

OMSA Guide for Ochsner MD Phase 2 Students Starting/Joining a Research Project



TO START OR JOIN A RESEARCH PROJECT:

1. Before you commit to a project and supervisor, you must first register with Ochsner as being “in good academic standing” This includes a GPA ≥ 4.5 for the MD Program
To ensure that you are in good standing and approved to participate in Research, complete this form: https://is.gd/UQ_student_research.

After you have been approved and you have found a project and a supervisor please follow these steps:

2. Set up an eIRB account so you are registered in the Ethics System: [eIRB link](#)
3. When you make the eIRB account, it will direct you to complete a CITI training course. You have to set up an account for this too. The official course title is **Investigators and Clinical Research Coordinators** The training is free when you select the *Ochsner Clinic Foundation* when logging in. The training takes multiple hours but can be split up over multiple days. You need to complete this to be approved for the eIRB account. *CITI Training:* [CITI Training Link](#)
4. Once you have an eIRB account, submit your protocol for ethical approval. If you are joining a project that already has IRB approval, then add your name to the protocol and re-submit to IRB.
5. **Register your research** on the MD [Student Research Portal](#). All UQ-Ochsner medical students must register any research they are involved in throughout their MD program.

Once these steps are fulfilled, you may begin! Failure to follow these steps could result in you being removed from the project.

COMPLETING YOUR PROJECT: SOCIETY POINTS AND RESEARCH LETTER

Once your project is complete, you must **Report your achievements** (i.e. publications, poster presentations, abstracts, etc.) on the UQ portal. This will count your achievements for Society Cup points and your Research Letter. (see below) **Report your achievements** on the [Student Research Portal](#)

RESEARCH LETTER This is an official document signed by Professor Stuart Carney acknowledging your research accomplishments are beyond what is required for the MD degree. *This is not a part of the Dean's Letter but instead is a separate supportive document from UQ.* You must report your achievements on the [Student Research Portal](#) for your letter (don't report the same achievements twice)

SOCIETY CUP POINTS: Reporting your achievements on the [Student Research Portal](#) will **also** tally your society cup points! (don't report the same achievements twice)

CV/Resume: If you haven't already started making your CV, consider starting now and add your abstract/publication. Here is the link to the [Ochsner CV Template](#)

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