



Medical Student Research Program Checklist

- ☐ Locate Mentor/Identify Project
- ☐ Initiate Communication/Meet with chosen Mentor to complete initial paperwork
- ☐ Submit Application, Project Description, and Rules & Responsibilities
- ☐ Complete and Submit New Hire Paperwork
- ☐ Obtain CITI and COI training
- ☐ Submit Research Topic Revision (if applicable)
- ☐ Obtain EPIC access if your research requires access to patient records
 - Contact Crystal.Morton@lsuhs.edu for assistance if needed
- ☐ Obtain and submit IRB clearance if your research involves human subjects
- ☐ Submit Full Research Proposal
- ☐ Conduct Research during the month of June
- ☐ Submit Interim Report
- ☐ Submit signed timesheets
- ☐ Prepare poster of research findings
- ☐ Obtain approval of your poster from research mentor
- ☐ Submit finalized poster for printing to MSRP Coordinator
- ☐ Participate in the MSRP Symposium
- ☐ Complete program evaluation
- ☐ Receive stipend payment

For questions/concerns regarding items on the checklist, please contact Project Coordinator,
Crystal Morton, M. Ed. at Crystal.Morton@lsuhs.edu or 318-675-7576