RE: COD in Research Introductory Letter

Dear Interested Medical Student,

Dr. Woo and I are happy to hear from you and provide you more information about JABSOM's COD in Research. It is an invaluable course for those interested in research, and actually essential. Here are some key points to start the process:

**Timeline:** You can start now and self-pace yourself through the COD Checklist according to your schedule. The goal is to be almost completed by the Fall semester before your graduation from medical school, and completed by graduation in the Spring.

**COD Forms:** The attached COD Checklist is in Excel for you to fill out on Google Docs. The dates are flexible according to your schedule. Do not fill out the attached form, but rather ask for a Google Doc link to your official online COD checklist form for you to fill out so it can be shared with the mentors and admin.

**Modules:** The modules provide you a basic background research foundations. The bulk of the work is within these 14 modules available 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: The sooner you start these 1 hour or less modules, the better. If you completed one a week, you would be done in 3.5 months! Two a week would see a completion of the modules in 1.75 months, but that may be too ambitious.

**Study Outlines:** There are also study outlines to serve as a summary of the main points from which the quizzes are developed.

**Quizzes:** You take a quiz every several modules for a total of 4. For the research question module, just listen to the module on Literature Review.
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:** We recommend that you join the Research Interest Group (RIG - https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/research-interest-group/)
**Research Project:** You can then find a research project with our help or not, and then write some papers. When you are ready, you can make an appointment when you want to discuss a possible research project just so we can be sure it is a good experience for you.

**Finding a Mentor:**

**Point of Contacts** - for your research project. Select one project instead of two that might dilute your efforts - [https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/medical-student-research-opportunities/](https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/medical-student-research-opportunities/).

**Research Opportunities** - A list of researchers that you might be able to pair up with according to your research interests is at [https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/](https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/). You may contact these people directly, and or ask any of us for assistance in finding a mentor and/or research project or you can suggest a research project. Please let Dr. Woo and myself know if you are having difficulties finding someone as we want to assist you.

**Research Partners** – These important research partners provide possible collaborations, experience, and training. [https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/research-partners/](https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/research-partners/)

**Publication:** We can provide editorial feedback on any of your research, manuscript drafts, submission process, and anything related to research with or without your participation in the COD. Although they do not carry as much weight as a research article, letters-to-the-Editor and case reports are a quick way to get published and practice for larger 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: [https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/research-interest-group/](https://jabsom.hawaii.edu/trainees-in-research/medical-students-research/research-interest-group/)

**Symposium:** We highly encourage participation in JABSOM’s (April with March application deadline) Annual Biomedical Sciences & Health Disparities Symposium where students can present posters. We highly encourage you to participate at this or other conferences (local, national, or international) as it counts as a “publication” on your resume which improves your residency acceptance chances. Even a case study could be presented. Google the latest link to the event. I have the previous year’s publications so you can see some of the submitted abstracts.

**Graduation:** Your COD in Research will be announced when you go to receive your diploma during graduation. Just remember to 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 the COD in Research Checklist that are posted on Google Docs
2) Email amybrown@hawaii.edu when you are ready to take the first online quiz. The quizzes are completely flexible based on your schedule
3) Focus on publications (article, poster, presentation, abstracts, grant) to improve your residency chances.

Aloha,
Amy

Contact Info:
Info on Dr. Woo, Medical Student Research Director: https://jabsom.hawaii.edu/12-7-zoom-meet-russell-woo-md-the-new-medical-student-research-director/
and https://surgery.jabsom.hawaii.edu/russell-woo/

Info on Dr. Brown: https://qhs.jabsom.hawaii.edu/about-us/faculty-staff/faculty/amy-brown-ph-d-rdn/

Dr. Brown’s office is on the 4th floor of MEB, past double glass doors (we may need to let you in, so call 808-692-0907), first door on your right, and my office is in the makai, Diamond Head corner - 411C.

Cc: Drs. Woo, Horio; Boulay, Burgess

Attachments: COD Checklist and Application