

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Student Research Support Fund</b>		<b>SOP #: RSP.016.02</b>
Effective Date	September 24, 2020	
Last Revision/Review	2/6/2026	

### 1. Purpose

The Office of Research and Sponsored Programs (ORSP) Student Research Support Fund (SRSF) provides financial assistance for limited-scope, student-driven research and creative scholarship at Burrell College. As the official sponsor, Burrell College supplies the funding, which is administered through ORSP under the guidance of a faculty mentor. The purpose of the fund is to support the acquisition of unique research materials essential to the completion of the students' projects that are not already available through existing college resources.

### 2. Related Policy/Authority

RSP.008.00 – Burrell College ORSP Research Account Purchasing

### 3. Faculty/Staff Responsibilities

Assistant Dean for Research  
Director of Student Research  
Director of ORSP Administration  
Burrell College Mentor

### 4. Definitions/Abbreviations

**Medical Student** - a person enrolled in Burrell College of Osteopathic Medicine.

**Research Sponsor** – The Burrell College of Osteopathic Medicine is the research sponsor providing funding.

**Mentor** – A Burrell College faculty member or a research-approved mentor with expertise in the investigative subject area who provides thoughtful guidance and support to student researchers throughout the course of their project. In addition to offering academic and professional insight, the mentor is responsible for ensuring that the student researcher conducts the proposed work in alignment with Burrell College policies and procedures, and that all use of SRSF is appropriate and compliant with institutional guidelines.

### 5. Procedural Steps

#### 5.1 Program Details and Eligibility:

- 5.1.1 The SRSF provides up to \$1000 to eligible medical students to support independent research and creative scholarship.
- 5.1.2 The program is open to all medical students in good academic standing.
- 5.1.3 Research must be conducted under the guidance of a Burrell College faculty member or research-approved mentor.
- 5.1.4 The proposed study must be student-driven and not supplemental to an existing or ongoing research project led by the mentor.
- 5.1.5 The fund is not a monetary award to the student; it is designated solely for the purchase of specific items outlined in the student's application.
- 5.1.6 All purchases must be made through ORSP requisition procedures and must comply with Burrell College policies.

### **5.2 Application Information:**

#### **5.2.1 Application:**

The following format should be used in submitting requests to the SRSF to ORSP email address at [grants@burrell.edu](mailto:grants@burrell.edu)

- Information
  - Descriptive title of project,
  - Name and email address
  - Advisor's name and email address
  - Project dates
  - Itemized project budget and budget justification
  - 600-word limit project description

#### **5.2.2 Application Review and Notification:**

Complete applications are reviewed by the Office of Research and Sponsored Programs.

Incomplete applications will not be considered.

Approval or disapproval will be based on information included in the packet and availability of funds.

Applicants and mentors will be notified of the outcome via email from [grants@burrell.edu](mailto:grants@burrell.edu).

#### **5.2.3 Funding Available:**

- Funding availability is contingent upon the current budget and may vary year by year.
- Funding requests are capped at \$1,000 per student.
- Only one award per student or team is permitted per academic year.
- Subject to case-by-case review, a project may be considered for additional funding in a subsequent year.

### **5.3 Use of the Student Research Support Fund**

#### **5.3.1 Allowable expenses:**

- Research materials and supplies
- Software or computational services that are not available through the College
- Access to secondary data sets
- Statistical services

#### **5.3.2 Unallowable expenses:**

- Computer hardware, tablets, or related minor equipment
- Travel, food, participant costs
- Meeting registration, professional dues, subscriptions, books, and
- Personnel salaries, both employee and contractors

### **5.4 Conditions of Acceptance:**

- Recipients must adhere to Burrell College policies governing fund use.
- Human, or biohazard research requires prior committee approval.

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- Recipients must maintain good academic standing and uphold professional conduct throughout the duration of the award period.
- Recipients agree to present research results at the annual Medical Student Research Day.
- Recipients must acknowledge Burrell College funding on posters, presentations, and publications resulting from the award. Example *“This project was partially supported by the Burrell College Student Research Support Fund.”*

### 5.7 Access to Approved Funding:

- ORSP will establish an account for the approved amount of the project.
- Purchase requests must be submitted to ORSP with the approval of the mentor.
- All SRSF funds must be spent or formally committed by May 21 of the award year. Any uncommitted funds remaining after this date will automatically revert to ORSP.
- Carryover of funds for the next fiscal year is not allowed.

### 5.8 Reporting Requirements:

- Recipients submit a final report to ORSP by August 30<sup>th</sup> of funded year, to include:
  - Summary of findings,
  - All deviations from original research proposal, and
  - List of resulting presentations or publications.

## 7. Maintenance

The Office of Research and Sponsored Programs will review yearly.

## 8. Signature

Signature on File	2/6/2026
Assistant Dean for Research	Date

## 9. Distribution List

Internal/External

## 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
3/27/2025	All	Grammar		
2/6/2026	1,5,5.2.1,5.35.4	Updated, clarified, and grammar		2/13/2026