) and copy Dr. Marsha Anderson (marsha.anderson@childrenscolorado.org).
   - Upload the following to Canvas in the Carmel Abstract Submission assignment: 1) Confirmation of submission to the Carmel (WMRC) meeting (email notification of acceptance), and 2) The abstract you submitted. If your abstract was not accepted, only upload the abstract submitted.

2. PLANNING FOR TRAVEL to the Meeting – Arrange Flights, Reserve Rooms, Register for Meeting
   A) Arrange Flights – Get the information below ready as the Travel agency will need it:

<table>
<thead>
<tr>
<th>Full Name (exactly as it reads on your government issued photo ID - driver’s license or passport):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Gender on government issued photo ID:</td>
</tr>
<tr>
<td>If using Passport (complete highlighted area):</td>
</tr>
<tr>
<td>Issuing Country:</td>
</tr>
<tr>
<td>Passport Number:</td>
</tr>
<tr>
<td>Nationality:</td>
</tr>
</tbody>
</table>

When do you need to travel to Carmel? Date and approximate time:  
When do you need to return to Denver? Date and approximate time:
Call the Travel Agency to Arrange Flights

- **Booking Flights:** Christopherson Business Travel will help book flights for each student. Contact them below with the following information. **Plan to fly to/from Monterey, CA,** as direct flights are available and it is the closest airport to Carmel.

- If you can’t arrange travel via Monterey that is within your time frame you have approval to be gone, flights can be arranged from San Jose International Airport—but note this will mean you will need to have plenty of travel time to/from San Jose to Carmel built in—this is likely a 2 hour trip due to traffic (possibly longer). There is a shuttle that can take you to/from the San Jose Airport to Carmel. You can investigate it and see how to book it via this link: https://www.montereyairbus.com/schedules. We strongly recommend calling for shuttle details before you decide to book flights through San Jose. Also, note shuttle times are not guaranteed due to traffic issues that may arise. Overall, this will be a longer and more stressful trip—so please try to book flights via the Monterey, CA airport. Car rental **will not be approved** without an extenuating circumstance which should be cleared and approved by the Research Track Coordinator.

  - To book flights, call Christopherson Business Travel at 1-800-285-3603, or email university.travel@cbtravel.com. Let the travel advisor know that you need to book flights for the **“CU AFMR Carmel Conference Event”** (terminology is very important), the advisor will be able to book travel according to our specifications. They have a list of how we are paying for your flights.
  - Have your information from the page 1 table in this document available when you call.

B) Make Hotel Reservations

- **Hotel Reservations:** Students will stay at the Carmel Mission Inn Hotel.
  - To reserve a room at Carmel Mission Inn Hotel:
    - By Phone: 855-235-3915 (identify yourself as being with the Western Students Medical Research Forum room block)
    - Online: www.carmelmissioninn.com (enter arrival and departure dates, click "Promo Code" drop down and select "Group Code", then enter the code 2301WESTER and click "Apply")
      - Use code: “Western Medical Research Conference” when making reservations.
  - A room block has been reserved at the Carmel Mission Inn from January 18-22. The rate for this block of rooms is $179.00/night plus daily facility/resort fee of $25 and taxes of 10.5% + $2.00 for a total of $227.42 per night. This is for single or double occupancy standard rooms. **Reservations must be made by December 19, 2022.**
    - Rooming with another student is highly recommended
    - Reimbursement will not occur until after trip.
    - For hotel charges to be reimbursed you need to provide an **itemized receipt.**
    - Note: if you are sharing a room, reimbursement information:

Split the bill as evenly as possible between both parties. Both students will need a copy of their portion of the bill and what they paid (receipt) for reimbursement.

C) Register for the Meeting

- **Registration** – Registration opens in November. **Watch for email communication from the research track**
D) Arranging for your Expenses to be Reimbursed (please do this prior to travel):

- Concur is online the meeting and travel reimbursement mechanism for the University. All students traveling to a meeting need to do the following to ensure expenses are reimbursable. First, add Mary McGinnis (Research Track Coordinator and Jessica Ackels (Curriculum Manager) as delegates to your Concur account. Below are the steps to add delegates to your account:
  - Go to [https://my.cu.edu/](https://my.cu.edu/)
  - Click on CU Denver/Anschutz tile.
  - Click on Concur Travel & Expense System tile.
  - Click on “Profile” drop down in upper right corner, then “Profile Settings”
  - In the left column, under “Travel Settings”, click on “Assistants/Arrangers”, click on “Add an Assistant” in the upper right corner of that box, find coordinator name, add coordinator (click on the permissions you are able to, system already knows what the coordinator has permission to do).
  - Scroll up (while still under Travel Settings) and add your seat preferences, passport, frequent flyer number, etc. (option task)
  - Hit the “Save” button.
  - In the left-hand column, do the same (find coordinator and add that name) under the “Request Settings-Request Delegates” option and “Expense Settings-Expense Delegates” options.
  - Repeat these steps to add an additional delegate

3. Traveling to and From the Meeting

- **Parking** – You will only be reimbursed for the contracted rate. Uber/Lyft or similar vendors will be reimbursed for travel to and from airports as well as conference related activities. Below is a list for approved lots for parking at DIA.
  - Canopy Parking - Commerce City - 8100 Tower Road
  - Canopy Parking - Commerce City - 8100 Tower Road
  - Fine Airport Parking: Aurora - 5950 N. Jackson Gap Way
  - ParkDIA - 25200 East 68th Avenue
  - The Parking Spot: Aurora - 19901 East 56th Ave
  - US Airport Parking - 18000 E 81st Ave in Commerce City
  - WallyPark: Denver - 24200 East 78th Ave

- **Shuttle** – Transportation to/from the airport and hotel will need to be arranged individually by students. Students can use Uber/Lyft or taxi if receipts are submitted. Keep receipts to be reimbursed after the conference for each individual trip.

- **Baggage Fees** - Provide a receipt for all fees. (maximum reimbursement is for 1 bag for each flight)

- **Meals** will only be reimbursed if conference is not providing a meal. Please note, the reimbursement will only be for food and non-alcoholic drinks (CU will not reimburse for alcohol).
  - You will be reimbursed for meals (other than meals provided by the conference) up to the following per diem rates. You do not need to save meal receipts.

4. After Travel – Reimbursement of Expenses

- **Reimbursement Information:** After the trip is completed, email all original itemized receipts within 10 days of return (in PDF format) to both:
  - Mary McGinnis (coordinator) coloradoresearchtrack@cuanschutz.edu AND
  - Jessical Ackels (Curriculum manager) Jennifer.ackels@cuanschutz.edu
• Receipts should be individual and attached to the emails as .pdf files.

• **Personal Expenses** – Expenses incurred for traveler’s personal benefit – e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment – are not allowable reimbursements.
APPENDIX B: Travel to a National Conference to Present Research

1. SUBMISSION OF ABSTRACT AND ABSTRACT ACCEPTANCE

National Conference Abstract Presentation: To complete your national conference Research Track requirement, students must submit an abstract (and present if accepted) to a national (nonstudent) conference. Research Track only provides funding for your national meeting if your 1st authored abstract has been accepted for a poster or oral presentation. If you plan for Research Track to fund travel and expenses for this conference, you must email the Research Track Coordinator (ColoradoResearchTrack@cuanschutz.edu) and make sure your meeting qualifies for funding. Please include in your email the name of the conference you are going to, its location, whether your abstract has been accepted as a poster or oral presentation, and whether or not Research Track has previously funded you to travel to any previous meetings—if so, please tell us which ones.

- The Research Track can NOT fund any travel or expenses related to international meetings or meetings in Alaska or Hawaii. The Research Track can only fund travel for presentation at conferences in the 48 continental United States.
- The Research Track can fund student travel for presentation at up to 2 meetings within their 4 years: All students present at the Carmel meeting if their abstract is accepted; the second meeting is decided on between the student and mentor but must be within the guidelines described above. The meeting cannot be a predominately student meeting. Research Track does not fund more than 2 meetings per student. Funding for meeting travel/expenses only available if your 1st authored abstract is accepted for presentation and you will be presenting.

Complete Abstract: Prep submission of your abstract prior to the abstract deadline. Avoid submitting your abstract on the due date, as submission portals sometimes crash on the deadline date.

Finalize and pay for abstract submission prior to conference deadline. Contact the Research Track Coordinator to schedule a meeting to assist with payment.

Do NOT book flights, reserve hotel rooms, and register for the meeting yet (or you may not be able to be reimbursed). Wait to book flights, reserve hotel rooms, and register for the meeting until you have:

- Received notification of abstract acceptance to the meeting AND
- Received an excused absence from the Office of Student Life to travel to the meeting AND
- Received approval from your LIC Director (if you are currently in the LIC year) AND
- Received a message from the Research Track Coordinator that your meeting is eligible to be funded by the Research Track and that you can proceed with flight reservations and hotel reservations. Do NOT buy your own airline tickets. Please see the next section on Planning for Travel for instructions on how arrange travel so that your tickets will be paid for and your travel expenses are reimbursable.

- Once an abstract is submitted, upload the following to North Star or Canvas to fulfill your track requirements for abstract submission to a national meeting:
  - Evidence of Abstract Submission to a National Meeting
    - This is the receipt of your abstract submission to the conference of choice. Email confirmation is sufficient.
  - Submitted First Author Abstract – National Meeting
    - This is a copy of the abstract you submitted to the conference.

2. PLANNING FOR TRAVEL to the Meeting – Arrange Flights, Reserve Rooms, Register for Meeting

Before arranging any travel or paying for any meeting expenses, you need to get:

- Approval from the Office of Student Life for an excused absence to travel to the meeting.
- Approval from your LIC Director to be excused to travel for the meeting (if you are in the LIC year)
- Research Track Coordinator’s determination that Research Track can fund your travel to the meeting.
- Please notify the Research Track Coordinator (coloradoresearchtrack@cuanschutz.edu) of your plans to travel to a national meeting. **Provide the name of the meeting, meeting location, and meeting dates. Also include whether or not the Research Track has previously funded you to travel to present your research (if so include the name of that meeting).**
- The Research Track Director will determine if Research Track can fund your travel to present your research.

- **Do not proceed with flight reservations, hotel reservations or meeting registration without all of the above clearances, including the indication from the Research Track Coordinator that the Research Track can fund your trip.**
- **Do NOT purchase your own airline tickets.** If you purchase tickets yourself, these costs (and possibly other meeting costs) will not be reimbursable.
- **Research Track can reimburse you for up to 3 nights lodging and covered expenses during travel to an approved meeting, including airport transportation and meals the day you return home (even if that occurs after day 3).** If you elect to stay longer, you will be responsible for the additional days lodging and meals incurred. Rental cars are not reimbursable without approval from us and won’t be approved unless there are no other reasonable alternatives.

### A) Arranging Flights

To make flight reservations, our Research Track Coordinator will put you in touch with the University’s travel agency. The travel agent will need to have the information in the chart below. Please have that ready when you call them. Note: passport information should always be transmitted via phone call rather than sending it by email (since that is sensitive information).

| Full Name (exactly as it reads on your government issued photo ID - driver’s license or passport): |
| Cell Phone: | Birthdate: |
| Email: |
| Gender on government issued photo ID: |
| If using Passport (complete highlighted area): |
| Issuing Country: | Issuing date (mm/dd/yyyy) |
| Passport Number: | Expiration date (mm/dd/yyyy) |
| Nationality: |

When do you need to **depart** Denver? Date and approximate time:

When do you need to **return** to Denver? Date and approximate time:

Additional Comments: frequent flyer numbers, seat preferences, specific flights, etc.

Additionally, the travel agency will ask you for a speed type (this is a number that they need to process the charge). Please tell the travel agent to send a copy of the itinerary and ticket cost to BOTH individuals below and one of them will respond to the travel agent with the speedtype and approval:

- Mary McGinnis, Research Track coordinator (coloradoresearchtrack@cuanschutz.edu) **AND**
- Jessica Ackels (jessica.ackels@cuanschutz.edu) for the speedtype and approval.
B) Arranging for your Expenses to be Reimbursed (please do this prior to travel):

Concur is online the meeting and travel reimbursement mechanism for the University. All students traveling to a meeting need to do the following to ensure expenses are reimbursable. First, add Mary McGinnis (Research Track Coordinator) and Jessica Ackels (Curriculum Manager) as delegates to your Concur account. One of them will be processing your expense reimbursement form after your trip. Below are the steps to add delegates to your account:

- Go to https://my.cu.edu/
- Click on CU Denver/Anschutz tile.
- Click on Concur Travel & Expense System tile.
- Click on “Profile” drop down in upper right corner, then “Profile Settings.”
- In the left column, under “Travel Settings”, click on “Assistants/Arrangers”, click on “Add an Assistant” in the upper right corner of that box, find coordinator name, add coordinator (click on the permissions you are able to, system already knows what the coordinator has permission to do).
- Scroll up (while still under Travel Settings) and add your seat preferences, passport, frequent flyer number, etc. (option task)
- Hit the “Save” button.
- In the left-hand column, do the same (find coordinator and add that name) under the “Request Settings-Request Delegates” option and “Expense Settings-Expense Delegates” options.
- Repeat these steps to add an additional delegate.

C) Make Hotel Reservations

- Hotel Reservations:
  - Students need to book and pay for their own hotel rooms. Book rooms early (as they almost always sell out).
    - Students will be reimbursed after travel for their reimbursable hotel expenses.
    - The price should be under $250 per night. Please contact the Research Track coordinator if rates are above $250 for approval prior to booking.
  - Book your hotel room as soon as you have approval to make travel arrangements—conference hotel blocks sell out most of the time. Use of the hotel block for the conference is preferred (conferences traditionally have reduced rates for a block of rooms at one or more hotels—see the conference information to find out which hotels are offered). Usually, to get the reduced rate, you need to book your room through the conference reservation process (rather than directly through the hotel).
  - Students will be reimbursed a maximum of $250 per night (in some cases additional expenses can be approved if they were approved by the Research Track coordinator due to excessive costs in the area), only with an itemized receipt.
    - Reimbursement will not occur until after the trip.
    - For hotel charges to be reimbursed you need to provide an itemized receipt.

D) Register for the meeting

- Registration – Registration often opens shortly after the abstract deadline. Watch the conference website (and/or email communication from the conference) for specific instructions. Register as soon as you can after receiving word that your abstract has been accepted and you have been cleared by the Office of Student Life for an excused absence to travel. The Research Track Coordinator will assist with payment. Please reach out to the coordinator to schedule the meeting. Reimbursement will not occur until after the conference if purchased yourself.
E) Poster Printing:

- Printing of a conference poster is available on the Anschutz Campus. The printing center is in the Fitzsimmons building. Please see their website (usual turn-around time is 5 business days).
  https://www1.ucdenver.edu/offices/printing/print
  - Fabric posters, although slightly higher in cost than paper posters, are about the same cost as paper when you figure in the cardboard tube that paper posters require. Fabric posters can be put in your suitcase (paper posters can’t) so they might be the best option.
  - Pay for the printing with your personal credit card and save your receipt to submit for reimbursement with your other meeting expenses after the meeting.
- You may also utilize other printing services to get your poster printed (such as FedEx offices, etc).

3) TRAVELING To and From Meeting

- Parking – You will only be reimbursed for the contracted rate. Uber/Lyft or similar vendors will be reimbursed for travel to and from airports as well as conference related activities. Below is a list of approved lots for parking at DIA.
  - Canopy Parking - Commerce City - 8100 Tower Road
  - Fine Airport Parking: Aurora - 5950 N. Jackson Gap Way
  - ParkDIA - 25200 East 68th Avenue
  - The Parking Spot: Aurora - 19901 East 56th Ave
  - USAirport Parking - 18000 E 81st Ave in Commerce City
  - WallyPark: Denver - 24200 East 78th Ave

- Transportation between Airport and Hotels – Many hotels have free or nominal fees for shuttle service between the airport and your hotel (check with the hotel). Transportation to/from the airport and hotel will need to be arranged individually by students. Students can use Uber/Lyft or taxi if receipts are submitted. Keep receipts to submit for reimbursement after the conference for each individual ride/trip. Rental cars are not usually provided. If you have a circumstance where you feel you must rent a car, talk to the Research Track Coordinator for approval or those costs may not be reimbursable.

- Baggage Fees - Provide a receipt for all fees (maximum reimbursement is for 1 bag for each flight)

- Meals will only be reimbursed if the conference does not provide a meal. Please note, the reimbursement will only be for food and non-alcoholic drinks (CU will not reimburse for alcohol).
  - Clarify with the Research Track Coordinator whether you will be given a daily food allowance (per diem amount) or if you need to save and submit your meal receipts after the meeting.
    - Meal reimbursements will not exceed the recognized per diem rate. Per Diem amount is different for each location. Check with the research track coordinator for per diem rates for the location you are traveling to.
  - Reimbursement will only be for food and drink. CU will not reimburse for alcohol.
  - If you need to save and submit receipts:
    - Receipts need to be itemized with totals.
    - Only 1 person’s meal/drink on an itemized receipt.
    - Ask for a separate check for alcohol.
    - Write in the tip amount on your receipt.
  - **NOTE:** University policy is that on travel days (the first and last days of your travel), meal allowance is 75% of the maximum per diem rate. Since most students will only have a 48-hour excused absence this
rule will apply throughout your travel. The research coordinator can provide you with the information on how much you can be reimbursed for meals at your specific travel location. Ask the research track coordinator for additional information regarding travel and reimbursement.

4. AFTER TRAVEL – Reimbursement of Expenses

- Reimbursement information: After the trip is complete, submit all original itemized receipts (in PDF format) to the Research Track Coordinator (coloradoresearchtrack@cuanschutz.edu) and to Jessica Ackels (jessica.ackels@cuanschutz.edu). Receipts should be individually saved as .pdf files.
- **Receipts should be submitted within 10 days of travel.** The Research Track coordinator will file your expense report for reimbursement through the Concur system.
- Personal Expenses—Expenses incurred for the traveler’s personal benefit—e.g., magazines, candy, athletic club fees, movie rentals, and other entertainment are not allowable reimbursements.