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:
    - I. Resident requests for **Travel Support if presenting at a Conference or Meeting**
    - II. 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:

Resident requests for 1. **Travel Support** for a conference/meeting presentation 2. **Manuscript submission or publication fees**	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:**
  a) 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
  b) Complete **Scholarship Support Request Form** (SSRF)
  c) As part of the SSRF you will be asked to provide a copy of:
    i) Your accepted abstract/presentation
    ii) The Official abstract acceptance letter
    iii) Meeting Brochure *(If applicable)*
    iv) An itemized budget, with request for support
 	
2. **Resident is seeking support for manuscript submission or publication fees:**
  a) The following conditions must be met;
    i) The journal impact factor should be ≥1
    ii) The journal should be in Medline &/or PubMed
    iii) The faculty mentor must be unable to pay these submission/publication fees
    iv) The resident & faculty mentor have done due diligence to assure the journal to not be predatory
 	
3. **The combined funding available over three years for Travel Support of Presentations and/or for Submission and Publication Fees will be limited to a maximum of $1,500.**
 	
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:**
	  a) Formulate a hypothesis-driven research proposal
	    i) Background / knowledge gaps / Objectives & Hypothesis / Aims / Methodology & Design / Analysis plan, and preliminary studies.
	  b) Create a research budget, then either seek extra-mural funding or from the project mentor. If funds unavailable, proceed to the next step (**limit $2000**)
	  c) Complete **Scholarship Support Request Form** (SSRF)
	
	3) **If the SSRF is approved, contact Dr. Lewinsohn to schedule a Project Proposal presentation** with the Department's Resident Research Advisory Group (RRAG)
	  i) Please invite your mentor (and collaborators if able)
	
	4) **Be prepared 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, Oct 1, Jan 2, Apr 1

Approval • If approved, Dr. Lewinsohn will communicate with the resident and the Administrative Director, Dena Dowhaniuk	

OHSU Internal Medicine Residency Publication Fee Request Process

In order to support the growth and dissemination of resident scholarly work, the Department of Medicine recognizes the need to support the publication of resident research. While the primary responsibility for supporting these publications rests with the mentor, the DOM has developed a process by which residents may request funds to support manuscript submission and publication fees when such support is not available. Due to a need to regulate the process, the following algorithm should guide residents and their faculty mentors on both the likelihood of receiving funding and the requirements.

In order to be considered for Department support for manuscript submission &/or publication fees the below should be satisfied:

1. The Journal should be indexed in PubMed (https://www.ncbi.nlm.nih.gov/nlmcatalog/journals) or Medline (NLM) referenced (https://www.ncbi.nlm.nih.gov/nlmcatalog?term=currentlyindexed)
2. The Journal should have an Impact Factor of ≥1 One potential resource: https://academic-accelerator.com/
3. Processing and publication fees to not exceed $1000
   a. **Note:** Journal selection and potential fees should be discussed with the faculty mentor(s) prior to submitting, as generally it is assumed that the faculty would pay for this activity if able.

- **Cautionary Note:** See commentary/advice below on how to avoid predatory journals

Comments (Predatory Journals)
Be wary of submitting (even letters of inquiry) to journals that practice predatory behavior. With the rapid growth of on-line open access journals that need to legitimately charge for publication and processing *(~90% of case report journals are open access & only ~ 40% are listed in PubMed)*, it is important to be able to identify predatory, *pseudo-academic* journals. These journals can be challenging to identify but by answering **yes** to the below questions, you may be able to avoid such journals:

Questions to Ask to Avoid Predatory Journals
Rison et al. Journal of Medical Case Reports (2017) 11:198; DOI 10.1186/s13256-017-1351-y)

1. Do you or your colleagues know the journal?
   – Have you read any articles in the journal before?
   – Is it easy to discover the latest papers in the journal?

2. Can you easily identify and contact the publisher?
   – Is the publisher name clearly displayed on the journal website?
   – Can you contact the publisher by telephone, email, and post?

3. Is the journal clear about the type of peer review it uses?
   – Does the journal site explain what these fees are or and when they will be charged?

4. Do you recognize the editorial board? (Ask your faculty mentor for guidance)
   – Have you heard of (any) the editorial board members?
   – Do members of the editorial board mention the journal on their own websites?

5. Is the publisher a member of a recognized industry initiative?
   – Do they belong to the Committee on Publication Ethics (COPE)?
   – If the journal is open access, is it listed in the Directory of Open Access Journals (DOAJ)? (https://doaj.org/)
   – If the journal is open access, does the publisher belong to the Open Access Scholarly Publishers Association (OASPA)? (https://oaspa.org/membership/members/)