

RE: COD in Research Introductory Letter

Dear Interested Medical Student,

We are happy to hear from you regarding your interest in obtaining the Dean's Certificate of Distinction in Research and welcome you to the program! We hope you find participation a rewarding and skill-building experience.

Here are some key points to start the process:

Timeline: The COD in Research program is self-paced and you can start now. Students are strongly encouraged to complete modules and quizzes by the end of the MS2 year and all program requirements by December of the MS4 year.

COD Forms: Your progress will be monitored using a self-reporting COD Google Docs Checklist (see example attached). The activity completion dates are flexible according to your schedule, noting the recommended timeline above. **Note: do not fill out the attached example form.** You will be sent a link to your personalized COD requirement checklist form which will be shared with your COD faculty advisors and research mentor. Please use your personalized form for all record keeping.

Modules: The 14 COD in Research program modules provide a basic foundation for conducting research and are available online via Google Classroom.

How to Access Modules: Google "Google Classroom" with a "gmail" account. Select **CAAM 599 Research Topics** and insert: Code = cmjcz5q (click on module; click on "Instructions" on top bar)

Suggested Module Timing: Each module should take less than an hour to complete and we suggest doing one module a week during your MS1 year.

Study Outlines: There are posted study outlines to serve as a summary of the main points from the modules. Quiz content is similar so worth reviewing!

Quizzes: There are 4 total quizzes based on the modules/study outline content.

- Quiz 1 - Introduction, Literature Review, Funding/NIH, Subjects
- Quiz 2 - Study Designs - Observational & Clinical
- Quiz 3 - Assessment Tools and Essential Documents
- Quiz 4 - Publishing Letters-to-the-Editor and Case Reports

Credit (1) Course: CAAM 599 Research. The above modules and quizzes are covered in this 1 credit course that you can take either Spring or Fall semester (we need advance notice to add it to the roster for you). It provides you 1 credit, and adds the topic to your transcript.

RIG: It is strongly encouraged that all students participating in the COD in Research are also members of the JABSOM Research Interest Group ([JRIG](#)).

Finding a Research Mentor:

All students participating in the COD in Research are required to have a research project mentor. If you already have a mentor and project identified, please contact the COD in Research Advisors to discuss to ensure it is a good fit for the program. If you are still searching for a mentor/project, the following links can help you get started:

Point of Contacts and Research Partners - these individuals can help you learn about mentors and research projects ongoing in their department. We recommend reaching out early in the year as this process can take some time. Please provide the following information when reaching out to the POCs: your name, year in training, specialties you are considering, areas of research you are interested in, and the names of 2-3 faculty in their department who you have researched online and might be interested in working with. Attaching your CV is also very helpful. Please note that our POCs are volunteers and we ask that you are prepared prior to contacting them for assistance. It is ok to contact more than one POC if you have diverse interests, but will need to research each department's offering. A listing of current departmental research contacts can be found [here](#). Additional research partners interested in involving medical students in research can be found [here](#). If you feel stuck at any point in this process, please reach out to your COD advisors and we will be happy to assist you.

Research Project: When you have identified a potential mentor and project, reach out to the COD in Research Advisors to schedule an appointment to discuss the project to ensure it is a good fit for the program.

Publications/Presentations: If you would like feedback on your abstracts, manuscript drafts, or posters/oral presentation slides, contact the COD advisors. You can also consider starting with a letters-to-the-editor or case reports as a quick way to get published and practice for more significant research publications. There are posted modules to guide you through this process, and we are here to help you every step of the way.

Letter-to-the-Editor – Refer to modules for instructions.

Information on How to Write a Case Report – Refer to Modules and link below for instructions. [Here](#)'s how.

Symposiums/Conferences: We highly encourage participation in the JABSOM Annual Biomedical Sciences Symposium where students can present oral talks or poster presentations. Abstracts are due in Feb/March and the conference is held in April. We highly encourage you to participate in other conferences as well (local, national, or international) as these presentations can be listed on your CV. Additionally, many conferences (including the Biomedical Sciences Symposium)

have opportunities to win research awards which can also enhance your residency application.

Graduation: Your COD in Research will be announced when you go to receive your diploma at graduation - note: you must put the “JABSOM’s Certificate of Distinction in Research” on your graduate card that includes your name.

Summary: I hope this Introduction Letter serves as a quick introduction to the COD in Research, but I want you to feel free to call or email us at any time because we are here to help you through this process. Let us know if you have any questions about the attached materials.

Next Step:

- 1) Fill out your **COD in Research Checklist** posted on Google Docs
- 2) Email Dr. Shine and Dr. Rivers when you are ready to take your online quizzes.

Thanks,
Dr. Kristy Shine

Contact Info:

Info on Dr. Shine, Medical Student Research Director: kshine@hawaii.edu
<https://jabsom.hawaii.edu/news-events/news/2024/10/jabsom-medical-student-research-kristy-shine.html>

Dr. Shine’s office is on the 2nd floor of the MEB in 224D and she is in the office on Wednesdays and Fridays. This is through the Dean’s office main entrance and by card access - call Dr. Shine’s office phone at 808-692-0852 or cell phone at 215-828-9839 if you are having trouble gaining entry.

Info on Dr. Rivers:

<https://jabsom.hawaii.edu/about/leadership/associate-dean-research.html>

Dr. Rivers has been an NIH and US Department of Education Principal Investigator and has over 20+ years of experience with grants administration. Dr. Rivers is the Associate Director for Research at JABSOM and currently serves as the Director of JABSOM's Pre-Award Office. Her office is located in the Biomedical Sciences Building.

Cc: Drs. Shine, Rivers, Horio

Attachments: COD Checklist and Application