



Joe R. & Teresa Lozano Long School of Medicine

Research Connect

A searchable database for faculty and medical students

Faculty and Resident User Guide

Contents

Introduction.....	1
Creating a new profile	2
Creating a project	5
Searching profiles.....	7
Selecting Applicants	9
Editing and closing your projects.....	11
Promoting Research Connect.....	13

Introduction

The Joe R. & Teresa Lozano Long School of Medicine Office of the Dean developed an online searchable database to connect our faculty with medical students interested in pursuing research opportunities on campus. **Research Connect** is a simple way to post research opportunities and to recruit medical students to participate in your research. This manual will attempt to explain how the program works; there is no cost to participate.

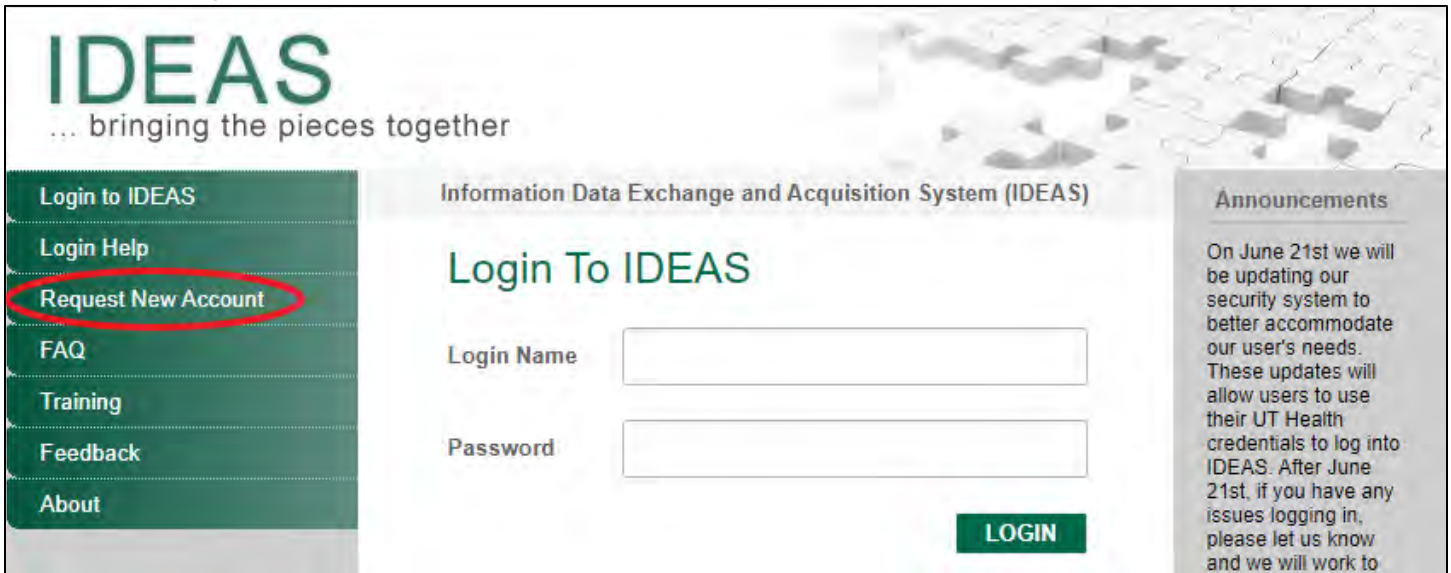
Research Connect was developed to integrate our research mission with our educational mission, and, in so doing, streamline operations to create an efficient, research-friendly environment. *It is intended for faculty and medical students at the Joe R. & Teresa Lozano Long School of Medicine.* The content is stored and secured through our existing campus IT infrastructure.

We encourage you to take advantage of this opportunity for your current or future projects.



Creating a new profile

1. Visit <https://deb.uthscsa.edu/Ideas/index.jsp> and follow the steps below.
 - a. If you have an IDEAS account, log in with your UTHSCSA credentials and complete steps 6 and 7 to create a Research Connect profile.
2. Select "Request New Account" on the left-hand side.



IDEAS
... bringing the pieces together

Information Data Exchange and Acquisition System (IDEAS)

Login To IDEAS

Login Name

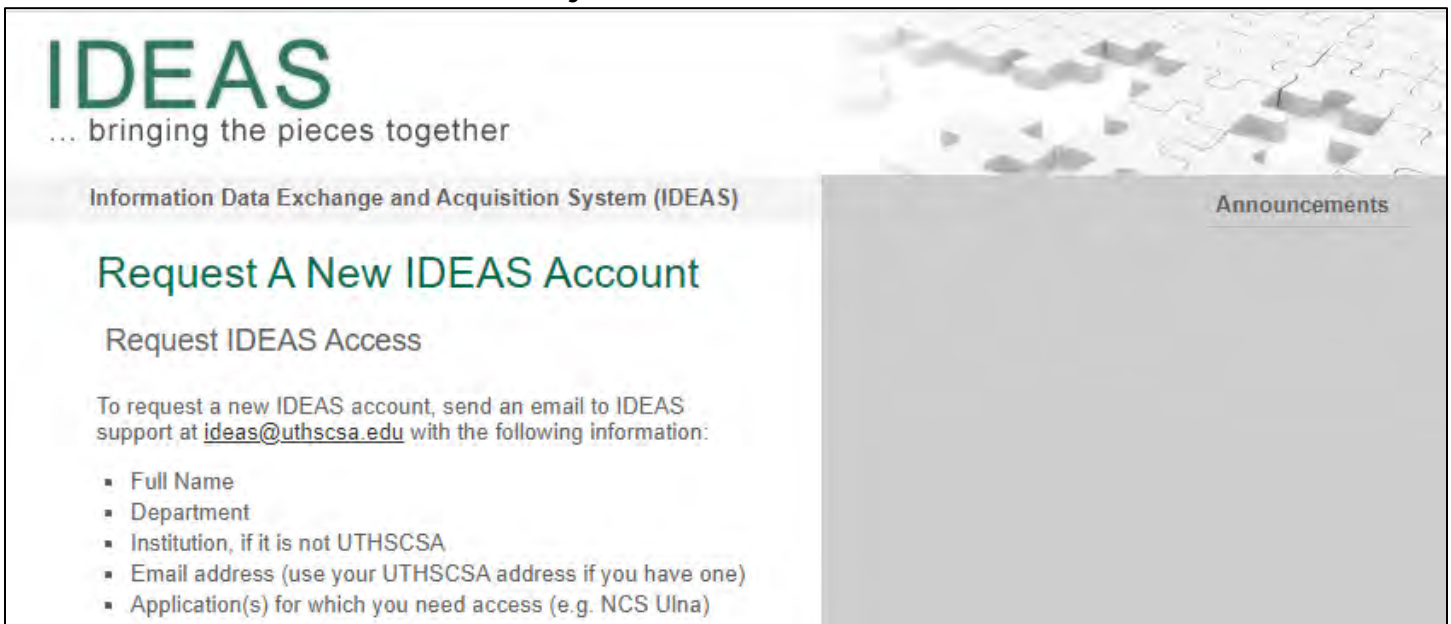
Password

LOGIN

Announcements
On June 21st we will be updating our security system to better accommodate our user's needs. These updates will allow users to use their UT Health credentials to log into IDEAS. After June 21st, if you have any issues logging in, please let us know and we will work to

Navigation menu:
Login to IDEAS
Login Help
Request New Account
FAQ
Training
Feedback
About

3. Send an email to ideas@uthscsa.edu with your full name, department (if applicable), and include Research Connect in the subject line.



IDEAS
... bringing the pieces together

Information Data Exchange and Acquisition System (IDEAS)

Request A New IDEAS Account

Request IDEAS Access

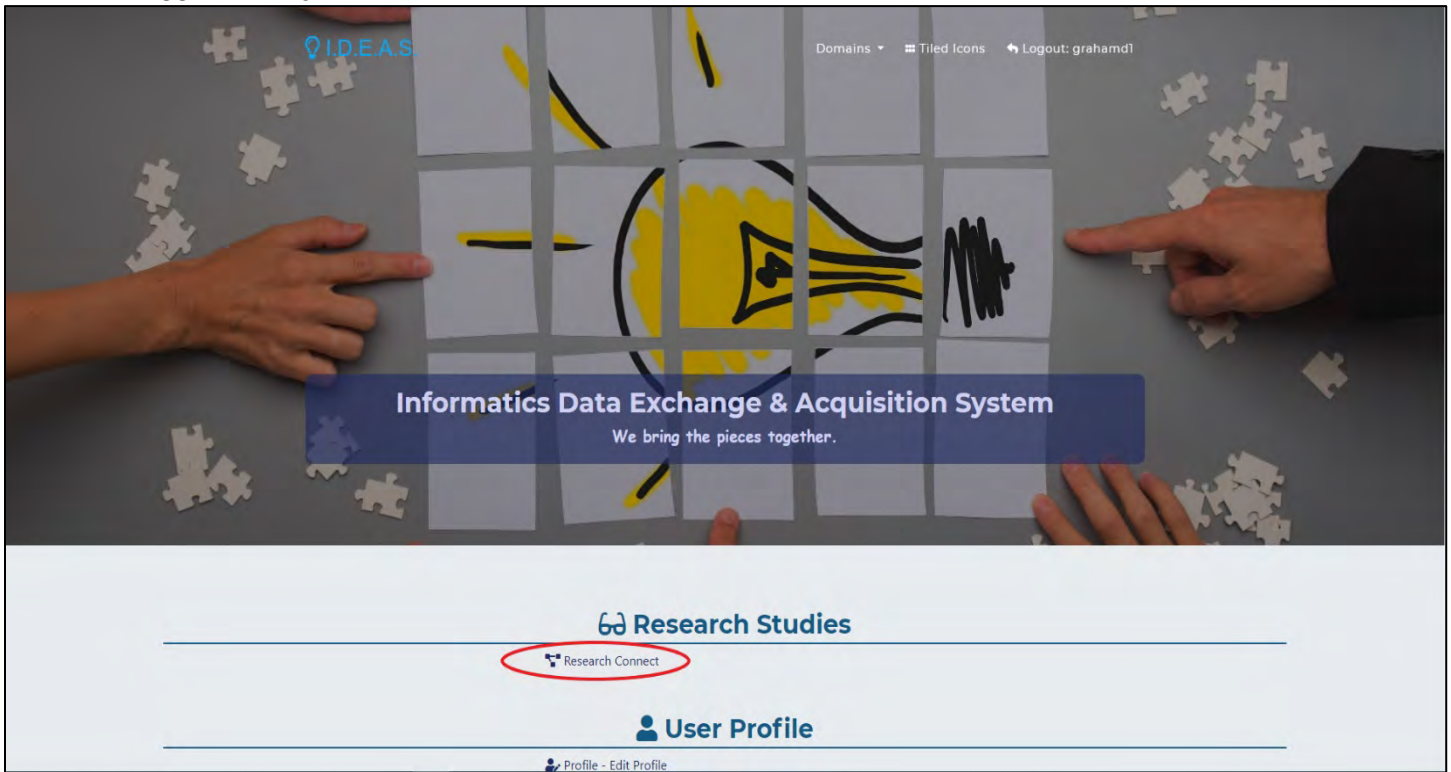
To request a new IDEAS account, send an email to IDEAS support at ideas@uthscsa.edu with the following information:

- Full Name
- Department
- Institution, if it is not UTHSCSA
- Email address (use your UTHSCSA address if you have one)
- Application(s) for which you need access (e.g. NCS Ulna)

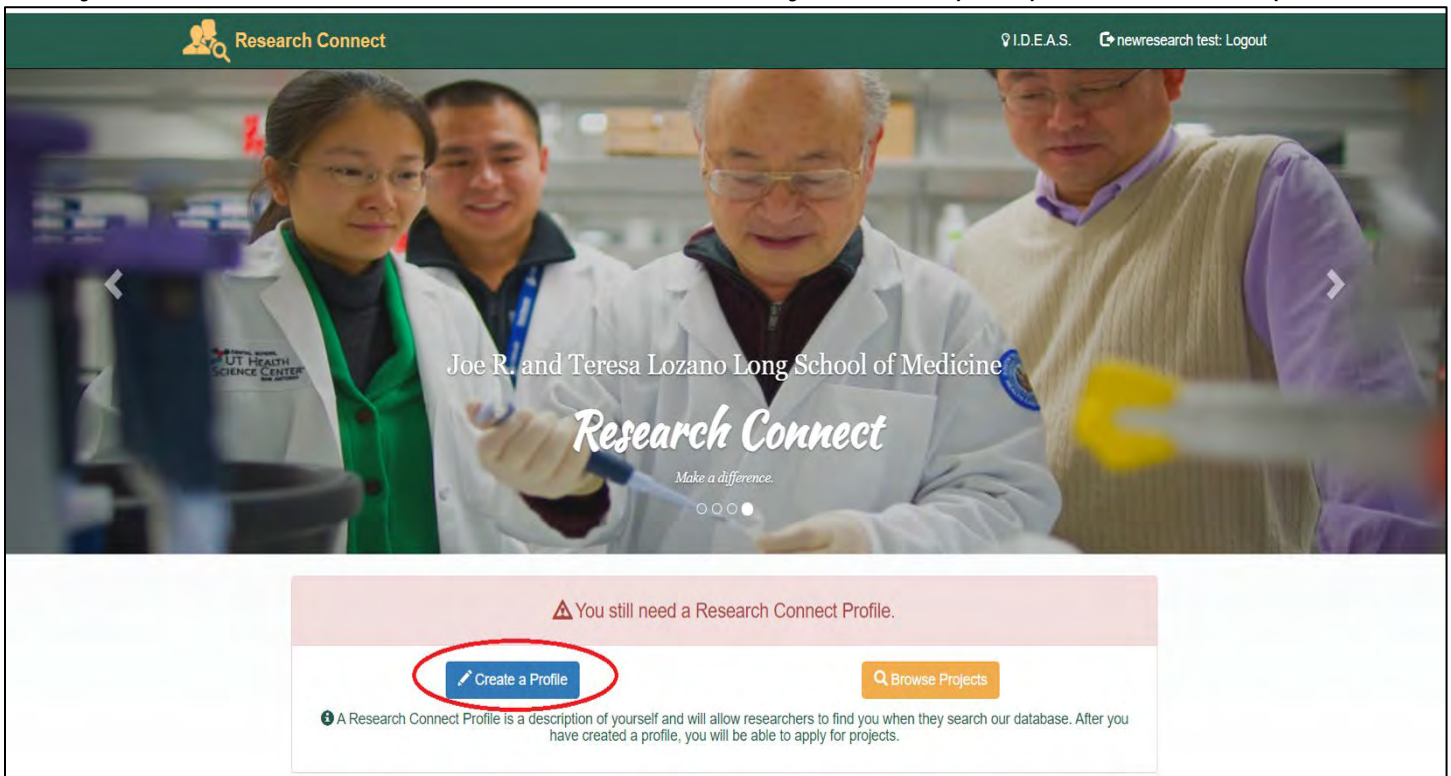
Announcements

4. An email will be sent to confirm that your IDEAS account was created. Click on the IDEAS link in the email and log in using your UTHSCSA login credentials.

5. Once logged into your account, select the "Research Connect" link listed.



6. If you haven't created a Research Connect Profile, you will be prompted to create a profile.



7. If you have already created a profile, select "My Profile" from the options on the homepage.
a. Check the box for Faculty and the button to save your profile.

Research Connect My Profile Project Search Manage

IDEAS Test Test Logout

My Profile

- Create and maintain your profile here.
- Project managers, PIs, candidates, students and residents all require a profile before creating, managing or applying for projects.
- For Students and Residents, your profile describes your qualifications and/or interests.
- Once a profile is created, your role selection cannot be changed.

Contact Info

Name: Test testm Test
Email: ideas@uthscsa.edu
Phone:
Alt Phone:

Your contact info comes from your IDEAS account. If you need to update your contact info, you may do so by clicking on I.D.E.A.S. in the top menu and select "Return to IDEAS". Then under the "User Profile Information" section, click on "Profile - Edit Profile".

Research Connect Roles

Role Selection	Role Explanation
<input checked="" type="checkbox"/> Faculty	This role will allow you to create, manage and/or edit projects. You will also be able to search the database for candidates to be considered for your project. However you will NOT be able to apply for projects nor will you be searchable as a candidate for someone else's project. No further profile information will be required.
<input type="checkbox"/> Resident	This role will allow you to create, manage and/or edit projects. You will also be able to apply for a project as a candidate. Your profile will also be searchable by users who have a faculty/resident role. You will be required to complete extra profile information on this page and a CV file is required.
<input type="checkbox"/> Student	This role will allow you to apply as a candidate for projects. Your profile will also be searchable by users who have a faculty/resident role. However you will NOT be able to create, edit or manage projects. You will NOT be able to search the database for other candidates. You will be required to complete extra profile information on this page and a CV file is required.

Fields marked with are required fields.

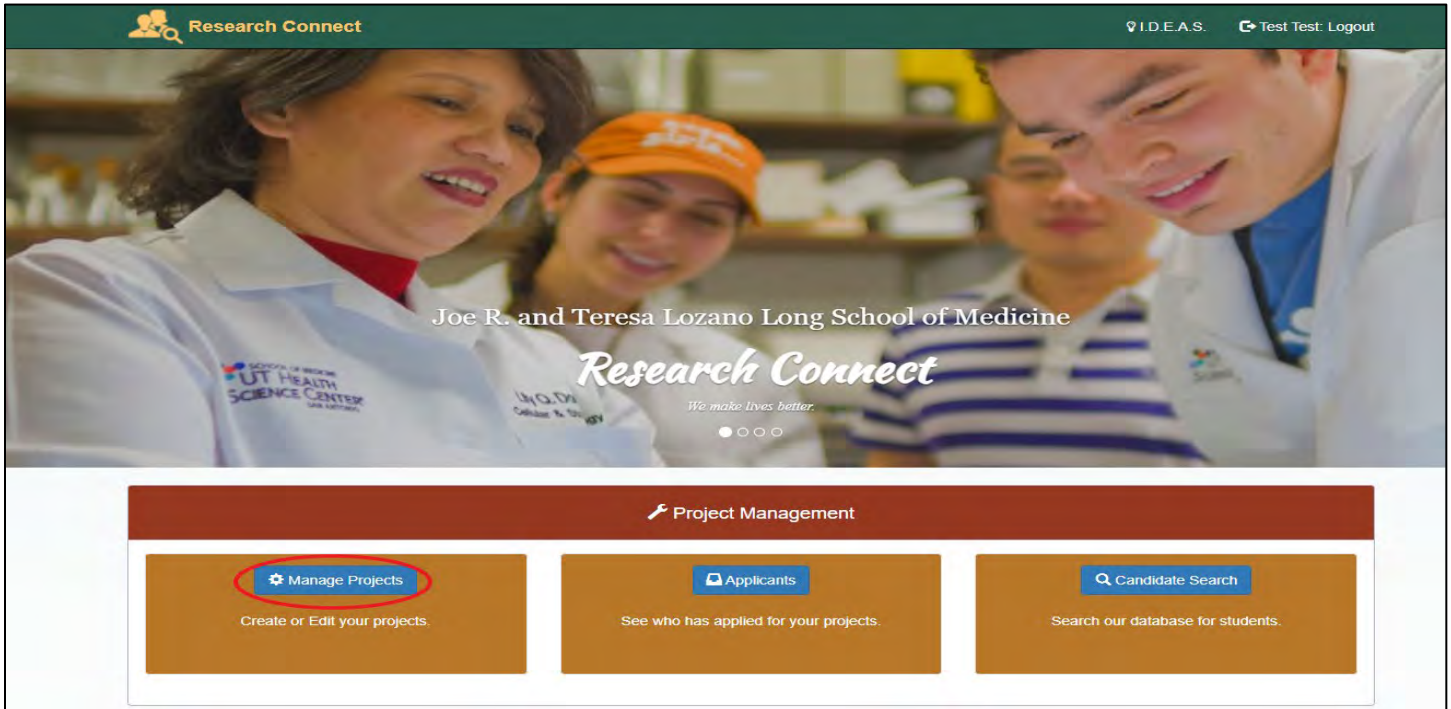
Department

Department: UT Health Cancer Center

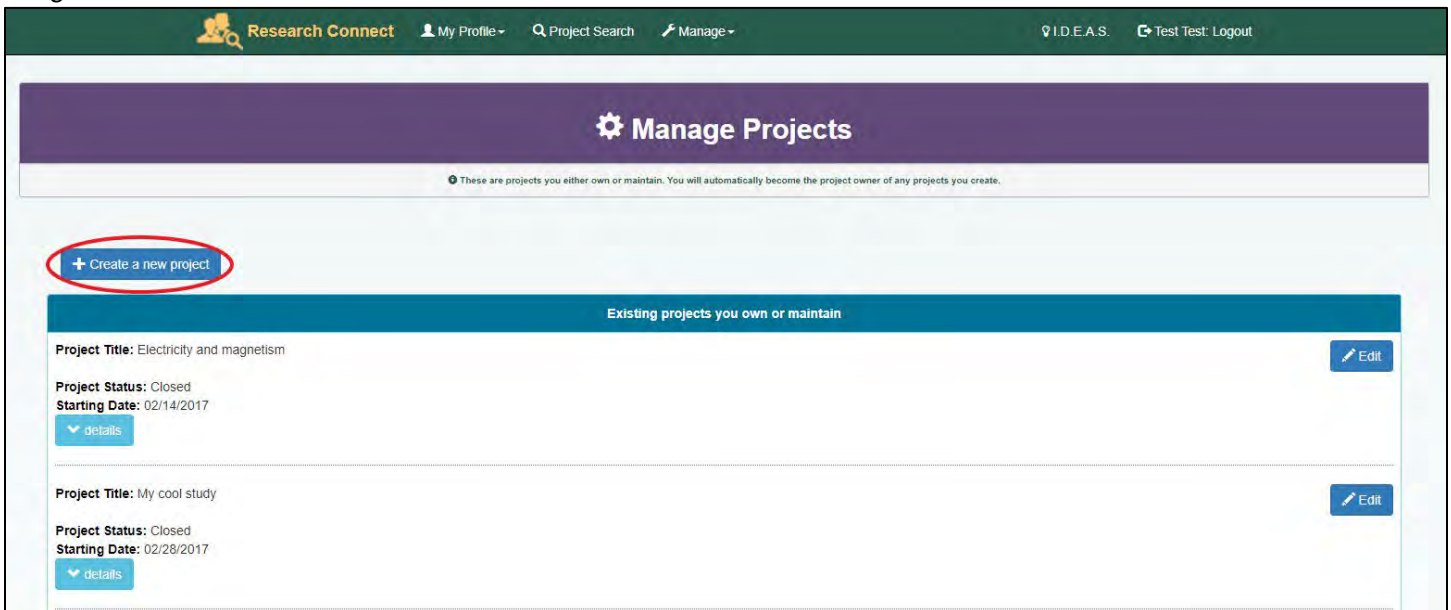
Save your profile

Creating a project

1. Once your profile is set up on the Research Connect home page, select “Manage Projects.”



2. Select “Create a new project.” *Note: you may also edit existing projects you are assigned to manage by clicking on “Edit. See the “Editing and closing your projects” section of this user guide for more information.*



3. Complete fields on the Add/Edit Project form.

a. **Project Status:**

- “Open” indicates your project is currently seeking medical students.

- “Close” projects once you are no longer seeking medical students. Projects can be reopened at any time.

b. **Duties/Responsibilities:** duties/tasks the medical students will perform.

c. **Project Privileges:** provide different permissions for each level of user.

- A PI would be a good example of an “owner”. Each project should only have one owner but can have multiple individuals manage, edit, or serve as points of contact. *Note: When students search for projects, the Owners and POC (point of contact) will be listed with the project details.*
- If a resident or lab assistant were involved, they would be good candidates for manage or edit designation. *Note: When students search for projects, the Managers and Editors will NOT be listed with the project details.*

Research Connect My Profile Project Search Manage I.D.E.A.S. Test Test: Logout

Add/Edit Project

Create a new project or edit an existing project here. You will automatically become the project owner of any projects you create. Any project you create will be visible to other users. Users with a Student Role will be allowed to submit an application for your project as long as the Project Status is OPEN.

Project Info

Project Title: 100 characters left.

Project Description: 4000 characters left.

Project Status:

Primary Project Location: Close date: Project not open

Starting Date:

Max Hours per Week:

Duties/Responsibilities: 1000 characters left.

Show Owner Contact Information Yes

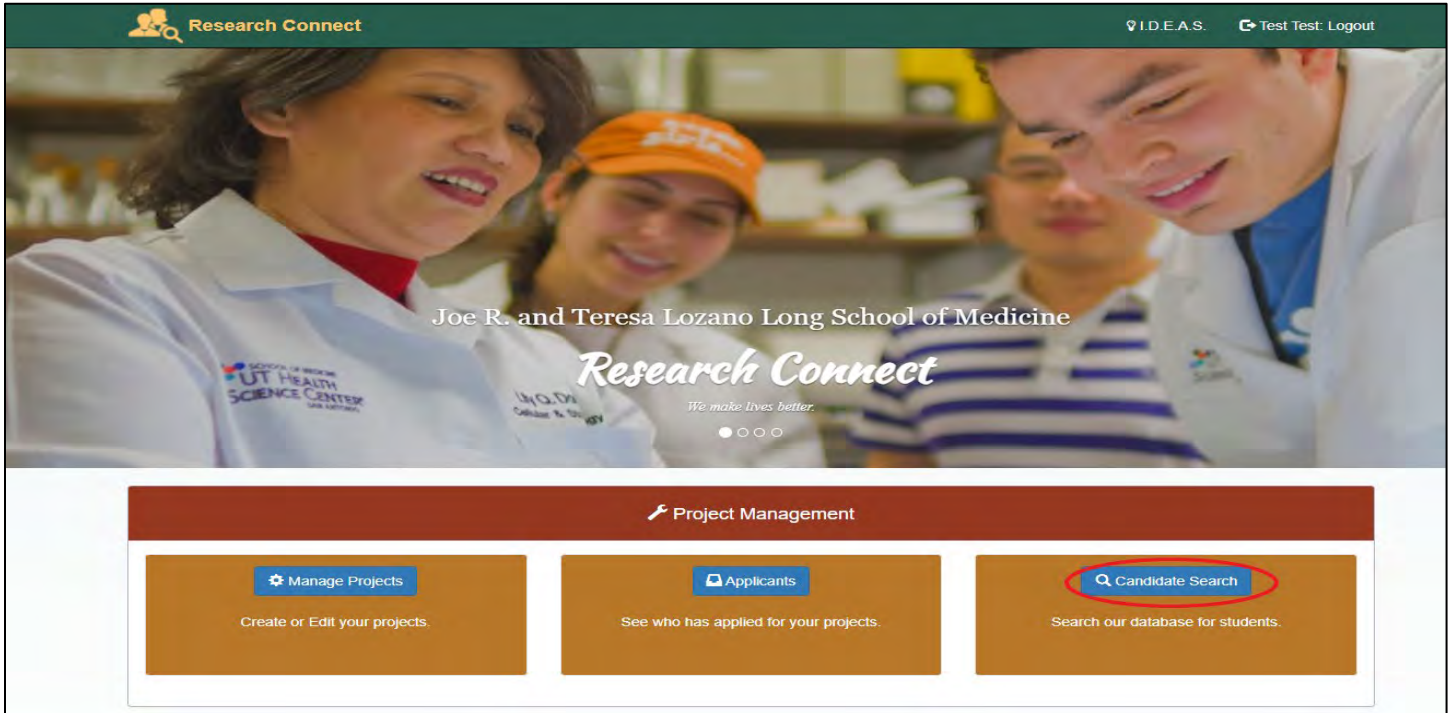
Fields marked with are required fields.

4. Select “Save Project” to complete.

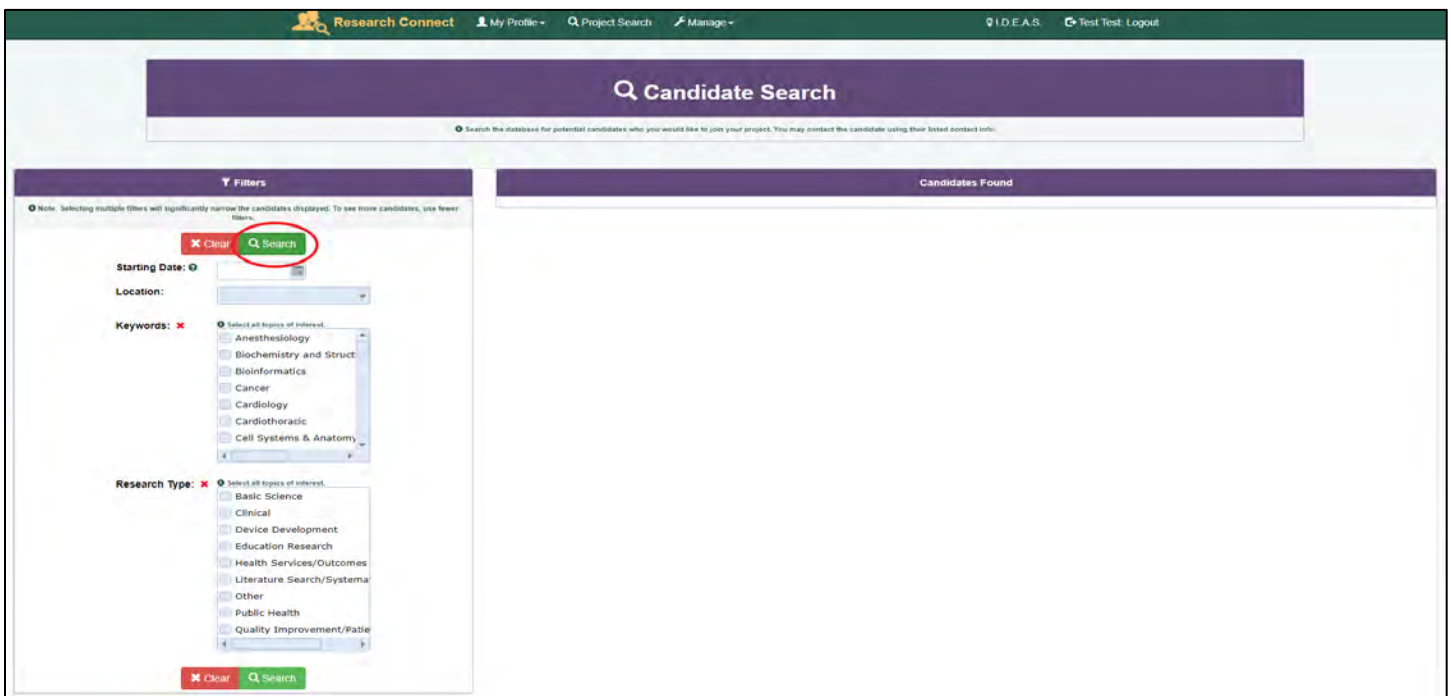
5. Automated Reminders will be sent weekly, indicating you have applications within your open projects that require action. If you notice you have not received a notification like this in a while, please check your profile regularly or contact our office.

Searching profiles

1. Medical students for your project can be found in one of two ways:
 - a. Candidate Search and Applicants. For a list of all the medical students participating in Research Connect, select "Candidate Search" on the main Research Connect home page.



2. Select "Search" with all the fields clear.



3. A directory of all the medical students signed up will appear. Narrow the list using the filters on the left.

Research Connect My Profile Project Search Manage I.D.E.A.S. Test Test Logout

Candidate Search

Search the database for potential candidates who you would like to join your project. You may contact the candidate using their listed contact info.

Filters

Note: Selecting multiple filters will significantly narrow the candidates displayed. To see more candidates, use fewer filters.

Starting Date:

Location:

Keywords: Select all topics of interest

- Anesthesiology
- Biochemistry and Struct
- Bioinformatics
- Cancer
- Cardiology
- Cardiothoracic
- Cell Systems & Anatomy

Research Type: Select all topics of interest

- Basic Science
- Clinical
- Device Development
- Education Research
- Health Services/Outcomes
- Literature Search/Systema
- Other
- Public Health
- Quality Improvement/Patie

Candidates Found

Bunny, Bugs

Full Name: Bugs Bunny
Available Start Date: Flexible
Profile Type: Student
Graduation Year: 2021

Doe, Jane

Full Name: Jane Doe
Available Start Date: Flexible
Profile Type: Student
Graduation Year: 2011

Doe, John

Full Name: MPH John Doe
Available Start Date: 02/01/2017
Profile Type: Student
Graduation Year: 2020

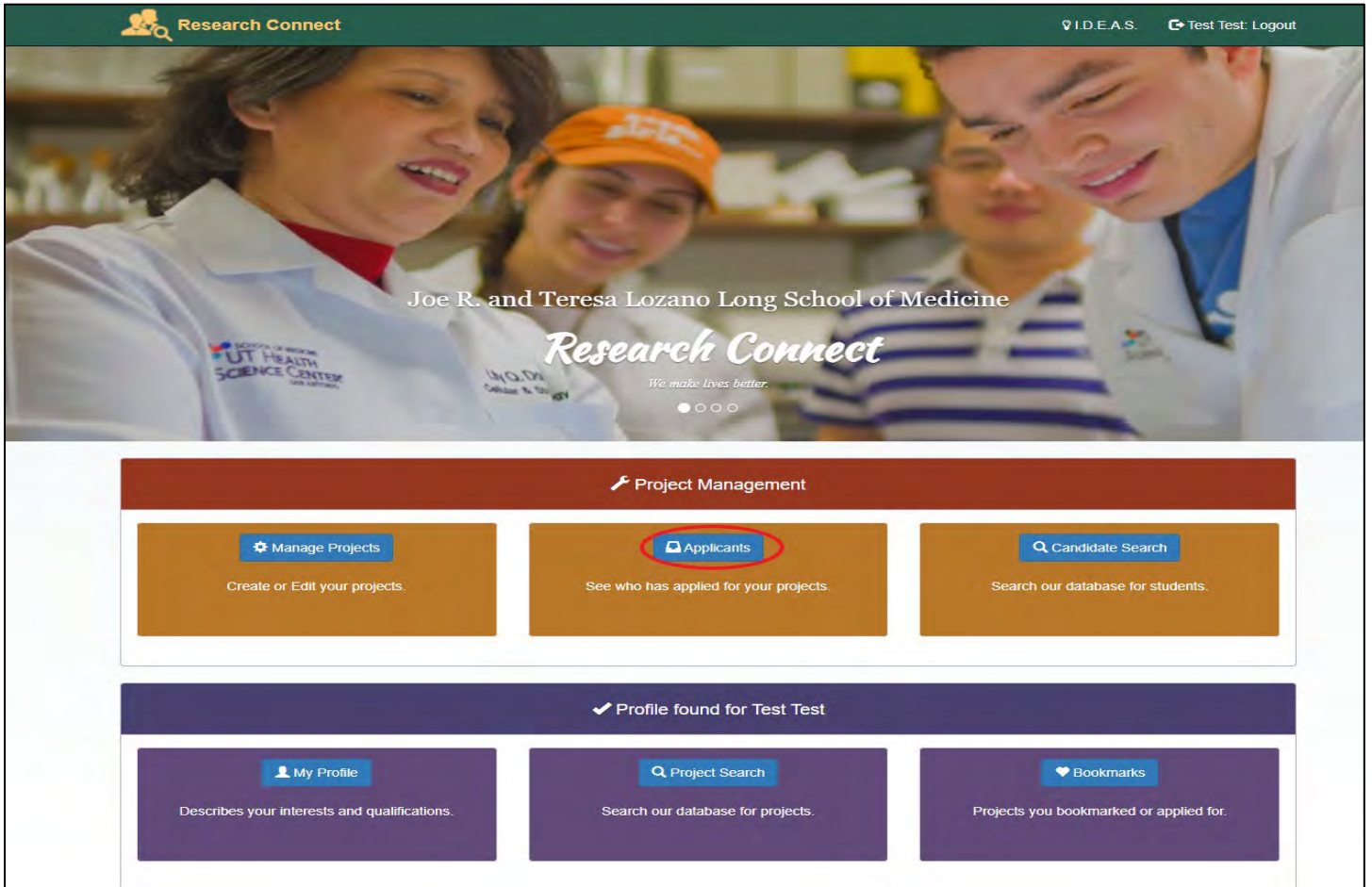
MatchTest, Research

Full Name: Research MatchTest
Available Start Date: Flexible
Profile Type: Student
Graduation Year: 2024

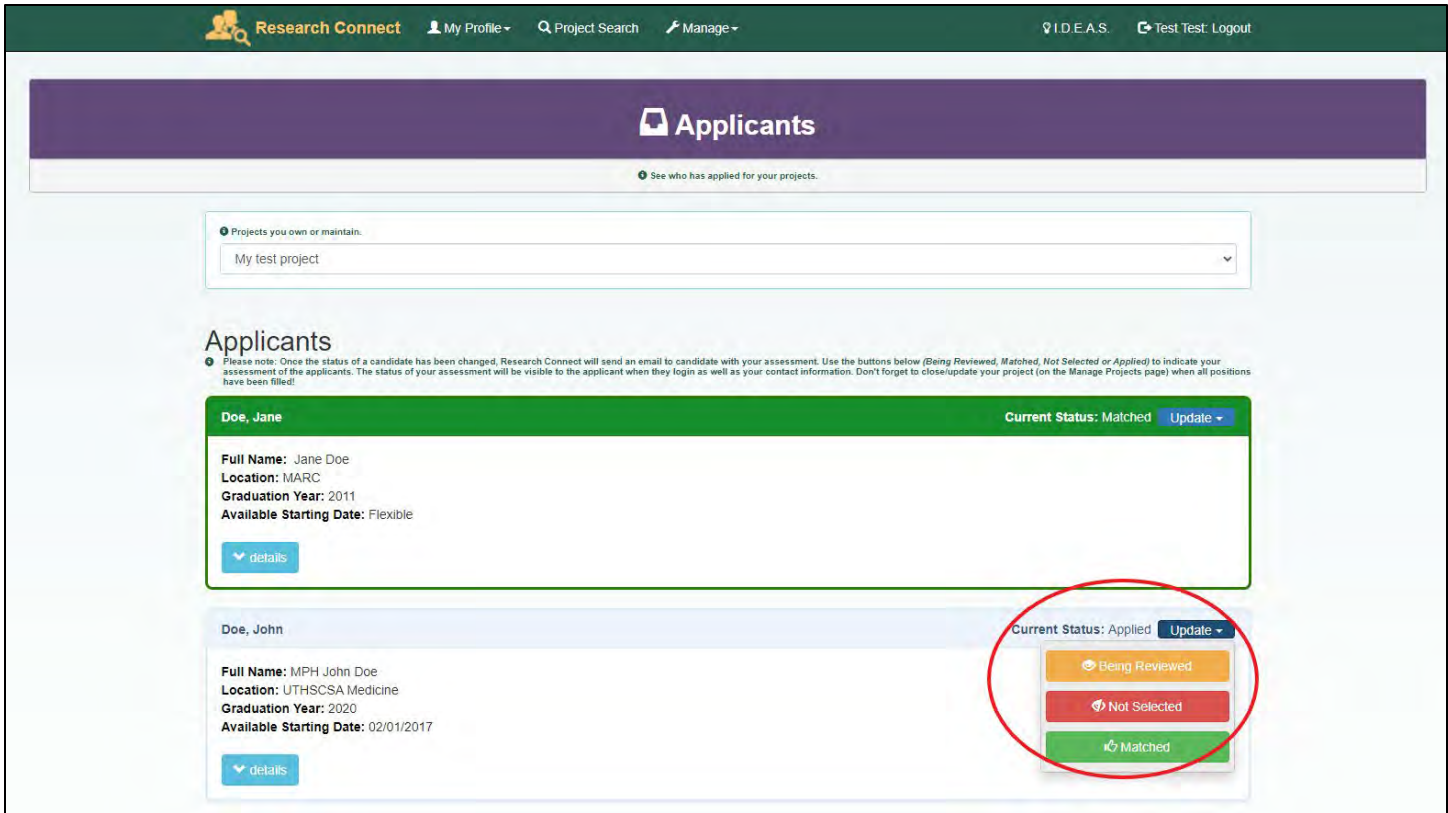
4. Use the email address available through the “details” button to contact medical students that can potentially be a fit. Schedule a time with the medical student to discuss the project and “interview” the medical student.

Selecting Applicants

1. Applicants are medical students interested in your project. Select “Applicants” on the main Research Connect homepage:



2. Select your project on the next page.
3. A list of medical students interested in that project will populate on the next page. Each medical student will have an email under the “details” button; contact to schedule a meeting/interview.
4. Update the status for medical students “Matched” and “Not Selected” using the dropdown menu on the right.
 - a. “Not selected” will let them know they should move on to other opportunities or can be used if the student has accepted to work on a different project.
 - b. “Matched” should only be selected for students you commit to working with.

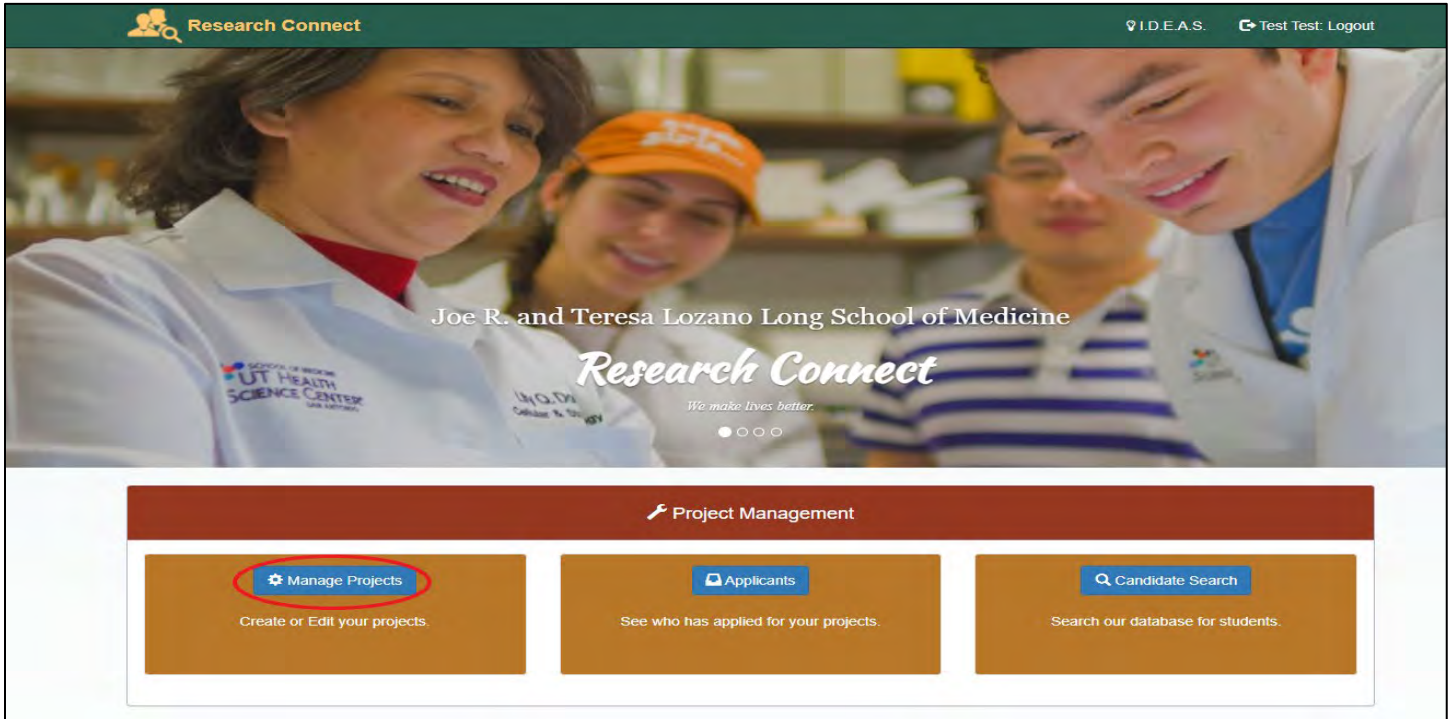


5. Once you identified all the medical student(s) that will be assisting with your research, select “Matched” on the dropdown menu and “Close” the project.
 - a. **PROJECTS MUST BE CLOSED WHEN YOU ARE DONE RECRUITING STUDENTS.** You may always open the project later, but students will continue to see and apply for your project if it isn't closed.

Editing and closing your projects

Once you identified the medical student(s) that will be assisting with your research “Close” the project to prevent more medical students from applying to your project.

1. Select “Manage Projects” on the main Research Connect page.



2. Select “Edit” on the right.
3. Make the changes necessary. To close a project, locate “Project Status” and select “Close.”

Research Connect My Profile Project Search Manage I.D.E.A.S. Test Test: Logout

Add/Edit Project

Create a new project or edit an existing project here. You will automatically become the project owner of any projects you create. Any project you create will be visible to other users. Users with a Student Role will be allowed to submit an application for your project as long as the Project Status is OPEN.

Project Info

Project Title: 85 characters left.

Project Description: 3635 characters left.

Project Status: Closed

Primary Project Location: Closed
Open

Starting Date:

Max Hours per Week: Negotiable

Duties/Responsibilities: 973 characters left.

Show Owner Contact Information Yes

Fields marked with * are required fields.

4. Scroll to the bottom and select "Save Project" to save changes. Closed projects can be reopened at any time. **Please close your projects when you are no longer recruiting students!** Failure to do so will result in students continuing to apply for your projects.
5. Automated Reminders - again, reminders will be sent to you on a once per week basis, indicating you have pending applications in one or more of your open projects that require action.

Promoting Research Connect

1. Help us promote Research Connect by sharing this information with new colleagues, faculty, and staff.
2. Our office generates monthly reports to remind faculty and students to stay active and update their profiles regularly.
3. Medical students are introduced and reminded about Research Connect at month Research Office Hour Meetings, listserv email reminders, and Facebook.
4. If you have any questions about Research Connect, please contact our office at SOMreserach@uthscsa.edu or call 210-450-8392.