**Resident Scholarship Support Request Process**

**Department of Medicine**

**Background & Aims**

* The Department of Medicine and the Internal Medicine Residency Training Program strongly support resident engagement and success in research and all forms of scholarship
* This Funding Request Process aims to facilitate resident engagement, participation and success in those endeavors.
* The Department is supportive of all forms of original research, and will aim to support and nurture projects to their maximum scientific and scholarship potential
* This process incudes two distinct workflows:
	1. Resident requests for **Travel Support if presenting at a Conference or Meeting**
	2. Resident and mentor request **for Research Project Support Application** to aid investigator-initiated original research projects

**Examples of Funding Requests**

* While there may be other funding needs, the most common requests for **Research Project Support** are those for statistics support, performing laboratory (or other) testing, or database mining (e.g. Epic)

**Procedures**

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| Resident requests for **Travel Support if presenting at a Conference or Meeting** | Resident and mentor request **for Research Project Support Application** to aid investigator-initiated original research projects |
| 1. Resident invited/accepted to present at a national or international scientific meeting
2. If no stipend exists from the inviting organization, ask the project mentor if funds exist to support this presentation. If not, proceed to the next step
3. Complete **Scholarship Support Request Form** (SSRF) (Place link or route)
4. As part of the SSRF you will be asked to provide
	* 1. a copy of;
			1. Your accepted abstract/presentation
			2. The Official abstract acceptance letter
			3. Meeting Brochure *(If applicable)*
		2. An itemized budget, with request for support (limit $1000)

**Request/Funding Timeline:** Residents may apply at any time of the year, respecting the varied times of invitations for different conferences. | 1. All resident projects must be faculty-mentored projects (even if working with a fellow)
2. The resident(s), collaborators, and mentor
	* 1. formulate a hypothesis-driven research proposal
			1. Background / knowledge gaps / Objectives & Hypothesis / Aims / Methodology & Design / Analysis plan, and preliminary studies.
		2. Create a research budget, then either seek extra-mural funding or from the project mentor. If funds unavailable, proceed to the next step
3. Complete **Scholarship Support Request Form** (SSRF) (Place link or route)
4. If the SSRF is approved contact Dezmoree Johnson (Hagend@ohsu.edu) to schedule a Project Proposal presentation with the Department’s Resident Research Advisory Group (RRAG) (Drs. Jacoby and Lewinsohn)
	* 1. Please invite your mentor (and collaborators if able)
5. Be prepared to be asked to return to present a revised protocol if requested by the RRAG.

**Request/Funding Timeline:** Resident requests for financial support may occur quarterly: due on July 1, October 1, January 2, and April 1 (or the first business day following if holiday or weekend) |
| **Approval*** If approved Dr. Jacoby or Dr. Lewinsohn will communicate with the resident applicant and the Residency Program Coordinator (Dena Dowhaniuk, dowhaniu@ohsu.edu)
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Approved: David Lewinsohn, M.D., Ph.D. Vice Chair for Research, Department of Medicine

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