

Directions for Scholarly Activity Final Report

The assignment of the pass/fail grade for the Scholarly Activity will depend upon the evaluation of the final scholarly project report and submission of the final presentations and publication form. The final project report should be submitted in MEDMap no later than February 11 of the MS4 year. Submission of the final Presentations and Publications must be done by February 11 of the MS-4 year.

Each student should submit in “MEDMap” a final scholarly project report consisting of the following 3 sections:

- A. Final Report Cover Page
- B. Summary of Scholarly Project
- C. Paper or Product

Please use 12 point Arial or Calibri font, double-spaced, with 1 inch page margins for all reports. All final reports should include references formatted using a standard journal format. Reports that do not include sections A-C will be returned prior to review. For students who have produced a publication(s) from their scholarly project, this can be submitted for section C. Final reports that contain data involving human subject or animal research without appropriate approval of the Institutional Review Board (IRB) of Institutional Animal Care and Use Committee (IACUC) will not be accepted for review.

A. Final Report Cover Page

The cover page should conform to the template at the end of this document. It should include project title, student name, name of mentor, mentor's affiliation (also provide this information for co-mentor if applicable), and IRB/IACUC approval number if applicable.

B. Summary of Scholarly Activity

This should be limited to 1-2 pages that summarize the scholarly project. The student should briefly discuss each of the following. Reference your paper or project where applicable.

1. *Significance of the project:* You should make clear to the reviewer the rationale for the project. If the proposed aims were achieved, how have they enhanced knowledge of the field or how will they have facilitated follow-up projects?
2. *Approaches taken to accomplish the project:* The design, methods, and analyses should be well developed, integrated, and appropriate for the aims of the project. For this you can reference your paper. They should be described in enough detail so that someone wishing to repeat the work can do so based upon what is presented in the paper. If the approaches outlined in the original proposal were not feasible, explain the rationale for selecting the methods ultimately used.
3. *Independence:* Briefly summarize your role in the various aspects of the project. This includes your role in the design and execution of the project as well as in the analysis and interpretation of the data. The student should interpret the data or outcomes independently before discussing with the mentor.

4. *Project originality*: It should be clear from the paper or final product what is original about the project. If not, briefly address here.
5. *Project limitations and alternative approaches*: Make it clear to the reviewer that you understand the limitations of the project as it was conducted and provide alternative approaches that could have been taken to address the aims of the project.
6. *Future directions for project*: Briefly discuss future directions that are suggested or made possible by your results or the product arising from your work.
7. *Contribution of project to critical thinking, analytical and synthetic skills*: Discuss how the scholarly project contributed to the development or enhancement of your critical thinking, analytical, and synthetic skills

C. Scholarly Project Paper or Product

Each student should choose the format that is most applicable.

Published Paper

If a research paper arising from the project has been published with the student as first author, co-author or independent author, upload an electronic file of the article, preferably as a PDF into MEDMap. If the paper has been submitted for publication, upload the most recent draft.

Unpublished Research

If the scholarly project involved research without publication, write your research as in a format for submission to a journal in that field. Manuscripts should be limited to 5000 words of text. Figures, tables, and references should be limited to the number needed to document the text. Upload the manuscript, preferably as a MS Word document or as a PDF file, into MEDMap.

Other types of Scholarly Project

If the scholarly project involved other types of work such as a book chapter or educational material upload the completed work, preferably as a MS Word Document or as a PDF into MEDMap.

A. Final Report Cover Page

Scholarly Project Title:

Student Name:

Mentor Name and Affiliation:

Co-Mentor Name and Affiliation (if applicable):

Ethical Status:

- My scholarly project did not involve work with human subjects or animals.
- My scholarly project was reviewed by the IRB and determined to be exempt.
- My scholarly project was approved by the University of Alabama at Birmingham or University of Alabama IRB (IRB approval #:)
- My scholarly project was approved by the University of Alabama at Birmingham or University of Alabama IACUC (IACUC approval #:)

Date Submitted: