

Research Distinction Track Checklist

- Locate Mentor/Identify Project
- Initiate Communication/Meet with chosen Mentor
- Sign and Submit Declaration of Participation to Project Coordinator
- Obtain CITI and COI training
- Obtain EPIC access if your research requires access to patient records
- Obtain IRB clearance if your research involves human subjects
- Complete 8 weeks of dedicated research
- Present research findings on 2 occasions
- Complete Original 1st author manuscript
- Faculty mentor proofs and approves final manuscript
- Manuscript submitted to scholarly journal
- Submit Grant proposal for your research to Office of Sponsored Programs for review
 - Grant submission deadlines vary depending on scope of project. Contact breia.smith@lsuhs.edu for more information.
- Submit Grant proposal to funding entity.
- Faculty Mentor signs Nomination Letter
- All required documents signed and submitted to RDT Coordinator
 - Declaration of Participation
 - Dedicated Research Time
 - Presentation of Research with confirmation of meeting registration and/or acceptance of abstract
 - Original Manuscript form including a copy of the manuscript with proof of submission
 - Grant Proposal Form with a copy of the grant proposal included
 - Ethics Training Form including certificates of completion.
 - Faculty letter of completion signed by faculty mentor and student participant.
- Student Affairs, Academic Affairs, and Registrar's Office notified of completion/
Distinction Awarded!

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