

Program for Research Initiated by Students and Mentors (PRISM) Preliminary Program Requirements*

*Preliminary Program Requirements are subject to minor changes. Requirements will be finalized by the time acceptance notifications are sent in the spring.

Overview

Failure to fulfill any of the following requirements may result in **removal from the program** and/or the **withholding of 20% of the program stipend funds**, at the discretion of Program Leaders and Advisory Council.

- Be in and remain in good academic standing (section I).
- Maintain active IRB/IACUC approval or exemption during program duration and provide appropriate documentation by the stated deadlines (section II.1).
- Conduct 9 full weeks of research from May 27–July 25, 2025 (40 hours per week) (section III and IV).
- Attend in-person and participate in the three Major Summer Events (section V.1).
 - Orientation, Mid-Summer Research Retreat, and Student Research Form
- Attend in-person at least 80% of the scheduled Summer Seminar Series sessions (section V.2).
- Submit final report (section VII.1).

I. Good Academic Standing

Students must be in good academic standing to participate in the program. Students who have failed a medical school curriculum course or have been placed on probation for academic or professionalism concerns are no longer considered to be in good academic standing. Students must immediately notify the Program if they are no longer in good academic standing.

II. Pre-Summer Research Preparations

Students must have completed the following by the appropriate and expressed deadlines.

1. IRB/IACUC Protocols

- a) If protocol was pending at the time of PRISM application submission, **must submit proof of IRB/IACUC compliance by May 1st.**
 - b) If protocol will expire before the program end date, **must submit proof of approved IRB/IACUC renewal or modification** by the original protocol expiration date.
2. Complete any applicable required **research-related training** for the research project (ask your mentor for details). Keep a copy of all certificates. Copies do not need to be provided to the Program. However, they may be requested if they are needed.
 3. If the research takes place at the Veterans Affairs (VA) Medical Center, or uses their facilities or data, students must complete the **VA Work Without Compensation (WOC)** process (ask your mentor for details). By federal rules, persons will not be permitted to conduct the research before relevant documentation is complete.

III. 9 Weeks of Research

The standard 9-week research period begins on May 27 and ends on July 25, 2025.

1. Students must commit 9 full weeks (40 hours/week) towards conducting their hypothesis-driven research project, as outlined in the research plan submitted with their applications.
 - a. Students will arrange with their research mentor for a suitable work schedule, allowing for participation in PRISM summer programming (see Section V below).
 - b. If there are major changes to the research project, students must notify the Program immediately and will be required to submit an approved and revised research plan.
2. Students are expected to spend at least 85% of their time conducting their research project and attending research education trainings. The other 15% of their time should be used for professional development activities such as networking events, attending special departmental or SOM events and seminars, extracurricular writing or analysis workshops, etc. This allows students to experience greater enrichment with minimal conflict during the summer program.

IV. Absences

1. Vacations and Other Absences

Students can arrange short-term absences with their research mentor(s) if **a)** the time off request is reasonable* and **b)** the absences do not conflict with required events (see Section V).

**For example, 2 business weeks of contiguous or cumulative leave during a 9-week, paid summer program is not considered reasonable.*

Any approved time off from research **must** be made up.

- a. **Reasonable Requests:** Students must request approval if they anticipate needing to take more than 4 contiguous business days off or more than 5 business days off in total. Approval of such a request is not necessarily guaranteed.
 - i. Due to the condensed program schedule, excessive absences may result in removal from program or a prorated stipend, at the discretion of Program Leaders and Advisory Council.
 - b. **Required Events:** Students are required to attend the three Major Events (Section V.1) and 80% of Seminars (section V.2).
 - i. Missing any required event may result in removal from program or a prorated stipend, at the discretion of Program Leaders and Advisory Council.
2. **Other Academic Commitments in the Summer**
- Students may wish to make other commitments during the summer in addition to their participation in the PRISM program. Please consult the Program in advance prior to making the commitments to determine its suitability with the PRISM summer schedule.
- a. **Pre-matriculation Summer Program (PSP) teaching:** **Not compatible** with PRISM and cannot be done concurrently.
 - b. **Primary Care Track (PCT):** Compatible with PRISM. Consult PRISM and PCT Leaders in advance for arrangements that will allow participation in both programs with special consideration to the limited time in the summer.
 - i. Students must plan for the 2 weeks of PCT that do not conflict with major summer events and 9-weeks of research required for PRISM.
 - c. **MEDC 540 Personal Genomes in Medicine Elective Course:** Compatible with PRISM. Consult PRISM and course Leaders in advance for arrangements that will allow participation in both programs.

V. Summer Programming

1. Major Summer Events (Mandatory)

Full in-person attendance is required for each event. No attendance exceptions will be made outside of compelling circumstances, determined on a case-by-case basis and at the discretion of Program Leaders and Advisory Council.

- a. **Orientation: Tuesday, May 27** (full day) and **Wednesday, May 28** (half day, morning)
- b. **Mid-Summer Research Retreat: Wednesday, June 25**
 - i. (*Optional*) Students will be invited to apply for consideration to represent the PRISM program in a brief presentation on their research progress to date.
 - ii. At this point (mid-point) in the program, all students should start preparing their presentation in anticipation of the Student Research Forum (see below).
- c. **Student Research Forum: Thursday, July 24 and Friday, July 25**

Dates are tentative.

 - i. All students must present their research.
 - ii. **By Friday, June 6:** Register to present and indicate presentation format preference.
 - iii. **By Monday, July 7:** Submit complete and finalized abstracts.
 - iv. **By Friday, July 18:** Submit final presentation slides (oral) or file (poster).

2. Summer Seminar Series (80% Attendance Required)

Students must attend at least 80% of the scheduled in-person seminars over the summer. For example,

Seminars Scheduled	Required Attendance	Permitted Absences
10	8	2

- a. Most of the seminars will be held on **Tuesdays and Thursdays from 9-10 AM**, between **June 3** and **July 22**. A detailed seminar schedule will be provided.
 - b. Under certain circumstances and at the discretion of Program Leaders, a student may be allowed to miss more than 20% of seminars with prior approval.
 - i. The student must make up for additional absences by viewing a recording of the seminar and submitting a written summary and reflection (at least 150 words).
- ### 3. Other Trainings (Optional, but Strongly Recommended)
- a. **1-on-1 Statistics Support:** Students that need help with their study design and/or data management, analysis, or interpretation will be able to schedule a 30-minute consult with [Dr. Larry Magder](#) in the summer and/or fall. ([Scheduling Link](#))
 - b. **Presentation Workshop:** The workshop covers oral and poster presentations (date TBD). Attendance is strongly recommended.
 - c. **Data Analysis Workshop(s):** Dates TBD. Attendance is strongly recommended.
- ### 4. Cohort Socials and Team Building (Optional, but Recommended)
- There will be several opportunities for students to participate in social events during the summer to help facilitate connectedness and professional development among the 2025 cohort. **The exact dates of each event will be announced later in the summer.**
- a. **Meet the Researchers Series:** Casual small setting interactions with faculty, post-doctoral fellows, or graduate students will be scheduled throughout the summer. We recommend students **attend at least 2 sessions.**

- b. **Socials:** Additional activities, including the ones listed below, may be scheduled.
 - i. **PRISM Social**
 - ii. **End-of-Summer Ice Cream Social**

VI. Program Feedback (Partly Required)

Students will be asked to provide feedback on their experiences in the 2024 PRISM program. This information will be used to further optimize the program for future cohorts.

1. **Direct Feedback:** Students have the opportunity to provide feedback and updates on their research and mentored experiences during scheduled Focus Group Meetings or via email, via the secure and private [Ask PRISM form](#), or by appointment with Dr. Greg Carey.

If conflicts arise, students should contact Program Leaders ASAP.

- a. **Focus Groups:** Two focus group sessions will be scheduled for students to provide feedback about the program and their experience. Students **must attend at least one session**.
2. **Surveys**
 - a. **(Required)** Students will complete comprehensive pre-summer and post-summer surveys regarding their PRISM experience.
 - b. **(Encouraged)** Students will also complete various post-event surveys throughout the summer about their experiences at events, seminars, or other program activities. Most of these surveys require very little time to complete, and the data they provide are important to managing and improving the program.
 - c. **(Encouraged)** Students may be asked to complete periodic surveys as PRISM alumni. Survey data helps strengthen the program and provide and expand resources for students.

VII. Post-Summer Requirements

1. Final Report

After 9 weeks of summer research, under the guidance of their mentor, students will write and submit a final report in the format of a peer-reviewed journal in their field of research.

- a. Due by Friday, September 19, 2025.
- b. We recommend that students complete their final report or a solid draft before the start of the fall semester.
- c. Students need to consult with their mentors and create a schedule in advance for drafts and report completion. Students must be aware of their mentor's availability to meet and review drafts.

2. Publications, Awards, and Presentations at Scientific Conferences

Students should notify the program of any future publications, awards, or presentations at scientific conferences that result from research conducted under PRISM.

- a. **Required Acknowledgement.** All abstracts and publications resulting from research conducted under PRISM sponsorship **must include the following acknowledgement:**

"This research was supported in part by the Program for Research Initiated by Students and Mentors (PRISM), University of Maryland School of Medicine Office of Student Research."

3. Medical Student Research Day (MSRD)

Students are strongly encouraged to participate in [MSRD](#) (2025 Date TBD).