

# SUMMER RESEARCH ASSISTANTSHIP IN EMERGENCY MEDICINE (SRA-EM)

SUMMER 2019

## PROGRAM OVERVIEW

Summer Research Assistantships in Emergency Medicine (SRA-EM) are available annually to **undergraduate students enrolled in Brown's PLME program and 1<sup>st</sup> year medical students (for the summer before year 2) enrolled in the Alpert Medical School**. Students who are awarded an assistantship will receive a \$3,500 stipend to carry out a research project at a Brown-affiliated hospital between June-August, under the supervision and mentorship of a faculty mentor. The SRA-EM project mentor (and co-mentor, if applicable) must be faculty members of the Department of Emergency Medicine at Brown.

The student must dedicate 40 hours per week (i.e. work full-time) for 10 weeks between June-August. Other employment is usually not authorized during the defined work-week tenure of the assistantship. Depending on the demands of the research project, students may need to work nights and/or weekends. When submitting the SRA-EM application, the student must be fully prepared to accept and complete the assistantship.

The SRA-EM is one of two SRA opportunities offered by the Brown PLME program (SRA-Biomedical and SRA-EM). Students may NOT apply for both opportunities in the same year.

Students applying for other opportunities during the summer should NOT apply for the SRA-EM. A student who is awarded an SRA-EM and also receives another fellowship or assistantship from the University (i.e., UTRA, Royce, Mellon Mays, Biomed SRA) or from another source (i.e., Pfizer) will be asked to choose one source of funding. Students should discuss all funding opportunities with their advising dean.

If the student plans to take a course over the summer or has other commitments that will run concurrently with the assistantship, the project mentor must be aware of this situation and give their consent.

Academic credit cannot be obtained for work performed under this form of support. It is permissible to use the research done during an assistantship as an element of a thesis to be presented toward a degree, and to obtain academic credit if the student decides to develop and continue the project as independent research during the academic year.

## MENTORSHIP EXPECTATIONS

The SRA-EM Committee expects that the student and project mentor will meet a minimum of once per week so that there are structured opportunities to discuss the ongoing work. Students should not be expected to work independently for long stretches without adequate mentoring. Applications must show evidence of collaboration between student and project mentor.

When applying for the SRA-EM, the student must be fully prepared to accept and complete the assistantship. Therefore, prior to agreeing to mentor a student, it is the project mentor's responsibility to ensure the student is aware of their role and responsibilities on the project, the expected timeline of completion, and the expected work hours if outside of the normal work day. If the student plans to take a course over the summer or has other summer commitments, the project mentor must be aware of this situation and give their consent.

A positive mentoring relationship can be established when both parties have a genuine desire to understand the values and expectations of the other person, and to respect and become sensitive to one another's feelings and needs. Mentoring relationships are professional in nature. Mentors are responsible for conveying and upholding the standards, norms, and values of the profession. They are responsible for offering support and challenge to the mentee while the mentee strives to fulfill the profession's expectations.

## PROGRAM TIMELINE AND INSTRUCTIONS

### October 2018

Emergency Medicine faculty members interested in mentoring an SRA-EM must submit one research project to [amichaluk@lifespan.org](mailto:amichaluk@lifespan.org) by **November 1, 2018**. These opportunities will be posted on the SRA-EM webpage in November for students to explore. Appropriate projects will allow the student to exercise their creativity, initiative, and independence to the fullest extent possible and can be completed within a 10-week period between June-August 2019.

- ❖ Teaching fellows must designate a senior faculty co-mentor.

### November – December 2018

The student selects a research project from the “SRA-EM 2019 Project List” (located on the SRA-EM webpage) and may apply for that opportunity by completing STEPS 1 and 2 below:

#### STEP 1

Meet with the project mentor

The student must contact the project mentor, before applying, to request their approval to fill the SRA-EM position for that particular project. First, send an email to the project mentor to introduce yourself, express your interest in working with them on their project, and ask whether or not the position has been filled. If the position is still open, request to meet the mentor in person to discuss the project in detail.

During your introductory meeting you should discuss the role and responsibilities of the student on the project and the expected work hours if outside of the normal work day. The project mentor must be aware of any other commitments the student may have during the summer. If the project mentor agrees to sponsor you, you should come up with a plan to work together to complete the SRA-EM application form.

- ❖ The project mentor may only choose 1 student to apply (i.e. the project mentor may only sign off on 1 application) per year.
- ❖ The student may only submit 1 application per year.

Step 1 should be complete before the end of the Fall semester to allow for enough time to complete Step 2.

### January 2019

#### STEP 2

Complete the application form

The student must download and complete the “SRA-EM 2019 Application” (located on the SRA-EM webpage) and e-mail it to [amichaluk@lifespan.org](mailto:amichaluk@lifespan.org) by **February 13, 2019**.

Although completion of the application is a joint effort between the student and the project mentor, it is ultimately the student’s responsibility to ensure the application is complete and submitted on time.

Application requirements:

1. A full research proposal (as outlined in the application form)
  2. Submission to the IRB / IACUC (proof of submission must be attached to the end of application form)
  3. A letter from the project mentor (see mentor letter requirements in the application form)
- ❖ Formatting: Do not change the format, font, margins, or headings of the application form in any way. You must adhere to the page limits as stated in the application form. You must complete the application form using Arial Size 11 Font.

### February 2019

**Application deadline:** February 13, 2019

### **March 2019**

The student will receive an acceptance letter by March 1. A student who is awarded an SRA-EM and also receives other summer funding from the University (e.g., UTRA, Royce, Mellon Mays, Biomed SRA, AMS Summer Assistantship) or from another source (e.g., Pfizer) will be asked to choose one source of funding. The student must officially accept the assistantship by signing and returning the "SRA-EM Acceptance Form" to [amichaluk@lifefspan.org](mailto:amichaluk@lifefspan.org) by **April 1, 2019**.

### **April 2019**

The student must complete the Rhode Island Hospital intern registration process. Amy Michaluk will e-mail these instructions to the student. This registration process is mandatory prior to working on a research project in the Department of Emergency Medicine and must be complete by **May 1, 2019**.

### **May 2019**

The project mentor and student should meet to make final plans for the summer project including: confirm start date, work hours, meeting times, work space, and ensure all required supplies and resources will be available by June 1 to avoid start-up delays.

### **June – August 2019**

The student will complete 400 hrs (10 wks x 40 hrs/wk) working on the research project and meeting regularly with the project mentor. In June, the student will receive one check from Brown in the amount of \$3,500.

### **September 2019**

The student submits a 1 page final report summarizing the work conducted during the assistantship to [amichaluk@lifefspan.org](mailto:amichaluk@lifefspan.org) by the first day of the fall semester.

The faculty mentor submits an evaluation letter of the student's performance during the assistantship to [amichaluk@lifefspan.org](mailto:amichaluk@lifefspan.org) by the first day of the fall semester.

## **FORMS**

All forms and documents can be found on the SRA-EM webpage:  
<https://www.brown.edu/academics/medical/plme/current-students/enrichment-activities/research-opportunities/summer-research-assistantship-emergenc>

## **CONTACTS**

For questions, contact:

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### **SRA-EM Director**

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