



Joe R. & Teresa Lozano Long School of Medicine

Research Match

A searchable database for faculty and medical students

Faculty User Guide

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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 Match* 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 Match 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.

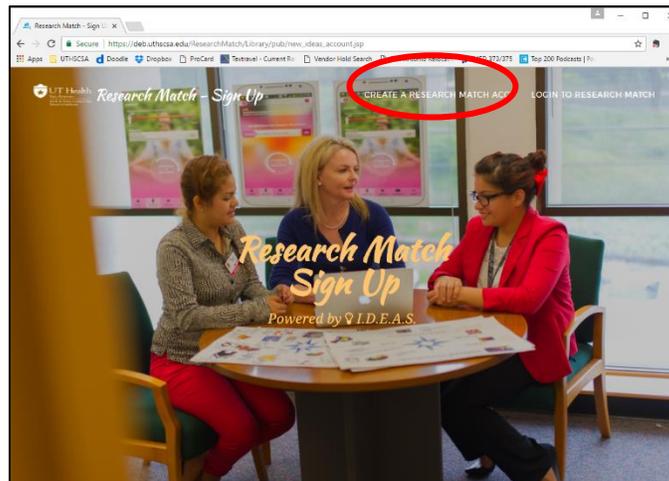
We encourage you to take advantage of this opportunity for your current or future projects.

Regards,

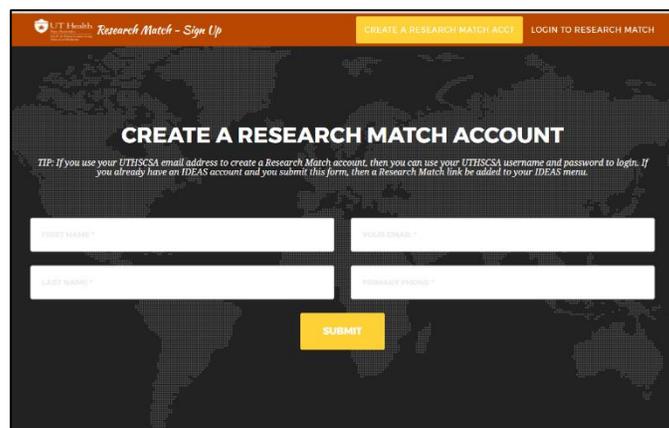
Jennifer Sharpe Potter, PhD, MPH
Associate Dean for Research
Associate Professor of Psychiatry
Joe R. and Teresa Lozano Long School of Medicine

Creating a new profile

1. If you have never used IDEAS before, go to <http://som.uthscsa.edu/researchmatch> and follow the steps below.
 - a. If you have an IDEAS account, log in at this page with your IDEAS name and password and complete steps 5 and 6 to create a Research Match profile.
2. Select “Create a Research Match Account” at the top

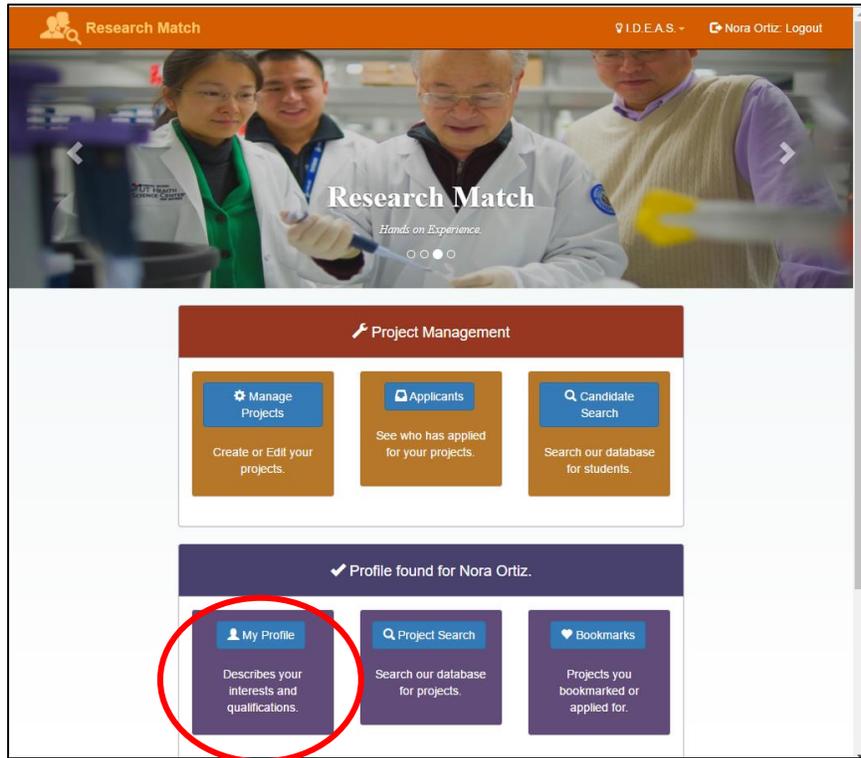


3. Include your first and last name, email, and phone number, and select “Submit”

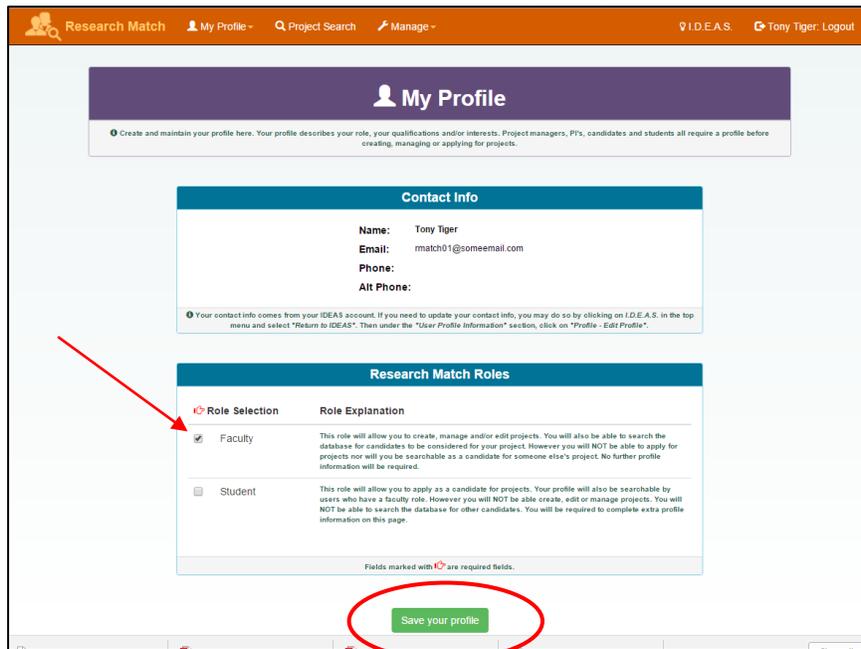
A screenshot of the "CREATE A RESEARCH MATCH ACCOUNT" form. The form is set against a dark background with a world map. It includes a header with the U.T. Health Science Center logo and the text "Research Match - Sign Up". Below the header, there are two buttons: "CREATE A RESEARCH MATCH ACCOUNT" and "LOGIN TO RESEARCH MATCH". The main heading is "CREATE A RESEARCH MATCH ACCOUNT". A tip is provided: "TIP: If you use your UTHSCSA email address to create a Research Match account, then you can use your UTHSCSA username and password to login. If you already have an IDEAS account and you submit this form, then a Research Match link be added to your IDEAS menu." The form contains four input fields: "FIRST NAME", "LAST NAME", "YOUR EMAIL", and "PHONE NUMBER". A yellow "SUBMIT" button is located at the bottom center of the form.

4. An email will be sent to confirm your email account. Click on the link in the email to verify your account.

5. Once logged in, select “My profile” from the options on the home page.

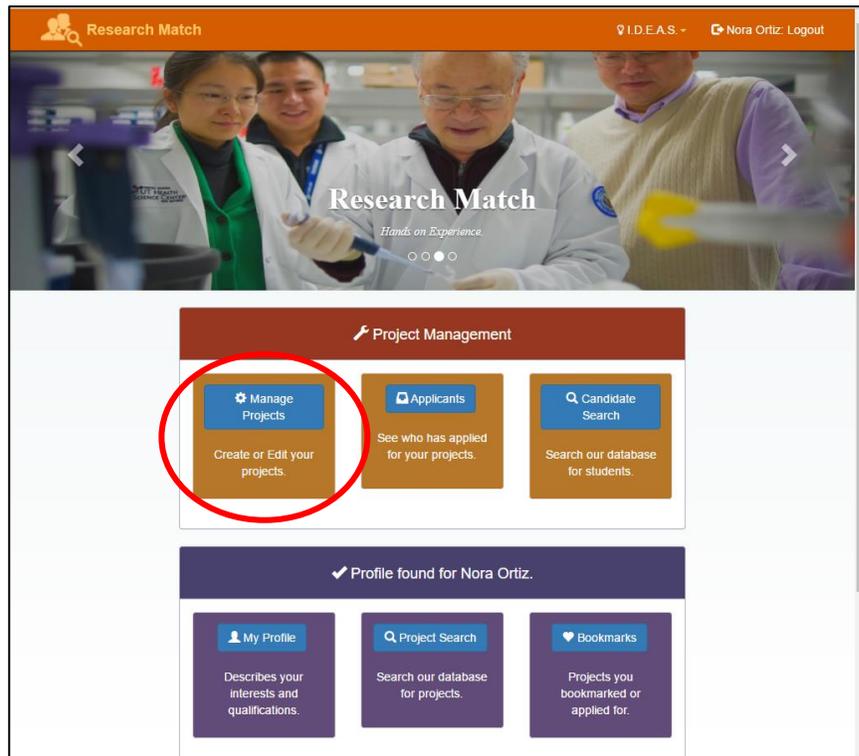


6. Check the box for Faculty and the button to save your profile.

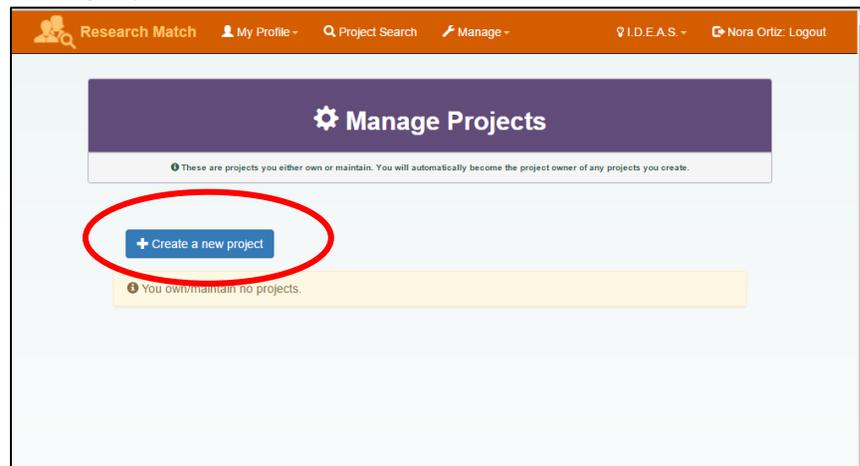


Create a project

1. Once logged in, on the Research Match home page select “Manage Projects”



2. Select “Create a new project”



3. Complete fields on the 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 (at the bottom; not pictured) provide different permissions for each level of user. A PI would be good examples of an “owner”. Each project should only have one owner but can have multiple individuals manage, edit, or serve as points of contact. If a resident or lab assistant were involved, they would be good candidates for manage or edit designation.

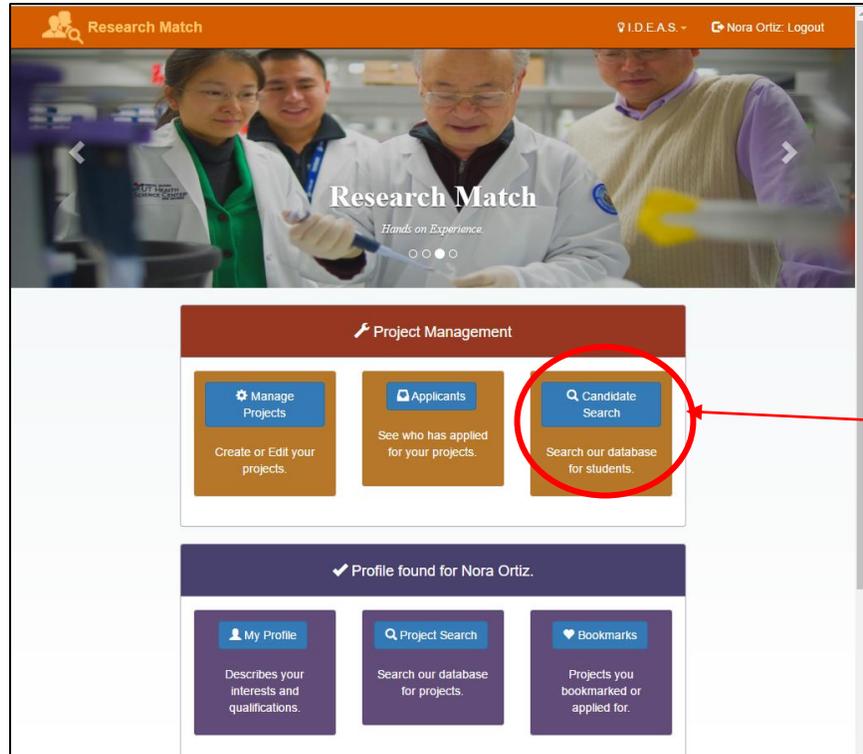
The screenshot shows a web application interface for adding or editing a project. The top navigation bar is orange and contains the following items: 'Research Match' with a magnifying glass icon, 'My Profile' with a person icon, 'Project Search' with a magnifying glass icon, 'Manage' with a pencil icon, 'I.D.E.A.S.' with a downward arrow, and 'Nora Ortiz: Logout' with a person icon. Below the navigation bar is a purple header with a pencil icon and the text 'Add/Edit Project'. A small informational box below the header states: '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.' The main form area is titled 'Project Info' and contains the following fields:

- Project Title:** A text input field.
- Project Description:** A large text area.
- Project Status:** A dropdown menu.
- Primary Project Location:** A dropdown menu.
- Starting Date:** A date picker with a calendar icon.
- Max Hours per Week:** A dropdown menu.
- Duties/Responsibilities:** A large text area.

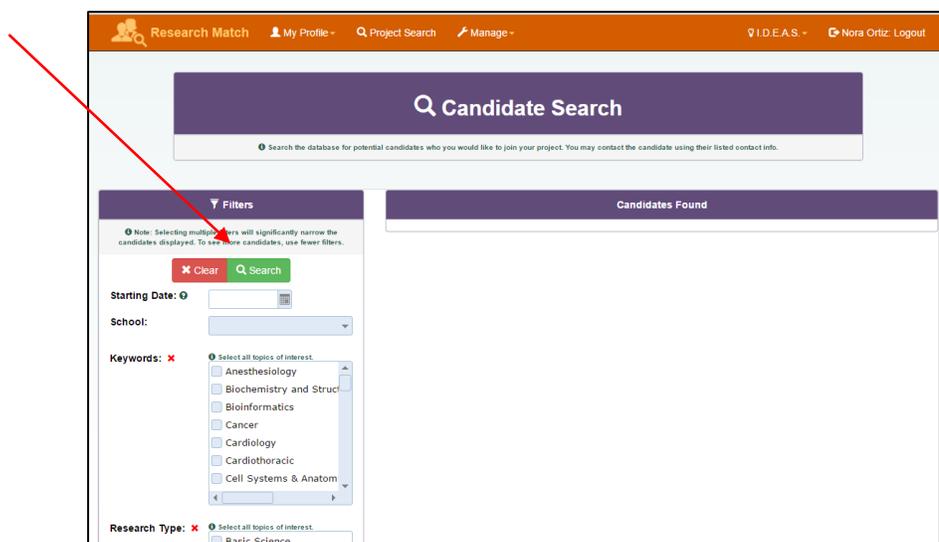
4. Select “Save Project” to complete.

Search profiles

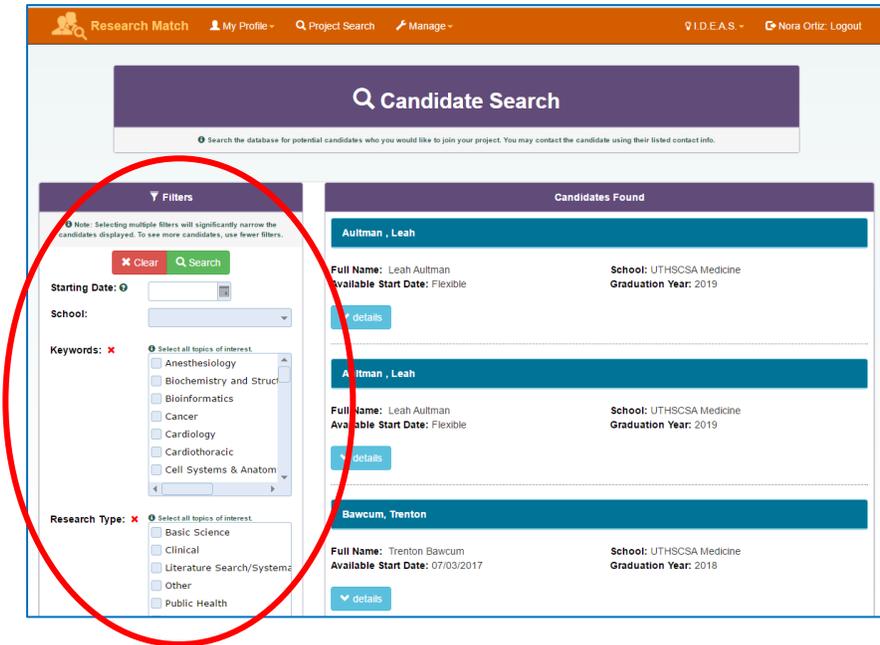
1. Medical students for your project can be found in one of two ways: Candidate Search and Applicants. For a list of all the medical students participating in Research Match, select “Candidate Search” on the main Research Match home page



2. Select “Search” with all the fields clear



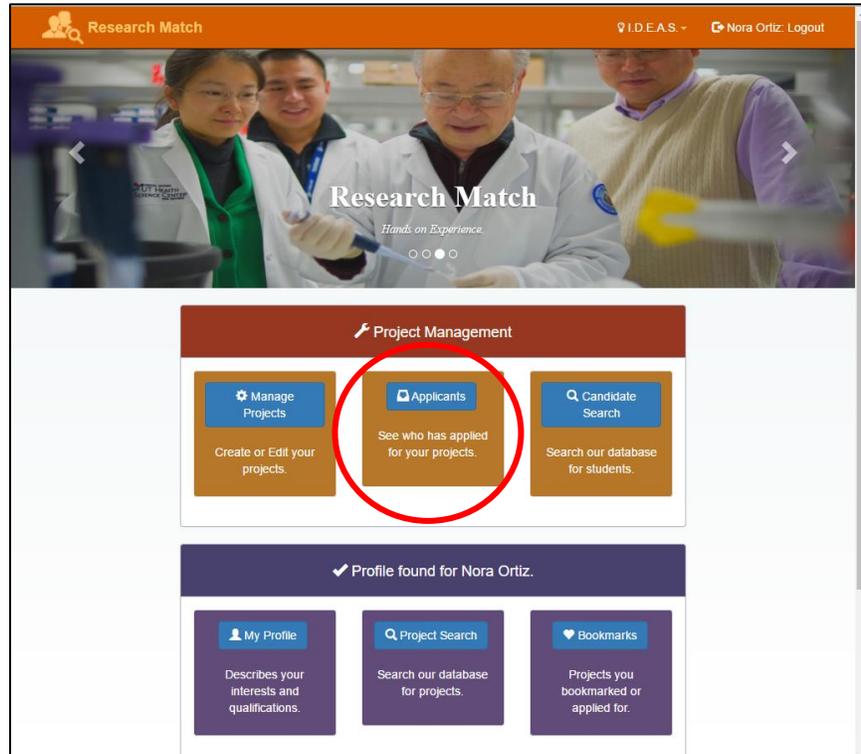
3. A directory of all the medical students signed up will appear. Narrow the list using the filters on the left.



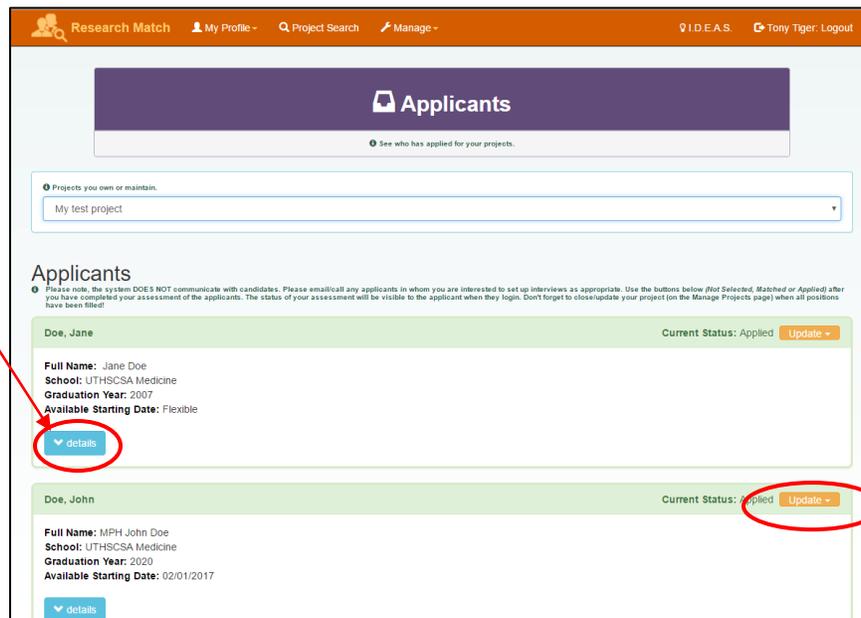
4. Use the email address available through the “details” button to contact medical students that can potentially be a fit. Schedule a time with the medical student to discuss the project and “interview” the medical student.

Search Applicants

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



2. Select the project on the next page.
3. A list of medical students interested in that project will populate the next page. Each medical student will have an email under the “details” button; contact to schedule a meeting/interview.

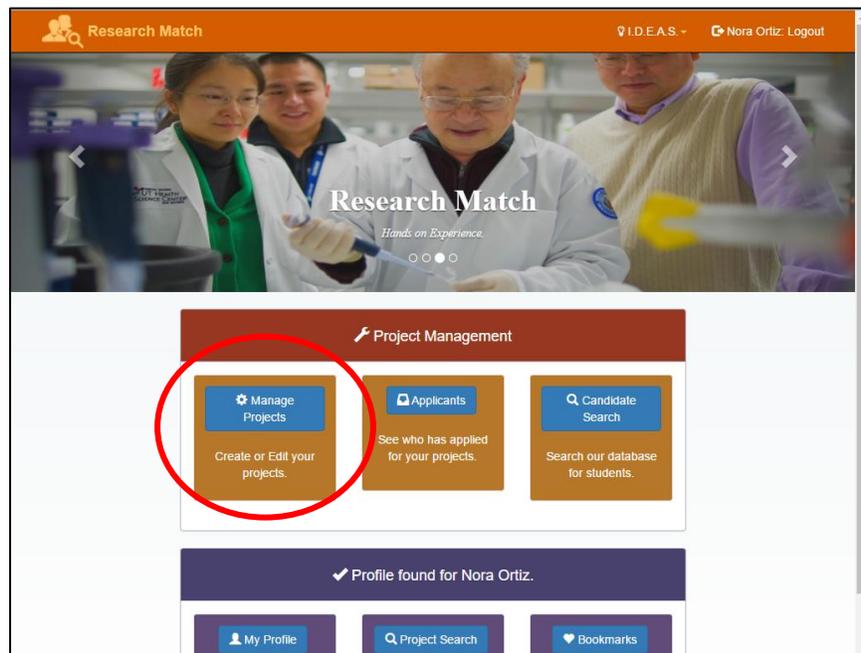


4. Update the status for medical students matched and not selected using the dropdown menu on the right. “Not selected” will let them know they should move on to other opportunities.
5. Once you identified the medical student(s) that will be assisting with your research, select “Matched” on the dropdown menu and “Close” the project.

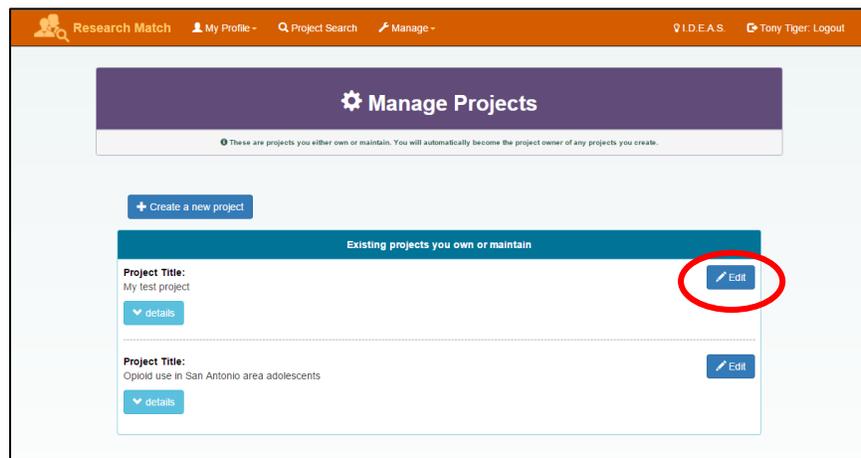
Editing and closing your projects

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.

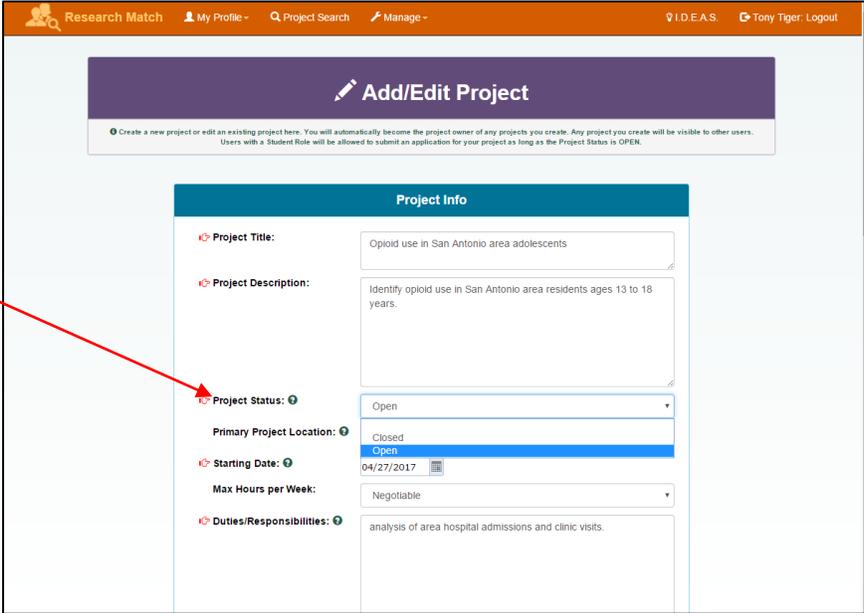
1. Select “Manage Projects” on the main Research Match page



2. Select “Edit” on the right



3. Make the changes necessary. To close a project, locate “Project Status” and select “Close”



The screenshot shows the 'Add/Edit Project' interface. At the top, there is a navigation bar with 'Research Match', 'My Profile', 'Project Search', and 'Manage'. Below this is a purple header with a pencil icon and the text 'Add/Edit Project'. A small informational box below the header states: '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.' The main form is titled 'Project Info' and contains several fields: 'Project Title' (text input with 'Opioid use in San Antonio area adolescents'), 'Project Description' (text area with 'Identify opioid use in San Antonio area residents ages 13 to 18 years.'), 'Project Status' (dropdown menu with 'Open', 'Closed', and 'Open' options, where 'Closed' is highlighted), 'Primary Project Location' (dropdown menu with 'Open' and 'Closed' options), 'Starting Date' (calendar icon with '04/27/2017'), 'Max Hours per Week' (dropdown menu with 'Negotiable'), and 'Duties/Responsibilities' (text area with 'analysis of area hospital admissions and clinic visits.'). A red arrow points to the 'Project Status' dropdown menu.

4. Scroll to the bottom and select “Save Project” to save changes. Closed projects can be reopened at any time.