Application for Year-off Programs for UMMSM MD/ MPH Program Students

Students in the dual degree MD/ MPH program who would like to apply for a program that will require a one year leave of absence between the 3rd and 4th years of school must first obtain permission from UMMSM administration. This is required even if the program itself does not require the school’s permission. Participation in programs/ projects that would support overall training in the dual degree program in public health and medicine are encouraged, though not required. Recognized national or international programs are also preferred. The consideration of a student application includes the content and quality of the program/ project and the overall fit to the student’s career goals and experiences. In addition, the dates of the program must mesh with the schedule of the UMMSM MD/ MPH medical school curriculum and academic calendar.

A leave of absence between the 3rd and 4th years is not permitted for capstone related work. Applications will not be accepted for programs that would require a leave of absence before completion of the third year of the dual degree program.

Each application will be considered on an individual basis with consideration of the student’s overall performance and standing in the UMMSM MD/ MPH program. Prior to consideration of the application, the student will be required to:

- Meet with the Director of the MD/ MPH program (Dr. Roderick King or his designee) and/or the Assistant Regional Dean for Student Affairs (Dr. Julia Belkowitz) to further discuss the student’s goals
- Submit to the committee the materials listed below for review. A copy of the student’s current curriculum vitae should be included the application materials.

For **established national programs**, please provide the following documents. These materials should be submitted at least 1 month prior to the deadline of the program application. Submit these materials electronically to Dr. Belkowitz (email: JBelkowitz2@med.miami.edu), Dr. King (email: r.king@med.miami.edu) and Ms. Renita Revere (email: rxr913@med.miami.edu):

1. A list of programs that you plan to apply (in order of preference) and application due dates
2. Brief summary of the program (250 words or less)
3. Application requirements and/ or prerequisites (letters from administration, letters of recommendation, etc.)
4. Link to the program website when available
5. Program start and finish dates, as applicable
6. Specific details about how this particular program would enhance your training in the MD/ MPH program and your career as a public health physician. (maximum one-page)
7. Specific information about previous experiences that support your application for each specific program (this could include work with student organizations, experiences before medical school, your capstone fieldwork and/or project, etc.). (maximum one-page)

If creating an **independent mentor-guided research project**, student must submit the following documents. These materials should be submitted at least three months before the start of the start of the proposed research project academic year to Dr. Shirin Shafazand (email: SShafazand@med.miami.edu) for initial review. Once the initial materials are approved by Dr. Shafazand, they should be forwarded to Dr. Belkowitz, Dr. King and Ms. Renita Revere for review.
1. A project proposal including the following components:
   a. Title of project
   b. Summary of the research project (maximum 500 words)
      i. Include specific aims and testable hypothesis for each project
      ii. Describe your study design (sample population, recruitment, eligibility criteria, study measures to be collected, data analysis plan, etc).
      iii. Describe your specific role in the project (i.e., collect data, consent participants, analyze data, draft reports or manuscripts, etc.)
   c. Public health relevance of the project (as applicable, encouraged)
      i. Public Health/Medical significance and background of project (if working on multiple different projects throughout the year, provide a significance/background section for each project)
   d. Proposed activities and structure of the year off
      i. Describe the tasks and activities you have proposed to work on during the time off beyond working on the abovementioned projects (i.e., attending weekly seminars, service projects, shadowing activities, etc.). ** please note that MD/MPH students are not covered by UMMSM/UHealth medical liability insurance coverage during the year off. Students interested in clinical shadowing during the time need to consult Dr. Belkowitz).
   e. Proposed outcomes of the project (publications to specific journals, etc.)
      i. Describe your publication and abstract submission plan as discussed with your mentor at training location
      ii. Students will be required to apply for research credit and/ or distinction upon return (see document below for details on the process)
   f. Timeline (one-page max) showing proposed research activities throughout the year period.
   g. References supporting background/significance section.

2. Letter of support from the research mentor, including contact information

3. Specific details about how this particular experience would enhance your training in the MD/MPH program and your career as a public health physician

4. Specific information about previous experiences that support your work in this area (this could include work with student organizations, experiences before medical school, your capstone fieldwork and/or project, etc.)
Guidelines for Obtaining Research Credit or Research Distinction

The Miller School of Medicine encourages all medical students to participate in a research activity during their medical education. Students are eligible to receive Research Credits and to graduate with Research Distinction as a result of their efforts. Students must specifically apply for credits or to graduate with research distinction or for both of these award mechanisms. The Medical Student Research Committee has the responsibility to review and approve a student’s request for Research Credits and Research Distinction. The following describes the general guidelines and the application process for the award of Research Credits and/or Research Distinction.

1. Students must submit a letter specifically requesting research credit, distinction or both, with a brief justification of the request.

2. The research must be performed at UM or other academic institutions approved by the committee while the student is enrolled as a medical student.

3. Students can apply for credits and distinction with the same research project.

4. Only hypothesis driven research will be considered for credits and/or distinction. Specifically, the project must test a formal hypothesis.

5. MD/PhD, MD/MPH and other dual degree students are eligible for research distinction and may apply for credit. However, only research unrelated to their dissertations and capstone projects will be considered for credit/distinction and students must clearly demonstrate the research for credit/distinction is distinct from their dissertation/capstone projects. It is preferable to do the credit/distinction research with a different mentor in an unrelated field from the dissertation/capstone research.

6. Two or more students may share the same research mentor, but must have distinct, unique projects to be considered for credit and/or distinction (distinct hypotheses).

7. February 1st and May 15th are the two deadlines for research submissions with announcements of awards made on March 15th and July 15th respectively. Seniors may only submit on February 1st of their senior year, but are encouraged to submit prior to ensure an opportunity to resubmit if necessary. These deadlines are firm and requests for research credit/distinction submitted after these deadlines will not be considered by the committee until the next submission cycle.

8. Incomplete application will not be reviewed. All required components of the research submission must be turned in by the deadlines above.

Research Credit

1. In general, 40 hours of research effort is considered approximately 1 credit hour provided that the appropriate type of research participation has occurred. A maximum of 4 credit hours can be awarded.

2. A 250-500 word abstract and a short paper are to be submitted by the student at the end of the project. This paper is authored by the student who did the work and should be between 3 and 15 double spaced pages, not including references. The paper needs to discuss the hypothesis, the methods, the results, the implications and the conclusions of the research project.

3. A letter of support from the mentor is required. The letter should evaluate the student’s work on the project and clearly state the faculty member’s involvement in the project and the amount of time, i.e., number of hours (120 hours for example), the student committed to the project.
Research Distinction

1. The project may be done in either a basic science or clinical discipline. The student may not simply carry out a survey, data collection, write a paper on collected data for a faculty member or review others’ opinions.

2. A minimum time commitment of at least 3 months of full-time activity is required and must be documented in the mentor letter. The activity can be spread out over medical school training.

3. Research results and conclusions must be presented at a meeting such as the Eastern Student Research Forum or other national meeting. Documentation as proof of presentation (e.g. email confirmation or abstract booklet) is required. An Oral or Poster presentation is acceptable.

4. The student must write a detailed research paper as the sole author. The research paper submitted to the committee must be composed of a title page, a 250-500 abstract, an introduction with hypothesis and specific aims, a material and methods section, a results section, a discussion section, a bibliography of cited literature section, figure captions, figures and tables that illustrate the collected data and observations of the study. The paper should be 8-20 pages (double spaced) not including references, figures and tables. Published papers and reprints can be submitted as an appendix to the medical student’s paper but are not sufficient for distinction.

5. A letter of support for research distinction from the mentor is required. The letter should critically evaluate the student’s work on the project, clearly state the faculty member’s involvement in the project, the mentoring process and note the time commitment in months (ex. 3 months) for the student’s project.

6. All papers, abstracts and presentations submitted for research distinction must have the same project title.

Research Requirements for Research Credit and Research Distinction

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<tr>
<th>Requirements for Research</th>
<th>Credit</th>
<th>Distinction</th>
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<tbody>
<tr>
<td>1. Time for research</td>
<td>40-160 hours</td>
<td>3 months</td>
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<td>2. Location of research</td>
<td>Generally @ UM</td>
<td>Generally @ UM</td>
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<td>3. Short paper on research evaluated by the Research committee (see details above)</td>
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<td>4. Detailed paper on research evaluated by the Research committee (see details above)</td>
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<td>5. Evaluation of student performance from mentor</td>
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<td>6. Letter of support from mentor</td>
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<td>7. Research to be presented at ESRF or another national or international research meeting</td>
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ALL DOCUMENTS SHOULD BE SUBMITTED TO THE OFFICE OF MEDICAL CURRICULUM (Julie Johnson, Tel. 305-243-6180, RMSB, rm. 2187)