

Research Track Syllabus

Phase 1 – Phase IV, 2017- 2018
IDPT 5095, 6095, 7095, 8095
Electives: IDPT 8601, 8602

Director:

Allan Prochazka, MD, MSc
allan.prochazka@ucdenver.edu

Program Coordinator:

Caitlin Zoghby
coloradoresearchtrack@ucdenver.edu

For questions related to Research Track: You are welcome to contact us directly, or email at coloradoresearchtrack@ucdenver.edu . E-mails will be checked daily and answered within 24 hours during weekdays, but may not be answered on weekends.

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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
- Receive a stipend over the summer between Phase I and Phase II
- Receive a second stipend during the 4th year of medical school
- 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 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.

The Research Track also serves the dual purpose of fulfilling students' Mentored Scholarly Activity requirement.

Research Track Goals

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

1. Identify a mentor
2. Review and assess the commitment level necessary to complete the research track.
3. 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.

Phase I

Phase I Requirements

- Students are expected to spend a minimum of ½ day per week through the remainder of Phase I and for August through January of Phase II working on their Research Project.
- Students will spend eight weeks in a full time summer research experience between Phases I and II. You will receive a stipend of \$4300 for your 40 hours per week work (\$2100 on July 1 and \$2200 on July 31). **Note: Research Track students must terminate any other University employment they may have before beginning your full-time research experience.**
- During the spring and summer between Phase I and Phase II, students will attend mandatory regularly scheduled meetings of the Research Track Program. These meetings will be held from 1:00-3:00 pm on Wednesdays. Topics will include presentations by other students in the program and discussion of ethics issues in Research.
- Students will serve as judges during the Annual Student Research Forum
- There may be additional requirements depending on the source of funding.

Required only 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 only 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.

Phase I 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 Phase I

1. Identify a mentor
2. 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.
3. Obtain basic skills in the use of EndNote (a citation management program)

Learning Objectives-Research Forum Session

1. Describe and assess the components of a scientific research poster using an established rubric.

Learning Objectives- EndNote training Session

1. Discuss the utility of using citation manager programs in research.
2. Demonstrate the basic skills of utilizing a specific citation manager program: EndNote

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.

SUMMER BETWEEN PHASES I AND II

Summer between Phases I and II Goals

1. Demonstrate progress towards the completion of research project
2. Publicly communicate understanding of the project to peers.
3. Describe the components of responsible conduct of research

Learning Objectives- Summer Orientation Session

1. Describe the overall expectations and structure of the summer experience in the Research Track
2. Describe basic components of an oral scientific presentation

Learning Objectives Responsible Conduct of Research Session 1

1. Describe what is meant by ethics and responsible conduct of research
2. Identify potential conflicts of interest in research.
3. Describe 3 ways to minimize conflicts of interest in research.

Learning Objectives Responsible Conduct of Research Session 2:

1. Discuss ethical issues in animal research.
2. Describe at least three examples of ethical issues in human research
3. Describe ethical issues in genetic research

Learning Objectives Responsible Conduct of Research Session 3:

1. Describe ethical issues related to scientific collaboration
2. Describe ethical issues related to ownership and sharing of data
3. Describe ethical issues related to the mentoring process
Describe ethical issues related to authorship

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. Identify strengths and weaknesses in presentations by others

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. Identify strengths and weaknesses in presentations by others.

Learning Objectives-Work in Progress Session 3:

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. Identify strengths and weaknesses in presentations by others
5. Recognize basic skills for the creation of brief written summaries of research (abstracts)

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

Phase II

Phase II Requirements

- During the fall of Phase II, students will attend mandatory regularly scheduled meetings of the Research Track Program. These meetings will be held on Wednesday afternoons from 1:00-3:00 PM. Topics will include presentations by other students in the program and discussion of research issues.
- Students will have the opportunity to present their research plans and findings:
 - To peers in the program: In oral presentation format (10-15 minutes) at the Research Track seminar—either in the summer between Phase I and II or during fall of Phase II. PowerPoint slides recommended.
 - To campus-wide peers and faculty judges: In a poster presentation format at the Annual Student Research Forum—During December of Phase II. Abstract submission for the Research Forum is due near the end of November, as well as poster submission to Canvas for printing.
 - To a national group of peers: In oral format (5 minutes) at the annual [Western Medical Student Research Forum](#), held in Carmel, California— late January of Phase II (students will receive funding for travel and registration to the meeting) **See Appendix A for travel information.
 - To a local group of faculty at an organized department faculty function: Format will vary depending on your mentor's departmental affiliation. Presentations to departmental faculty/Poster Presentations are required and may occur during the study period prior to Step 1 examinations.

Phase II Goals

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

Learning Objectives Work in Progress Session 4:

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. Identify strengths and weaknesses in presentations by others

Learning Objectives -Work in Progress Session 5:

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. Identify strengths and weaknesses in presentations by others
5. Demonstrate basic skills for the creation of research posters

Learning Objectives-Work in Progress Session 6:

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. Identify strengths and weaknesses in presentations by others

Learning Objectives- Research Forum

1. Create a research poster describing your 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 your research

Learning Objectives- Scientific Meeting Registration and Travel

1. Describe the university rules and processes for travel to scientific meetings
2. Describe the process for submission of abstract to a national scientific meeting

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
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

Learning Objectives-Research Presentation to Faculty

1. Present research to faculty
2. Respond effectively to comments and questions from faculty about your research

PHASE III

Requirements Phase III

- Students will judge other students' research presentations at the Annual Student Research Forum. This will occur during the Phase III December ICC. Attendance is mandatory.

Phase III Goals:

1. Describe the goals and structure for Phase IV of the Research Track
2. Gain experience reading and assessing scientific posters and oral presentations.

Phase III Learning Objectives- Research Forum

1. Describe and assess the components of a scientific research poster using an established rubric.

PHASE IV

Requirements Phase IV

- Students may spend up to 12 weeks (three 4-week rotations) in a full time elective research experience during Phase IV via IDPT 8601 and IDPT 8602. 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. It is recommended to complete the first four week rotation in the first few months of Phase IV (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 Phase IV. Students will receive a stipend of \$2100 for IDPT 8601 and a stipend of \$2,100 for IDPT 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: Research Track students may need to complete elective rotations in their mentor's lab in the Aurora/Denver area during Phase IV.

- Course 8601: May-August – goal should be to have first submission of first author paper by the end of this month
- Course 8602: Sept-December (generally 3-4 months after first month) – appropriate for rewriting and resubmission
- Course 8602 may be repeated once for credit; however, remember there is no stipend for the second month.
- Work submissions – Due the last day of the rotation
- Students must submit an abstract and present at a national non-student meeting **(Remember abstract deadlines are often 6 months before a meeting) * Refer to**

Appendix B for travel information

The meeting should be in the NAFTA zone (United States, Canada, and Mexico). You can attend other conferences, but it will not complete the Research Track requirement and will not be supported financially by the track.

- Research Track students are NOT eligible to attend a national meeting during ICCs, during the week of the match, or during graduation exercises. For the 2017-2018 academic year, dates not permissible to attend a national meeting are:
 - February 26 to March 16, 2018
 - May 7-18, 2018
 - May 25, 2018
- 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 which are risky:
 - **Nov 1 2017 - Jan 31 2018**
- **Submit a draft first-author manuscript to Canvas or a final first-author manuscript to a peer-reviewed journal and evidence of submission -Submit by December 1st (NOTE THIS IS DIFFERENT THAN GRADES FOR 8601 OR 8602)**
 - This is what your fall Research Track IDPT 8095 course grade is based on
- **Submit a final first-author manuscript to a peer-reviewed journal and evidence of submission -Submit by February 1st**
 - This, in addition to the Capstone presentation is what your spring Research Track IDPT 8095 course grade is based on
- All research track students will present at the MSA Capstone presentation in early March of their graduating year.
- Optional – Students present a poster format at the Annual Student Research Forum during December of Phase IV.

Phase IV Goals

1. Submit a manuscript to a peer reviewed journal
2. Submit and have an abstract accepted to a national meeting
3. Present an abstract at a national 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.

Attendance and Conduct Expectations

Please refer to Phase I Essentials Core General Information for full description of requirements.

- **During the period from November of Phase I** through November of Phase II, students are allowed to miss one required session, 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 will be considered a Professionalism issue:**
 - 1st unexcused absence in a Phase – the Assistant Dean, Essentials Core Curriculum 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. Prochazka, 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 a 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 full description of grading policy, please refer to the Phase I Essentials Core General Information. Note the grade of “Honors” is not available for the required Research Track Courses. The grade of “Honors” is available if the students achieve the standards described for the Honors grade in the 8601 and 8602 elective courses in Phase IV.

Required Research Track Courses are Pass/Fail course during phases I through IV. In Phase I, Fall Semester, the student will receive a grade in 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 Phase I MSA Fall Semester grades.

If a student does not complete the Research Track requirements for Phase I, the student will not be able to register for the next Phase.

Grade Definitions (used in IDPT 5095, 6095, 7095, 8095:

PASS (P)

A student who completes the requirement for Phase I, through IV will receive a **Pass (P)**. A student who does not complete the requirement will receive a **Fail (F)** and a recommendation will be made by the block director to offer the student one chance at remediation (please see details under “**Fail and Pass with Remediation**”).

FAIL (F) AND PASS WITH REMEDIATION (PR)

At the end of a block a student whose does a not complete mandatory requirement will be given a grade of **Fail (F)**. The Block Director will notify the Associate Dean for Student Affairs and recommend that a student with a final grade of **F** be offered one chance at remediation. The Associate Dean of Student Affairs will notify the Student Promotions Committee, which makes the final recommendation. Block directors, in consultation with the Student Promotions Committee, will define the process for remediation with the student, referred to as the remediation plan (comprehensive exam, shelf exam, unit exams, etc.). Unless otherwise noted by the block directors, if the student completes the requirements on the remediation plan, the **Fail (F)** will be deleted from the transcript and replaced by a **Pass with Remediation (PR)**, indicating the student has successfully passed the block following remediation. If the student does not complete the remediation plan, the **Fail (F)** will remain on the transcript, indicating the student has failed the block, and the Block Directors will recommend to the Associate Dean for Student Affairs that the student be referred to the Student Promotions Committee.

IN PROGRESS (IP)

A student who is unable to complete the requirements for a Block because of illness or other extenuating circumstance and who is in good academic standing in the Block at the time that grades are awarded (as defined by the block directors) will receive an **In Progress (IP)**. When the student has completed the Block requirements, the **In Progress (IP)** is deleted from the transcript and is replaced by a grade of **Honors (H)**, **Pass (P)**, or **Fail (F)**, whichever is appropriate. If the final block grade is a **Fail (F)**, a recommendation will be made by the block directors to offer the student one chance at remediation (please see details under “**Fail and Pass with Remediation**”).

WITHDRAWAL (W)

A grade of **Withdrawal (W)** is given to a student who withdraws from a required course; a student may only withdraw from a required course with the permission of the Associate Dean of Student Affairs.

Grading for Elective Phase IV Research Track Courses (IDPT 8601 and IDPT 8602)

1. 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 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 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 scientific manuscript

And either

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 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.

2. IDPT 8602 - 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 either

Re- Submission of a 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).

Or

Evidence of acceptance of a first-author manuscript for publication (please provide evidence of submission-i.e. email confirmation or letter from journal).

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.

And

Submission of a 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

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.

And

Submission of a first-author manuscript to the program director in the style of and meeting all requirements of the MSA program

And

Completion of all other MSA requirements

And

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.

Withdrawing from the Track

If a student is unable to continue with the Research Track, the student must meet with the Research Track Director to review issues and it will only at that time where a decision will be made if the student is to continue with the program. If a decision has been made that the student is to drop the research track program, the student must contact the MSA director to start a plan for a new MSA project. A student that transfers from the research track is not eligible to use the data from the research track to meet MSA requirements.

Stipends

The stipends are received for concentrated blocks of research work and are supported by a grant or department funds. During summer after Phase I and Phase IV research track students may receive up to two 1-month stipends for their research work. Stipends are \$2100 per 4 week period. In Phase IV, students must register for 8601 or 8602 (Research Track Electives) to receive these stipends. The 8601 elective can be taken once and students receive a stipend after successful completion. The 8602 elective can be taken twice, but a stipend is only available after completion of the first 8602 elective.

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 [Wladimir Labeikovsky](#), PhD (303-724-2114)

Clinical Research [Kristen DeSanto](#), MSLS, MS, RD, AHIP (303-724-2121)

Global Health [John D Jones, Jr](#), MSIS (303-724-2117)

Humanities & Social Sciences [Lillian Hoffecker](#), PHD, MLS (303-724-2121)

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:

- Anschutz Medical Campus, Health Sciences Library 1204,
 - Tuesday through Friday 11:00 a.m.-5:00 p.m
 - Sun 3:00 p.m.-8:00 p.m.
- [Auraria Campus](#), First floor of the Auraria Library
 - Monday through Thursday 9:00 a.m.-3:00 p.m. & 5:00 p.m.-7:00 p.m.
 - Friday 10:00 a.m.-2:00 p.m.
 - Sunday 1:00 p.m.-7:00 p.m.
- [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 ([look under MSA clinics](#)). 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

Research Track Western Student Medical Research Forum

A. STUDENT INFORMATION for Airline (Katie will book airline tickets)

Full Name(as it reads on your ID):

Cell Phone:

Birthdate:

If using Passport (complete highlighted area):

Issuing Country:

Expiration date (mm/dd/yyyy)

Number:

Nationality:

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

B. Before Travel

Send travel ID information to research track coordinator (i.e. passport, driver's license) – (Refer to section A)

Book Hotel – Students need to book hotel. (Students will be reimbursed after travel.)

Student and Resident Hotel Reservations:

All students will stay at the Best Western Beach Resort Monterey Hotel.

To make reservations:

- Use code: "WSMRF2014" when making reservations.
- Go on line to: www.montereybeachresort.com
- To make a reservation call: (831) 394-3321.
 - Allowable room rate is \$115 per night per room plus tax, for dual occupancy (Or \$57.50 per student, if you are not rooming with another student).
 - Rooms need to be occupied by 2 students.*
 - Reimbursement will not happen until after trip.
 - Reimbursement on hotel need to provide an **itemized receipt**.

*Note: if you are sharing a room, reimbursement information:

1) Split the bill, have 1 student pay the bill for 2 nights, the other pay for the next 2 nights.

Additional Note: The hotel has stated they will not charge the amount to your credit card when placing the reservations. Once you check into the hotel they will hold the stay amount on your card and once you check out your card will be officially charged.

Shuttle – Research track coordinator will arrange and will provide information as date approaches

- Baggage Fees** - Provide a receipt for all fees. (maximum reimbursement 1 baggage)
- Meals** will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: CU will not reimburse for alcohol)
 - **Receipts need to be itemized with totals.**
 - Only 1 student’s meal/drink on an itemized receipt.
 - Ask for a separate check for alcohol.
 - Write in the tip amount on your receipt.
 - Maximum amount for reimbursement per chart below (Traveling days are reimbursed at 75% of the rates below, when traveling)

M&IE Total	\$71
Continental Breakfast/ Breakfast	\$12
Lunch	\$18
Dinner	\$36
Incidentals	\$5
First & Last Day of Travel	\$53.25

- Parking – You will only be reimbursed for the contracted rate. Below is a list for approved lots for parking at DIA.**
 - [Canopy Parking - Commerce City - 8100 Tower Road](#)
 - [DIAPark - Aurora - 17151 E 32nd Ave](#)
 - [The Parking Spot - Aurora - 19901 East 56th Ave](#)
 - [WallyPark - Denver - 24200 East 78th Ave](#)

Abstract and registration

- Complete Abstract** Information for Conference before Sept 24th. Prep submission of the abstract prior to September 25th research track meeting. <http://www.wsmrf.net/>
- Finalize and pay for Abstract submission** on September 25th, Research Track meeting 1:00 pm – 3:00
ED I North Room 1501 Computer Lab

(please note: your abstract needs to be completed before this session)

- Registration** – Registration opens in November. Watch for email communication from research track coordinator for specific instructions.

After Travel

- Reimbursement Information:** After the trip is completed the [non-employee reimbursement form](#) needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator.
Reimbursement requests must be submitted within 10 days of travel.
 - **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.

Research Track Phase IV National Conference Guidelines

A. STUDENT INFORMATION for Airline (Katie will book airline tickets)	
Full Name(as it reads on your ID): XXX	
Cell phone number	Birthdate:
If using Passport (complete highlighted area)	
Issuing Country:	Expiration Date (mm/dd/yyyy):
Number	Nationality:
Additional Comments: Frequent flyer numbers, seat preferences, etc.	
B. Dates of Travel:	
Date Leave	Date Return
Flight Information (if you have a specific flight dates and times you would like to leave, please provide information):	
<p>C. National Conference Information (In order to complete Research Track requirements during your fourth year you need to attend a national/international meeting in the NAFTA zone (United States, Canada, and Mexico). You may attend conferences outside of the NSFIA zone, but it will not complete the Research Track requirement and may not be supported</p>	
National conference Website:	
D. Before Travel	
<input type="checkbox"/> Send travel information to research track coordinator (i.e. Full name on passport or driver's license, birthdate, cell phone number) Refer to sections A, B and C.	
<input type="checkbox"/> Book Hotel – Students need to book own hotel. (Students will be reimbursed after travel.) (Price should be under \$200 per night.)	
<ul style="list-style-type: none"> • Use of the conference hotel is preferred. (the conference will set up deals for block of rooms) • Students will be reimbursed a maximum of \$200 per night, <u>only with an itemized receipt.</u> 	
<input type="checkbox"/> Meals will only be reimbursed if conference is not providing a meal. (please note the reimbursement will only be for food and drink, (note: <u>CU will not reimburse for alcohol</u>)	
<ul style="list-style-type: none"> ▪ <u>Receipts need to be itemized with totals.</u> (See example) ▪ 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. ▪ Meal reimbursements will not exceed the recognized per diem rate. Per Diem is different for each state. Check with the research track coordinator for per diem rates. 	

*** Note*** Travel days you will not be reimbursed at full rate, you will only receive 75% reimbursement. Ask research track coordinator for additional information, regarding travel and reimbursement.

Shuttle/Taxi – Check to see if the hotel has round trip shuttle from airport to hotel. If the hotel does not, reimbursement for round trip airport to hotel will be allowed, **only with an itemized receipt.**

Car Rental – This is not covered under the travel and not reimbursable.

Baggage Fees - Provide a receipt for all fees. Maximum reimbursement for 2 bags.

Parking (below is a list for parking at DIA, if you park at the airport at a hirer rate you will only be reimbursed for the contracted rate).

[Canopy Parking](#)

[Commerce City - 8100 Tower Road](#)

[DIAPark](#)

[Aurora - 17151 E 32nd Ave](#)

[The Parking Spot](#)

[Aurora - 19901 East 56th Ave](#)

[WallyPark](#)

[Denver - 24200 East 78th Ave](#)

Abstract and Registration

Abstract Fee - The conference may have an abstract fee, set up a time to meet with research track coordinator to arrange payment. **If you pay for registration out of pocket you will not be reimbursed until after the trip.**

Registration –Set up a time to meet with research track coordinator to pay for registration. **If you pay for registration out of pocket you will not be reimbursed until after you travel.**

Poster for Conference – Printing of a conference poster is available if provided to the research track coordinator 2 weeks prior to travel.

After Travel

Reimbursement Information: After the trip is completed the [non-employee reimbursement form](#) needs to be completed, signed and submitted with all original itemized receipts to the research track coordinator. Reimbursement requests must be submitted within 10 days of travel.

- **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.