

DFM Mentored Scholarly Activity (MSA) Summer Program Guidelines

The Department of Family Medicine MSA Summer Program offers students the opportunity for concentrated scholarship, mentorship, and financial support to complete all or most of the MSA requirement during the months between the 1st and 2nd phases.

Application Process

* Students must complete an application and receive approval from the DFM MSA co-directors. Deadlines will be upheld for the application process in order to receive support for summer research. A submitted proposal does not guarantee acceptance into the summer program. Only 8-10 students will be accepted.
* **Proposal Deadline Monday 4/6/2020 5:00pm MT**
	+ Email your completed application and proposal to Drs. Kwan and Mader at Kari.Mader@cuanschutz.edu and Bethany.Kwan@cuanschutz.edu
	+ **Acceptance will be announced by April 20, 2020.**

Pre-Requisites

## bEFORE STARTING THE SUMMER PROGRAM, ALL STUDENTS MUST HAVE:

## Identified a DFM faculty mentor and selected a research project

## Completed a summer program application with study proposal (due April 6, 2020)

## Completed CITI training for human subjects research protection

## Signed a summer program contract committing to meeting program requirements

Summer Program Requirements

1. Complete the “MSA Summer Program Goals Worksheet” (**due June 5, 2020**)
2. Work on your MSA project for 100 hours and submit biweekly timesheets (**June 1 - August 7th 2020**) *(Note:* ***students will be expected to work 10 hours/week over 10 weeks;*** *alternate arrangements require pre-approval from the directors, such as those in the Rural Track Summer Preceptorship program)*
3. Complete 1 interim meeting with an MSA co-director to discuss progress (**by July 3, 2020**)
4. Participation in at least TWO MSA working group sessions with Co-Director Kwan, including “Preparing oral presentations.”
5. Prepare an abstract, an annotated bibliography, and an oral presentation displaying work done over the summer and following guidelines. (abstract & bibliography due **August 7, 2020;** presentation date TBD)
6. Students involved in group projects can submit proposals with identical methods; however, each member of the group must a) write their own background and significance and relevance to medicine sections; and b) include a paragraph explaining their unique intellectual contributions and individual effort on the project (see details below).

Tips for Submitting a Success**fu**l Proposal

Selection of Project and Mentor

Select a project that you have a passion for and for which you will have strong mentor support. The key elements for an optimal research experience in the DFM are first to identify an area of interest which you believe to be important, and second to identify a mentor doing similar work. An excellent starting point is to meet with the DFM MSA co-directors to describe your interests. The directors will connect you with prospective Mentors. One of the most important predictors for a successful project is that it is associated with a faculty member who is already doing work in the area. It can be individualized or a part of a larger project and as always creativity and innovation are encouraged. In addition, you should also consider whether your prospective mentor and/or their team truly match your style and you feel there will be a good working relationship during your course of study. Your project should have the potential for you to make a meaningful intellectual contribution.

Written Proposal Specifications

Your DFM faculty mentor should be a resource for advice at all levels of your proposal preparation. Your proposal should contain the following sections, and should be written in single spaced, 11-point Arial font with 1-inch margins on all sides, and should include a header with page numbers and your last name. Files should be named LASTNAME\_Summer\_2020.docx. Proposals must be a narrative with complete sentences and paragraphs – no bullet points or outlines.

1. Background and Significance (1-2 pages)

Describe the problem in health or healthcare your project will address. Include statistics about the prevalence of the problem. What are the known causes and effects of the problem? What are the known solutions to the problem, and what are the limitations of the current solutions? If there are no known causes, effects, or solutions, what are your ideas about causes, effects, and solutions that you could explore in your work? What literature backs up your ideas? Relevant citations from the peer-reviewed literature must be included to support all assertions of fact. If this project is an evolution or next step from an ongoing project, include findings from previous work to demonstrate what you know about the problem and/or potential solutions.

3. Summer Project Goals and Products (1 page)

Describe your goal for what you will accomplish or produce over the summer to advance your MSA project, and the steps you will take to get there. For instance, will you develop a rigorous study design and submit an IRB proposal? Will you develop a survey or interview guide to gather data? Will you work with a community to design an intervention or materials? Will you gather and analyze data? What are the steps you will follow to accomplish these goals? Be sure to include a literature search and talking with experts in your topic area as part of the steps you will take to accomplish your goals.

4. Relevance to Medicine and Your Career (1 paragraph)

Discuss the relevance of your project to community health and/or medical practice; how will this project advance health policy and/or medical practice and/or improve community health? Why are you interested in this problem and how do you envision the experience will influence your own career path?

5. FOR GROUP AND COLLABORATIVE PROJECTS ONLY: Personal Intellectual Contributions (1 paragraph)

Group projects are those in which you are working with other MSA students. Collaborative projects are those where you are working with faculty in their ongoing research. Describe how and why you became involved in this project. Explain what novel ideas and insights you have or will contribute to the design or conduct of this project. Indicate what work you will personally do on this project vs what others on your team will do. You must describe at least one substantial component (IRB application, literature review, recruitment, data collection, analysis, etc) of the project for which you will be responsible for executing.

6. Bibliography

Cite at least 10 peer-reviewed references (i.e., indexed in PubMed) to support your assertions and proposed methods. Use of EndNote or other reference management software is recommended. Follow AMA Guidelines for formatting the bibliography.

DFM MSA Summer Program Application

Student Name:

Student Email Address:

Student Phone Number:

DFM MSA Faculty Mentor Name:

Mentor email address:

MSA Project Title or Topic:

If group project, list names of other students involved:

One of the summer program requirements is to participate in at least TWO in-person working group sessions with fellow students and MSA Co-Director Dr. Bethany Kwan. These 90-minute sessions will provide a brief didactic on a specific topic and then students will have the opportunity to complete activities as a group and/or individually to complete work related to their MSA project.

**Please rank your interest in the following working group session topics.** We will choose the top 2 topics and coordinate dates and times that work for students. Other topics not selected for working groups can be discussed with Dr. Kwan or your faculty mentor separately.

* Survey design (writing survey questions, determining appropriate scaling/response options)
* Survey administration (using RedCap/Qualtrics to collect data online, participant sampling and recruitment strategies)
* Qualitative data collection (developing interview guides, focus group and interview procedures)
* Qualitative data analysis
* Quantitative data analysis
* Interpreting and writing up study results (creating tables and figures, interpreting statistical output)

Email your completed application and proposal to Drs. Kwan and Mader at kari.mader@cuanschutz.edu and bethany.kwan@cuanschutz.edu by 5pm MT on Monday, April 6, 2020.

**Announcements of accepted students will be made by April 20, 2020.**