



California Health Sciences University

UNIVERSITY CHSU STUDENT RESEARCH AND SCHOLARLY ACTIVITY POLICY

PURPOSE:

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

SCOPE

This policy applies to all students and faculty.

POLICY STATEMENT

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

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

Faculty and students are encouraged to undertake research and scholarly activity as an enhancement to the curriculum, as a further connection to industry and community, and to improve the teaching and learning process.

Each College, within its means, will provide the opportunities, infrastructure, and facilities to support and maintain an appropriate level of research and scholarly activity for its students. Collaborative research with academic, industrial, community, and clinical partners is a key component of research at the university.

Each College recognizes that experiential learning through participation in original research is a distinguishing feature of a well-rounded education and a hallmark of health professions schools in



California Health Sciences University

general. The synergistic relationship of student to mentor in the research environment provides benefit to both and advances the respect, recognition and reputation of the institution

Goals of Student Research and Scholarly Activity

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

A. SUPPORT FUNDS

Internal funds can be used to conduct or disseminate research. Internal funds are those funds that are allocated as part of the larger University budget. All research funds are subject to University budget rules. The amount available to each College toward its research enterprise is variable and budget authority is managed by the appropriate Office of the Dean. The goal for these funds is to facilitate the best and most effective use of the funds and to align with the overall mission of the university and the college. Only full time and part-time (adjunct) faculty who serve as Faculty PI can request expenses that are to be used toward research to support student research projects. Support for the costs of research being done jointly by students and faculty may be covered by these funds subject to approval by the individual faculty PI and Dean. Student projects may be eligible for support from the research budget but only through an approved budget submitted by their faculty PI.

The faculty PI will submit the Routing Form and Project Description to the Director of Scholarly Activity at the College of Osteopathic Medicine, the Dean or Director of an academic program, or the Office of Sponsored Research.

1. B. POLICIES APPLICABLE TO RESEARCH ACTIVITIES

Students may reach out to any qualified faculty member to secure a mentored research



California Health Sciences University

experience. The faculty member must have applicable subject matter expertise and research experience. Students should understand that they may not be able to secure a mentor due to faculty availability. Students should therefore arrange for mentored research experience well in advance of the time they are planning to begin the research activity.

2. Faculty PI's are responsible for helping the student understand the science behind the research and providing them with the training needed to conduct accurate work and make progress in their research projects.
3. All CHSU student researchers must have completed appropriate safety training, responsible conduct of research training through the Collaborative Institutional Training Initiative (CITI) program before beginning a research activity. If the training is not completed, the student scholarly and research funds will not be awarded
4. The faculty mentor and student will determine appropriate times when the mentor or their designee will be available for direct supervision, when required for a particular mentoring activity.
5. Research findings are subject to the CHSU Intellectual Property Policy.
6. Students being mentored by a faculty member can publish or present their research, provided that they have obtained the permission of the faculty PI, the University, and the institution involved in the student research project. before presentation or publication in any form. If the mentoring faculty member is no longer employed at CHSU, the Dean or designee will appoint a substitute faculty mentor for this purpose. Any changes to the PI or the role of the PI must receive prior approval from the Office of Student Research and the Dean.
7. When initiating a project, all mentors must have a CHSU faculty appointment whether full time, adjunct or clinical preceptors
8. Prior to initiating any research project involving human subjects, students and faculty PIs are required to ensure that the project has been approved by an Institutional Review Board.



California Health Sciences University

Students have approval of the Dean of their college or (designated) Office of Dean representative before participating or agreeing to participate in offsite research activities before commencing such research. Undertaking research without the Deans' approval may result in disciplinary action determined by the dean.

9. Research involving CHSU student data is subject to the requirements of the Policy for Requesting Student and Employee Data. Student Data must be requested using the CHSU Registrar Data Request Form (copy attached).”

DEFINITIONS

- A. Principal Investigator (PI) – The Principal Investigator is ultimately responsible for assuring compliance with applicable CHSU policies and procedures, governmental and grantor regulations and guidelines, and for the oversight of the research study.
- B. Collaborative Institutional Training Initiative (CITI) – CITI is an educational program for the protection of human subjects in research. It focuses on the different aspects of bioethics and human subject research.
- C. Routing Form – The Routing Form provides information and accountability management with project and researcher information, its budget, grant and anticipated research deliverables, and approvals by department chair and college deans.
- D. Project Description – This supporting document to the Routing Form provides project title, research names, background, goals, and methods. The Principal Investigator may use grant or Letter of Intent application, abstract, etc.



California Health Sciences University

RESPONSIBILITIES

A. Vice President of Research

HISTORY (R*)

Approval Date:

April 5, 2023

Revision Date(s):

December 9, 2020

March 17, 2023

Reviewed Date(s):

March 20, 2023

R: VP of Research

A: Office of Sponsored Research

C: College Deans, Research and Scholarship Committee, College Directors of Scholarly Activity, Program Directors, Faculty Council, Legal Counsel and Provost

I: CHSU Campus Community