

**UTHSCSA School of Medicine**  
**INTD 4210, 4211, 4212 Medical Student Research Elective**  
**Final Report Guidelines**

At the end of each research elective, students must submit a final written report in addition to their progress report and an hours log. Cited below are acceptable reports, matched to the stage of the project. An hours log template can be found on our website at <http://som.uthscsa.edu/research/StudentElectiveResearch.asp>.

All reports and forms are **due no later than eight weeks following the completion of the elective** (or prior to your last official class day if the research elective is completed within two months of your graduation) to the Research Dean's Office at [SOMresearch@uthscsa.edu](mailto:SOMresearch@uthscsa.edu).

Stage of Project	Acceptable Final Reports	Guidance for Writing Final Report Use the outlines or websites below to organize your report
<b>Starting a New Project</b>	IRB Proposal	<a href="http://research.uthscsa.edu/irb/">http://research.uthscsa.edu/irb/</a>
	IACUC Proposal	<a href="http://research.uthscsa.edu/iacuc/index.shtml">http://research.uthscsa.edu/iacuc/index.shtml</a>
	Detailed Research Proposal  (2 pages, minimum)	<ul style="list-style-type: none"> <li>A. Specific Aims</li> <li>B. Research Strategy               <ul style="list-style-type: none"> <li>a. Significance                   <ul style="list-style-type: none"> <li>i. Importance of problem being addressed</li> <li>ii. How it will improve knowledge or practice</li> </ul> </li> <li>b. Innovation                   <ul style="list-style-type: none"> <li>i. Novel methods</li> <li>ii. Instrumentation or interventions</li> </ul> </li> <li>c. Approach                   <ul style="list-style-type: none"> <li>i. Study design</li> <li>ii. Study conditions</li> <li>iii. Method for collecting data</li> <li>iv. Sampling strategy</li> <li>v. Data analysis</li> </ul> </li> </ul> </li> </ul>
<b>Continuing Work on an Ongoing Project</b>	Progress Report (about 2 pages)  May include tables & figures	<ul style="list-style-type: none"> <li>A. Specific Aims</li> <li>B. Studies and Results               <ul style="list-style-type: none"> <li>a. Work completed to date</li> <li>b. Technical difficulties encountered?</li> <li>c. Any changes made to the proposed approach?</li> </ul> </li> <li>C. Significance</li> <li>D. Plans to continue project or modify original plans</li> <li>E. Changes in Study Personnel (if any)</li> <li>F. Publications or Presentations to date (if any)</li> </ul>
<b>Completing a Research Project</b>	Research Poster	<ul style="list-style-type: none"> <li>A. Introduction</li> <li>B. Study Aim</li> <li>C. Methods               <ul style="list-style-type: none"> <li>a. Setting and subjects</li> <li>b. Treatments or interventions (if any)</li> <li>c. Measurement of key variables</li> <li>d. Procedure for collecting data</li> <li>e. Statistical analysis</li> </ul> </li> <li>D. Results</li> <li>E. Discussion</li> </ul>
	Brief Report of Findings	
	Manuscript Draft	
	Completed Manuscript	