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

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.

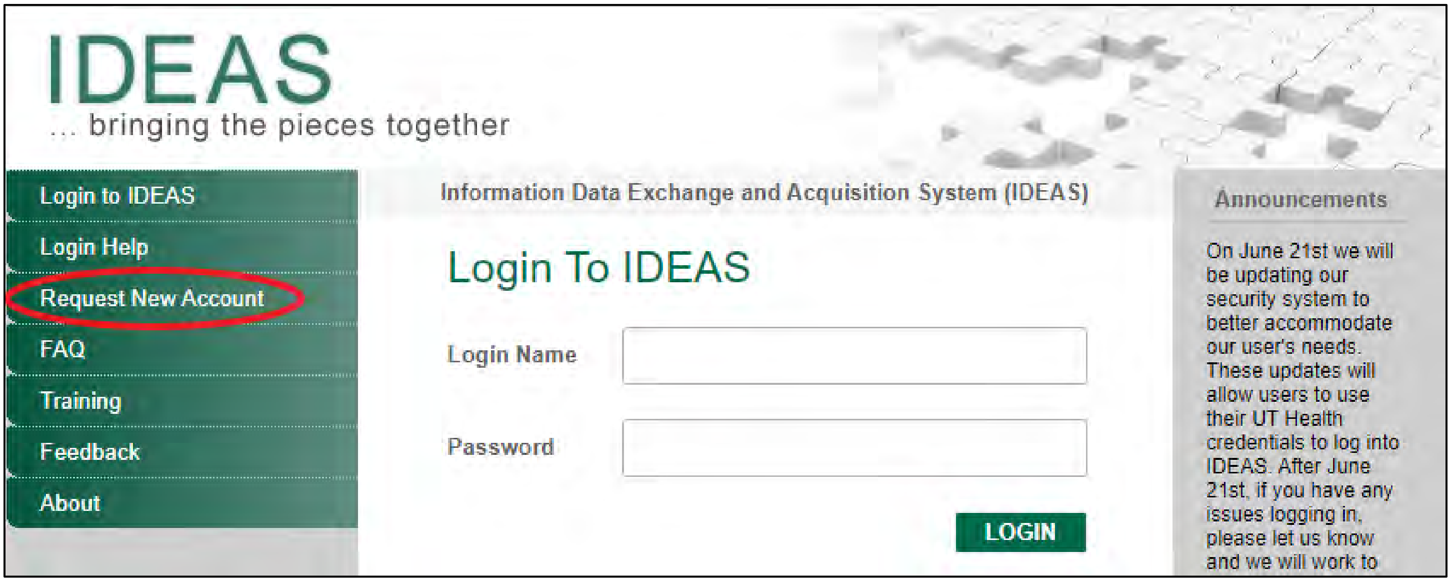
We encourage you to take advantage of this opportunity for your current or future projects.

UT Health San Antonio | Office for Research Long School of Medicine

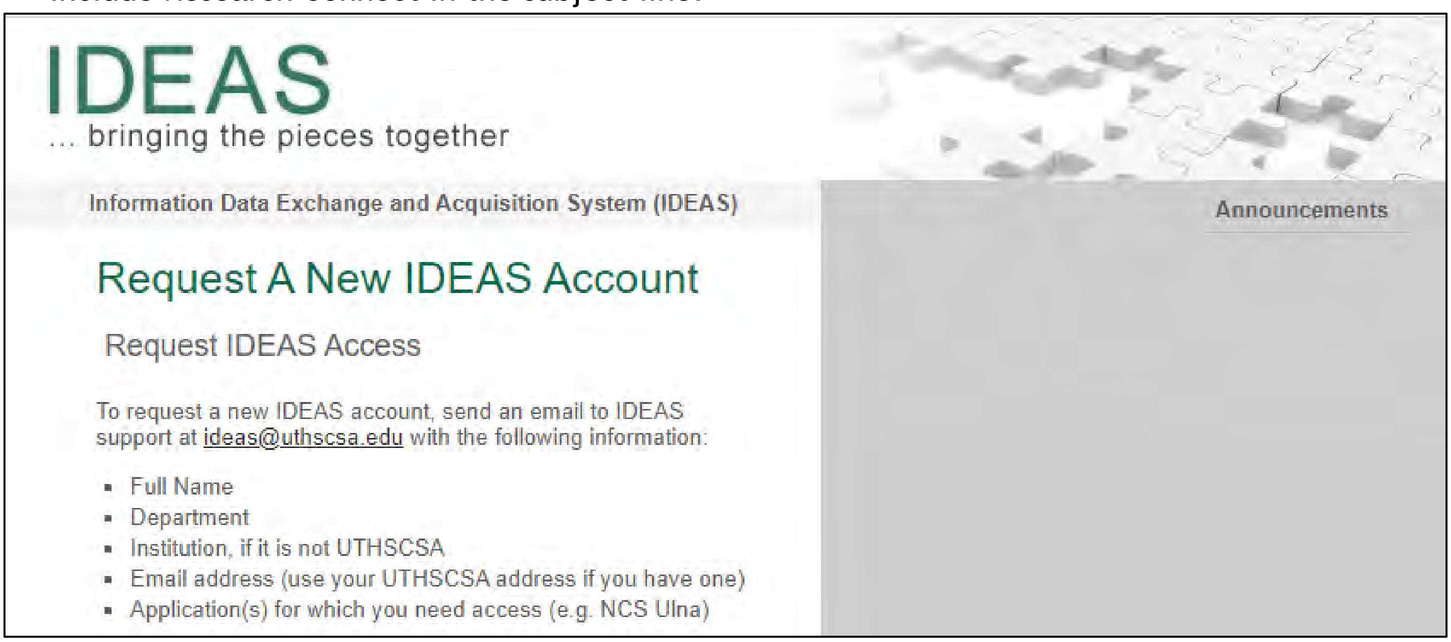
Creating a new profile

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.

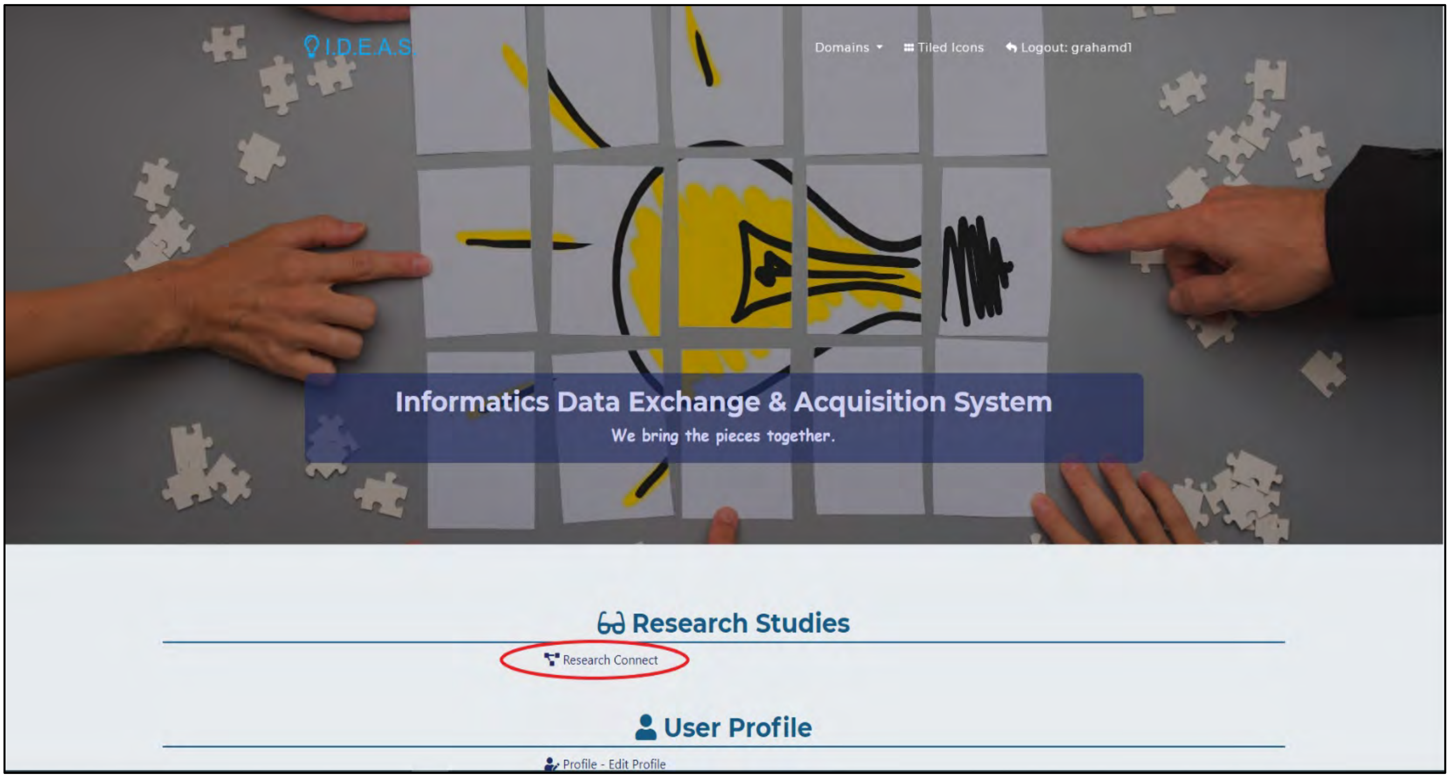


3. Send an email to ideas@uthscsa.edu with your full name, department (if applicable), and include Research Connect in the subject line.

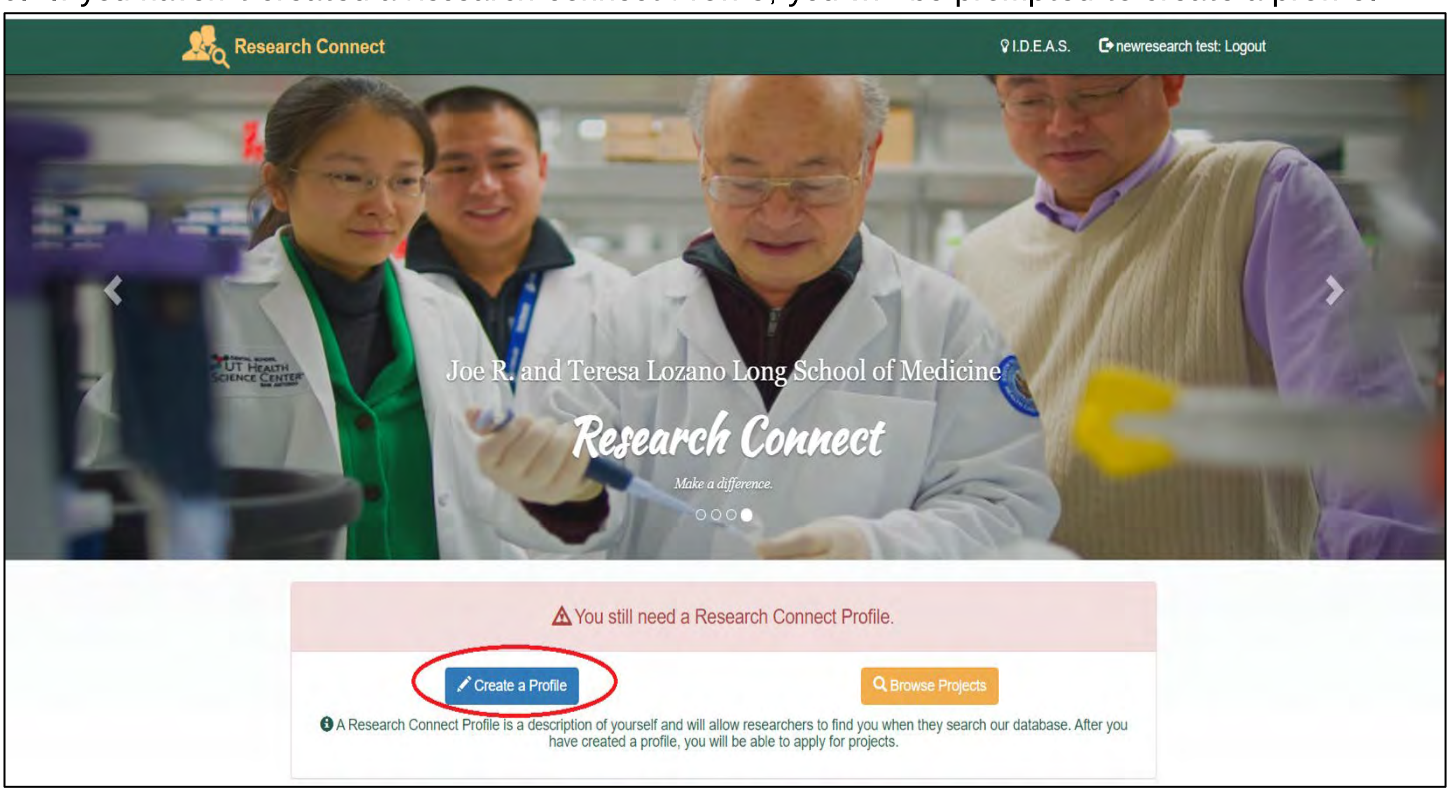


4. An email will be sent to confirm that your IDEAS account was created. Click on the IDEAS link in the email and log in using your UTHSCSA login credentials.

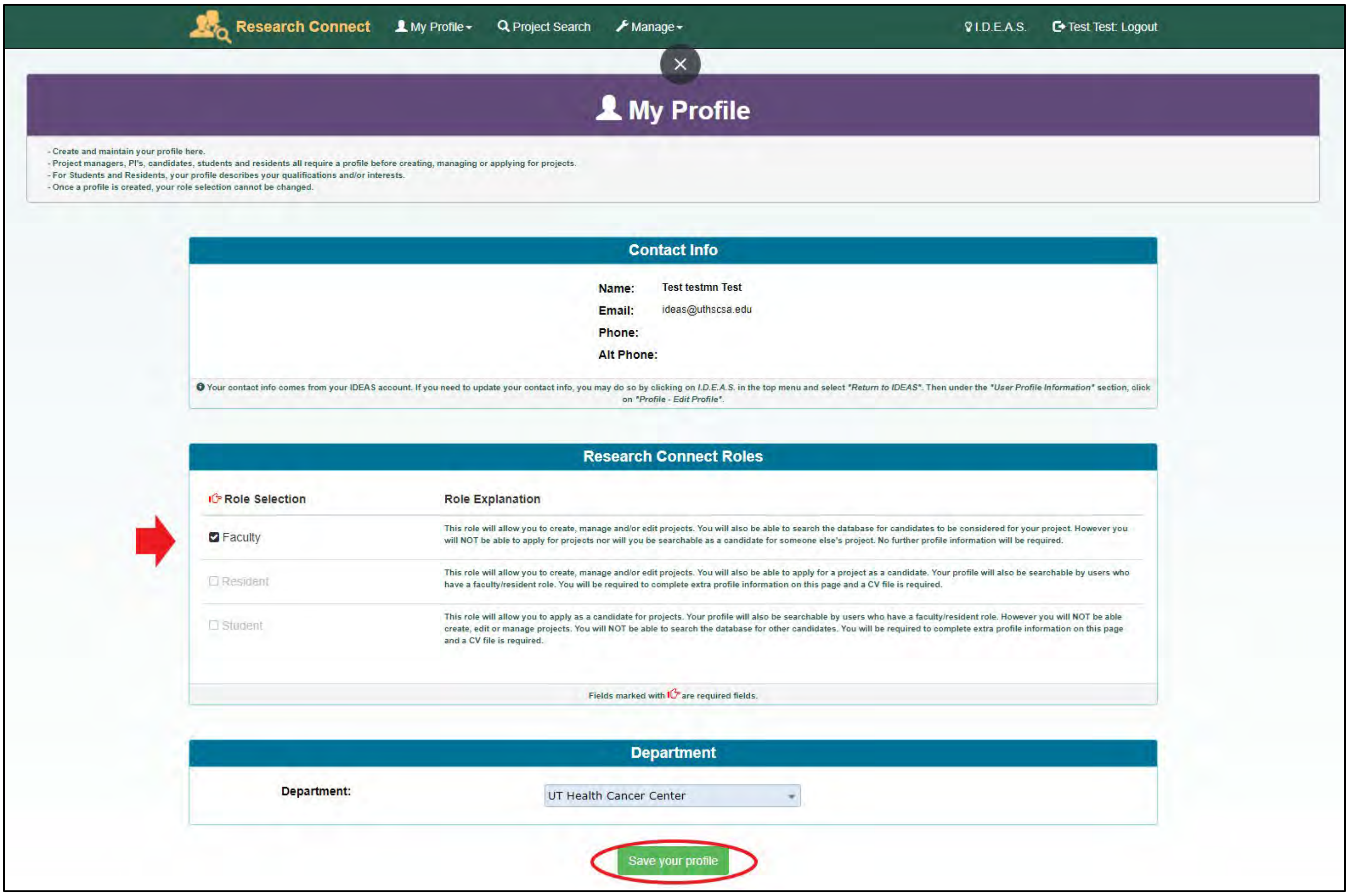
5. Once logged into your account, select the “Research Connect” link listed.



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

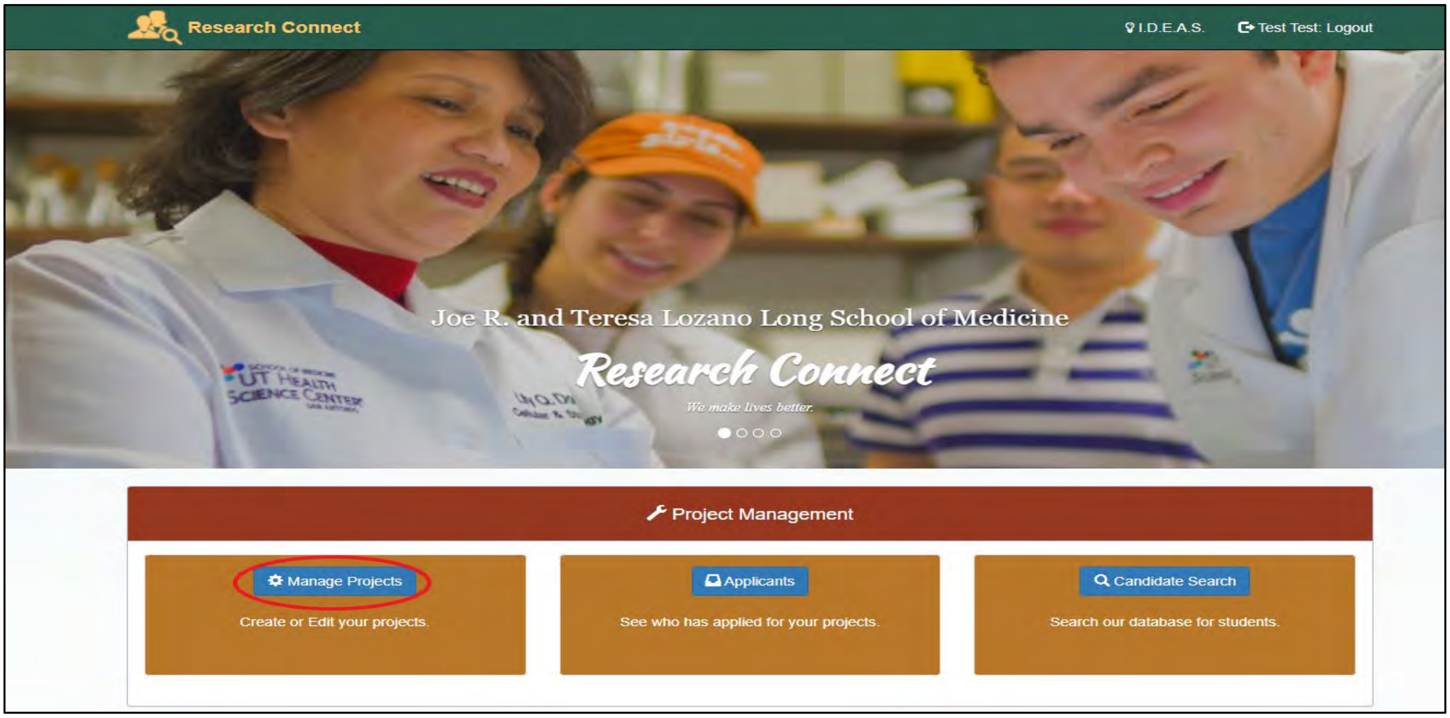


7. If you have already created a profile, select “My Profile” from the options on the homepage.
    a. Check the box for Faculty and the button to save your profile.

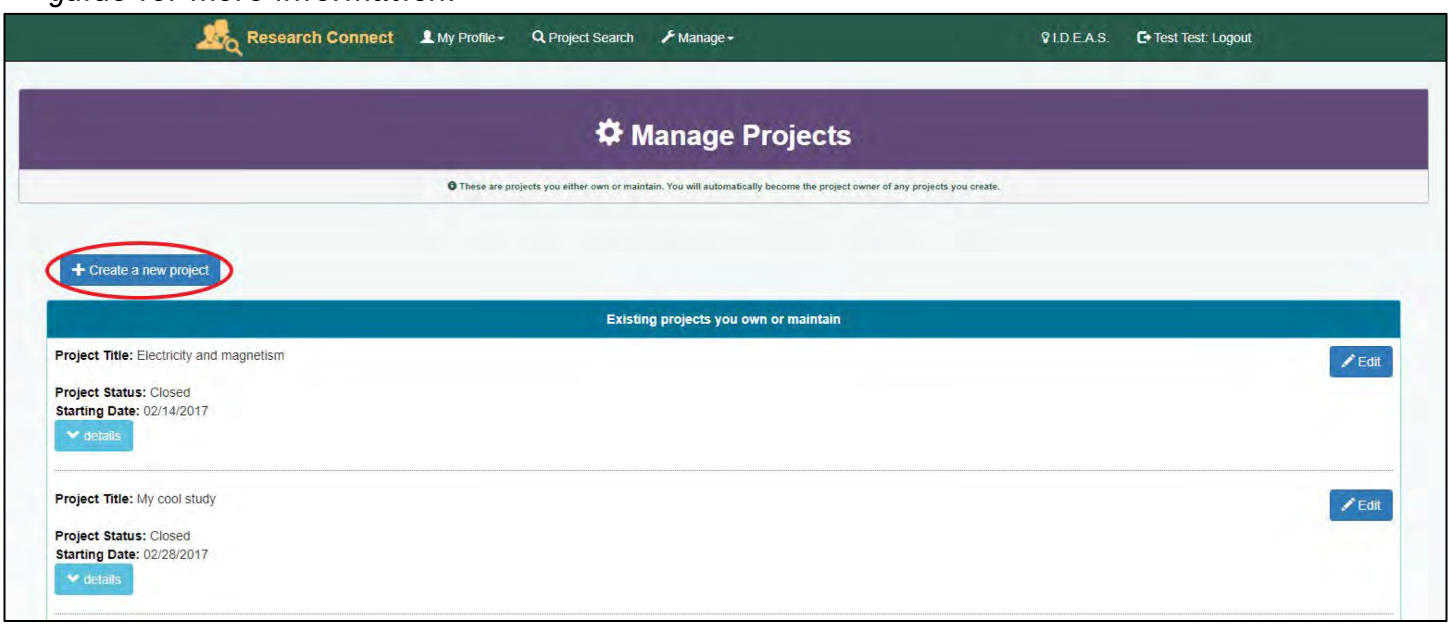


Creating a project

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.*



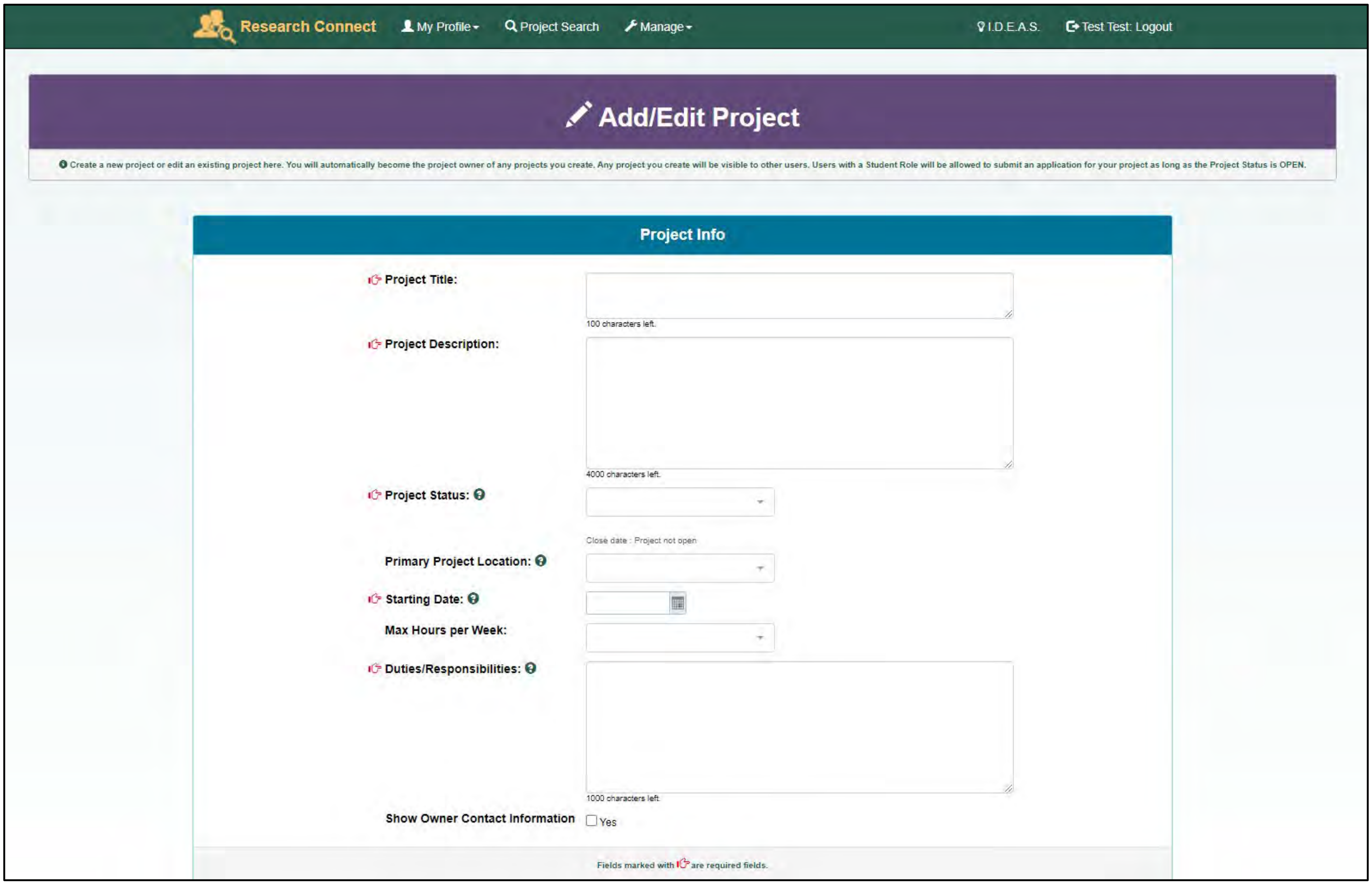
3. Complete fields on the Add/Edit Project form.
    a. **Project Status:**
        - "Open" indicates your project is currently seeking medical students.

- "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.*

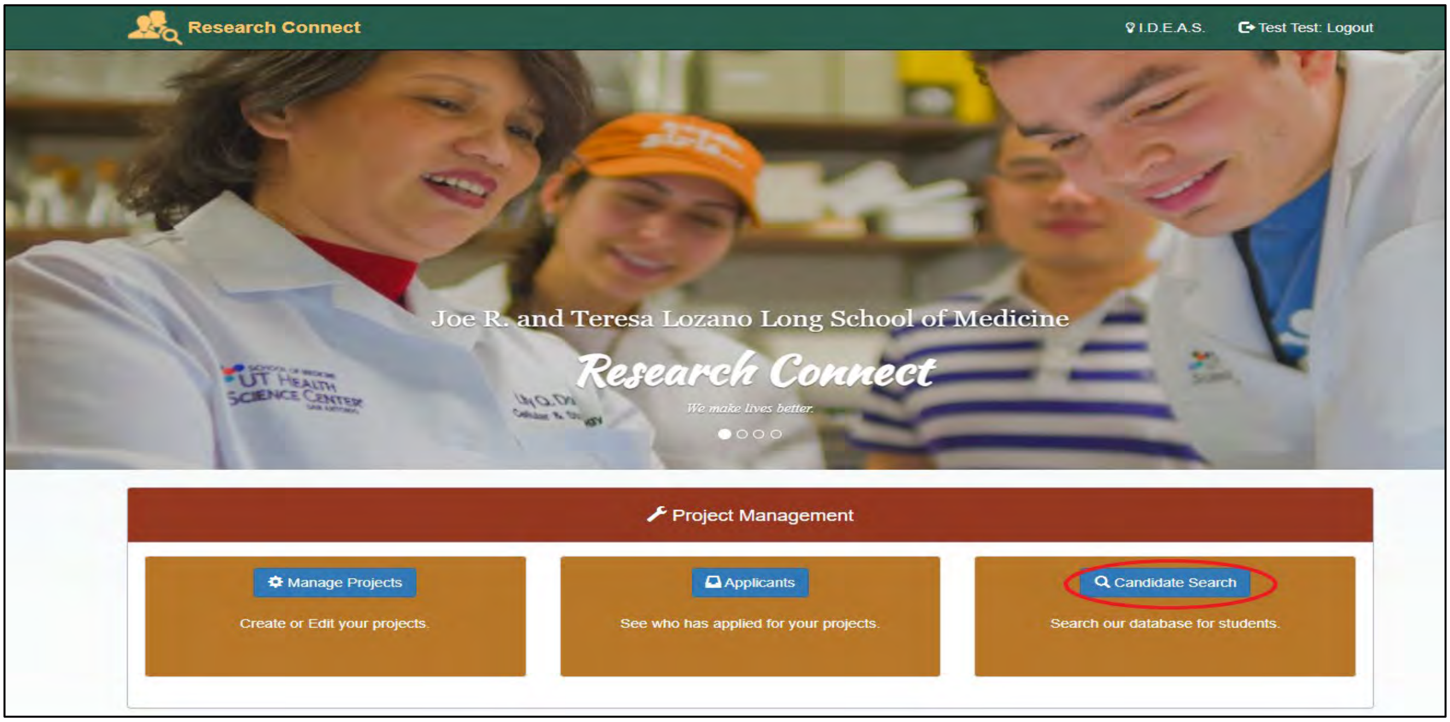


4. Select "Save Project" to complete.

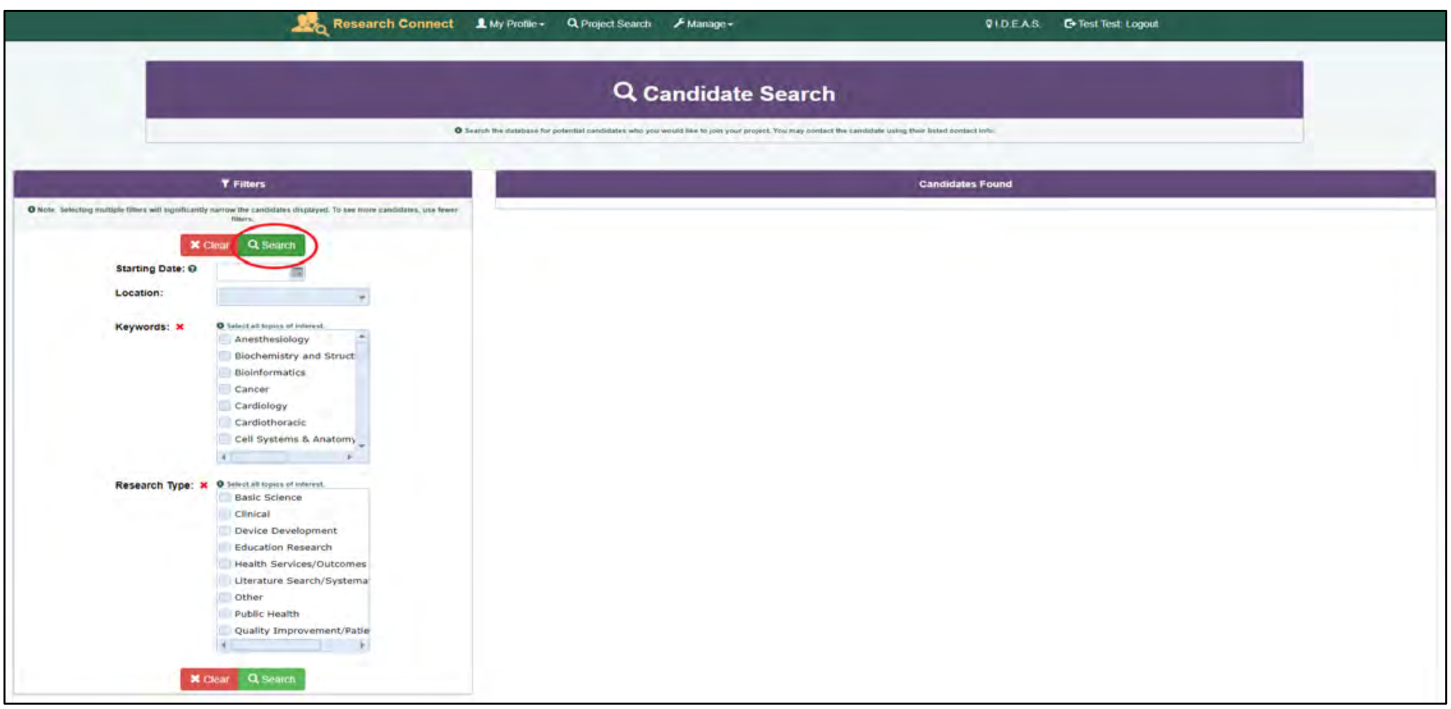
5. Automated Reminders will be sent weekly, indicating you have applications within your open projects that require action. If you notice you have not received a notification like this in a while, please check your profile regularly or contact our office.

Searching profiles

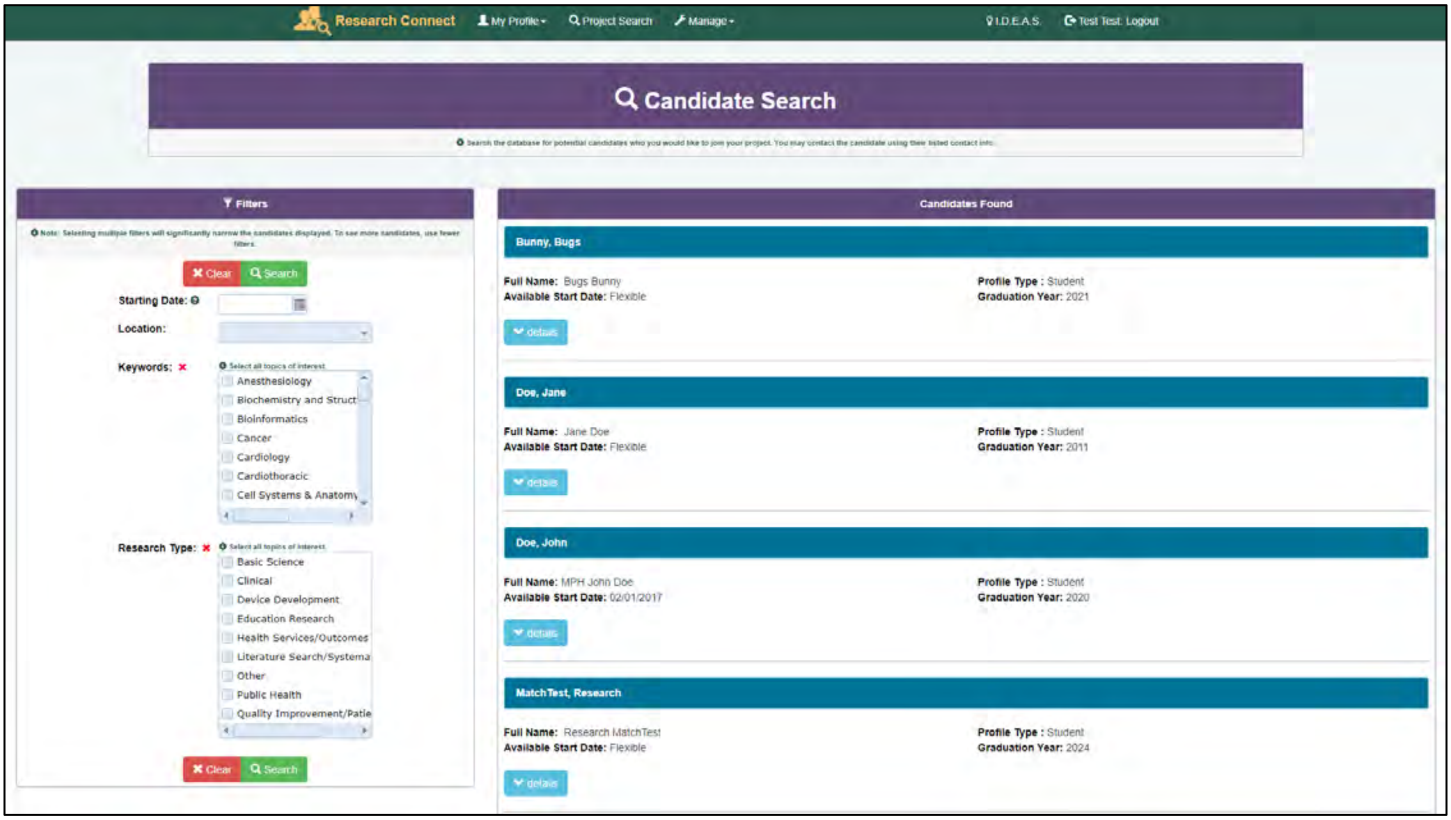
1. Medical students for your project can be found in one of two ways:
    a. Candidate Search and Applicants. For a list of all the medical students participating in Research Connect, select "Candidate Search" on the main Research Connect home page.



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



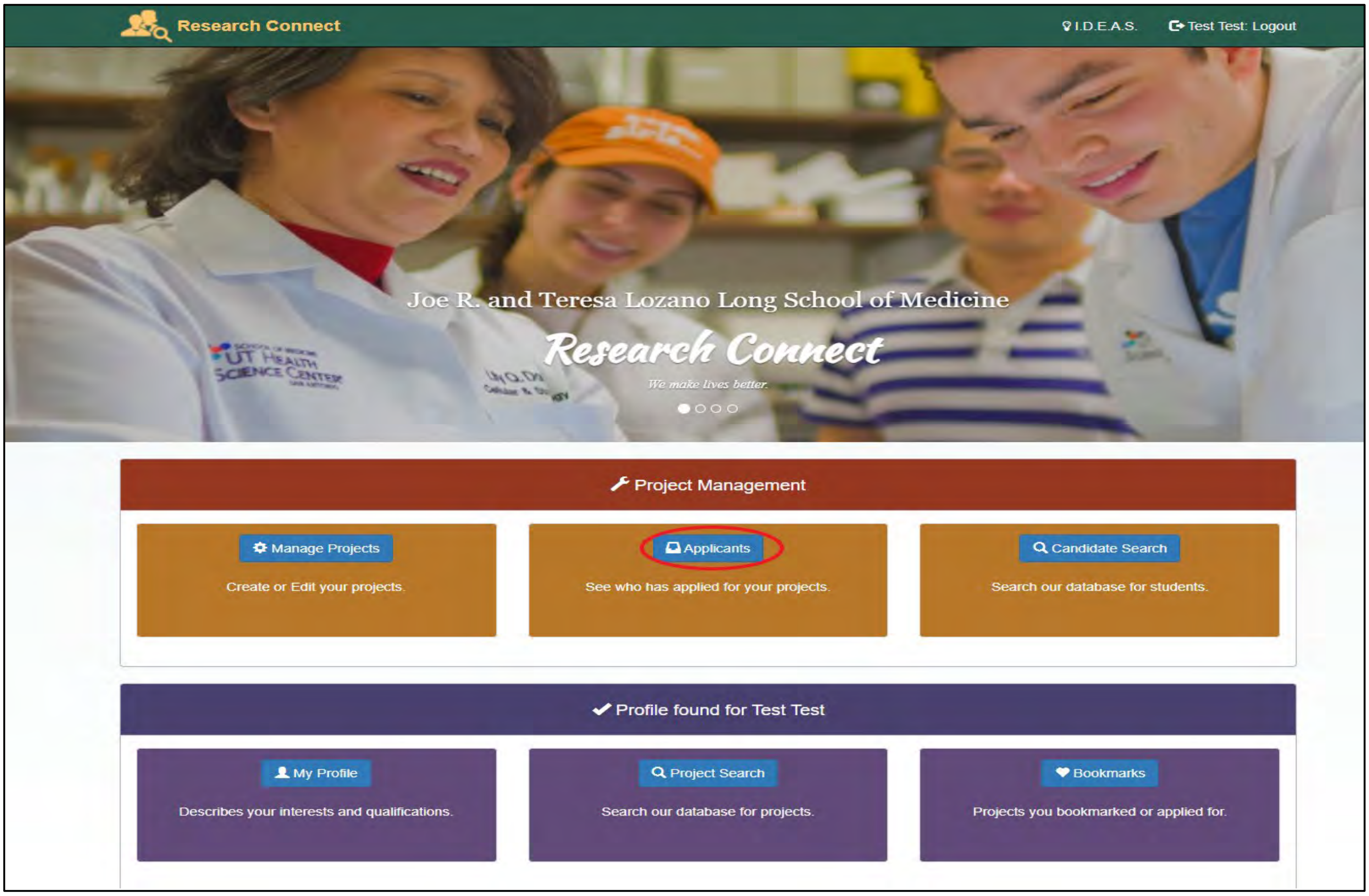
3. A directory of all the medical students signed up will appear. Narrow the list using the filters on the left.



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

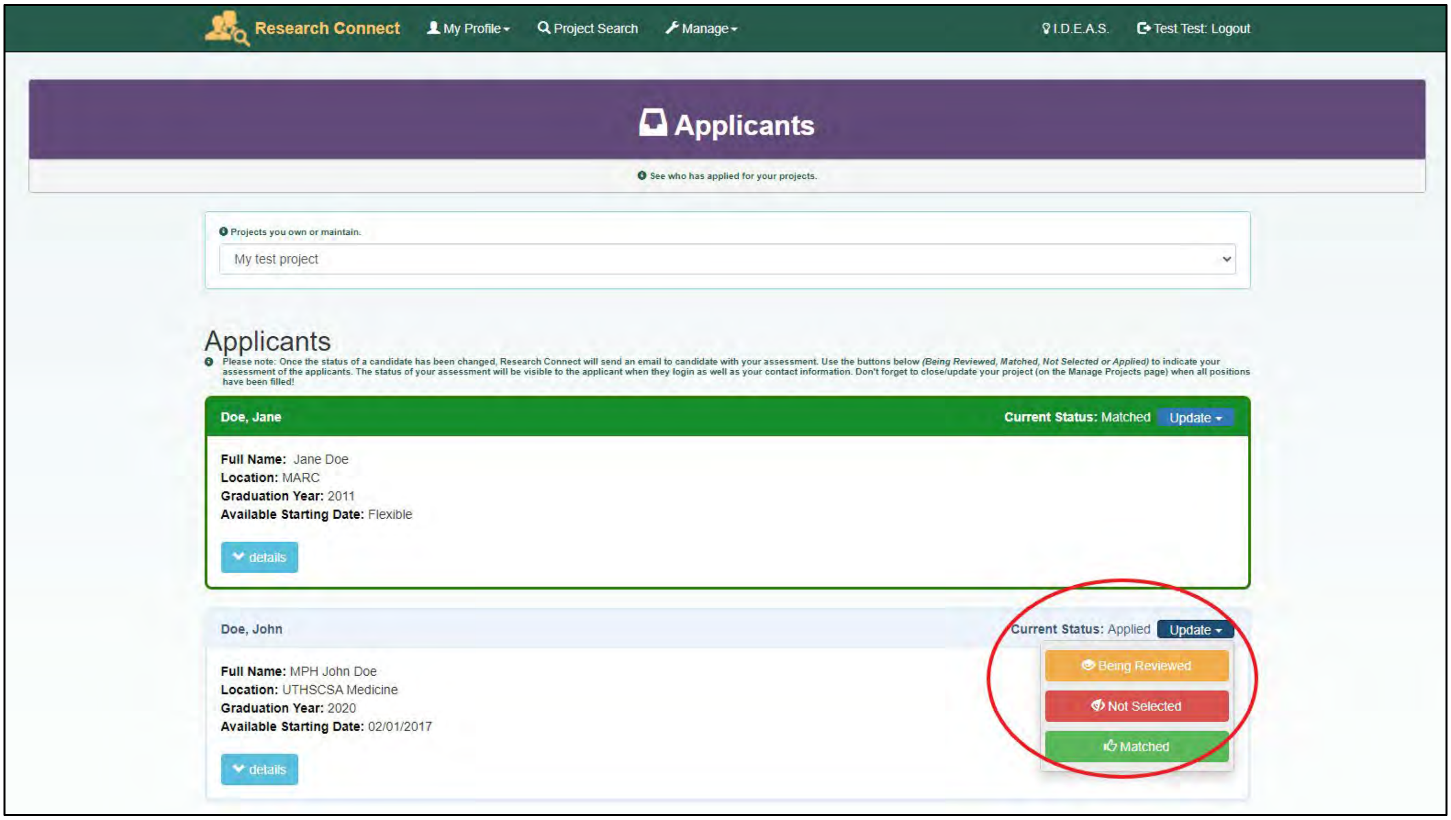
1. Applicants are medical students interested in your project. Select "Applicants" on the main Research Connect homepage:



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.**

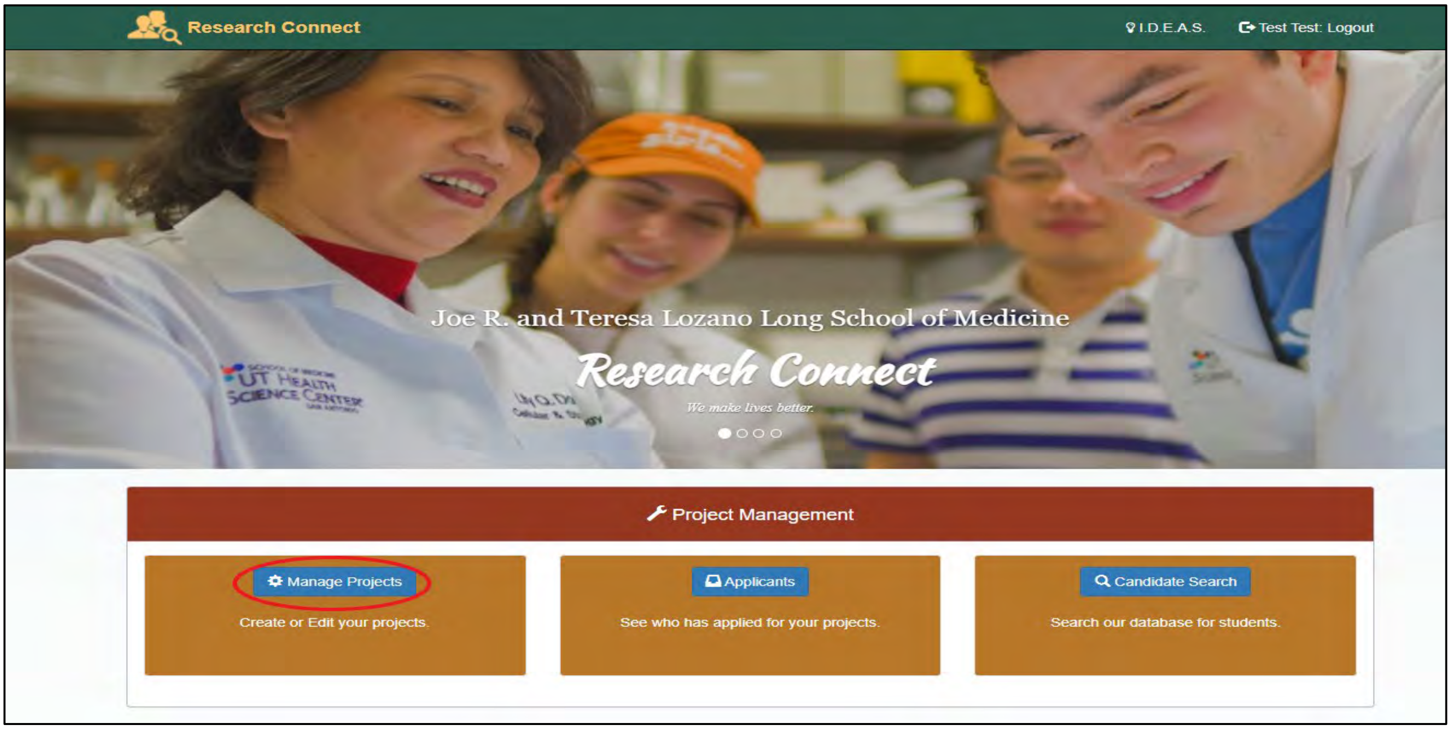


5. Once you identified all the medical student(s) that will be assisting with your research, select "Matched" on the dropdown menu and "Close" the project.
    a. **PROJECTS MUST BE CLOSED WHEN YOU ARE DONE RECRUITING STUDENTS.** You may always open the project later, but students will continue to see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

Editing and closing your projects

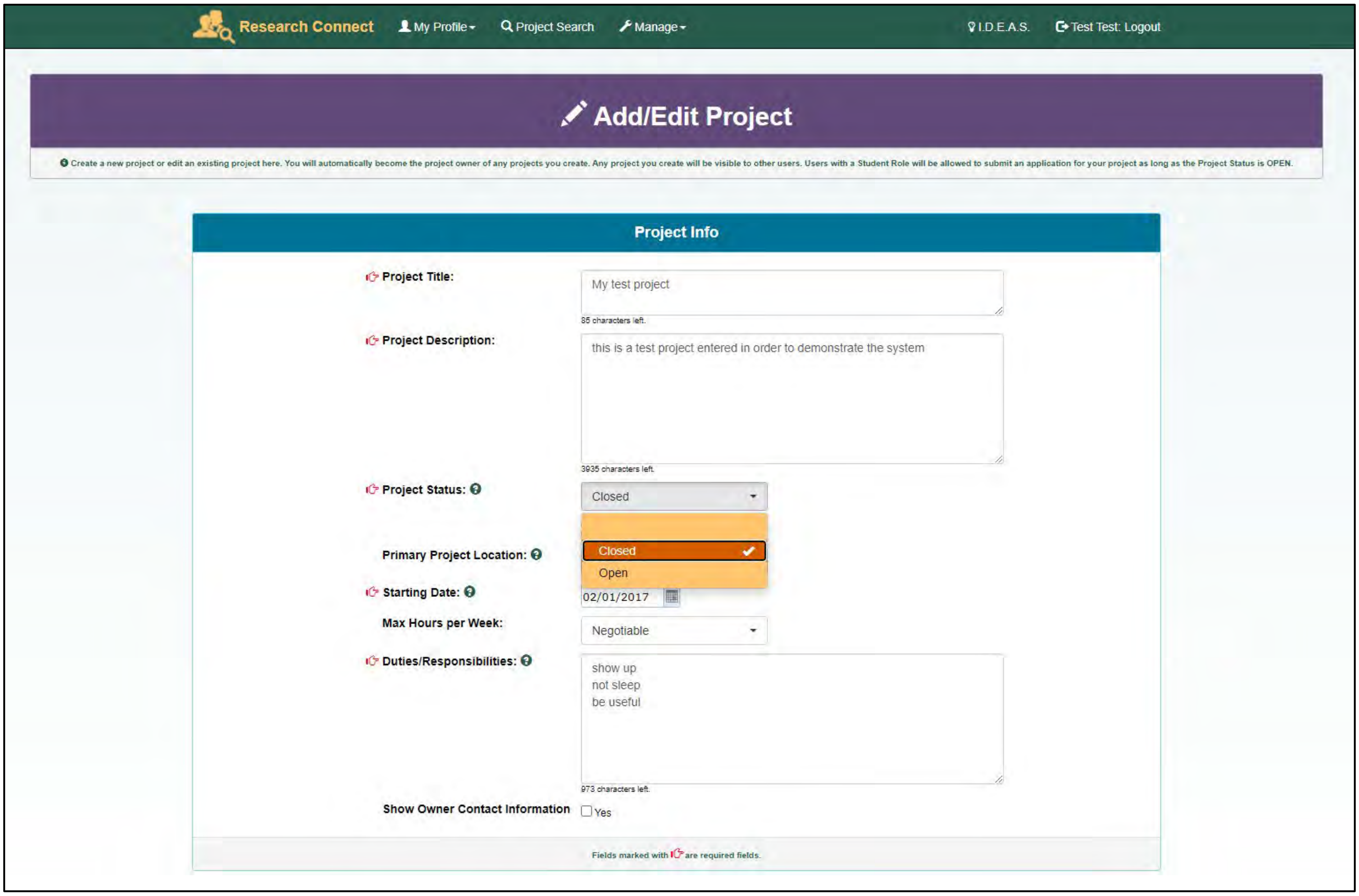
Once you identified the medical student(s) that will be assisting with your research "Close" the project to prevent more medical students from applying to your project.

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."



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.