Joe R. & Teresa Lozano Long School of Medicine

Research Connect
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 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.

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/researchconnect 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 Connect profile.

2. Select “Create a Research Connect Account” at the top

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

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 Connect 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. Please note, you may select whether or not you would like for the student to see your
      name by checking "Show owner contact information". If you leave this blank the
      student will not know who posted the project.
   d. Project Privileges: delegating platform management (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.

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 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.

Search Applicants
1. Applicants are medical students interested in your project. Select “Applicants” on the main Research Connect 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, being interviewed, and not selected using the dropdown menu on the right. “Not selected” will let them know they should move on to other opportunities. “Being Interviewed” will send the student an e-mail from the system to let them know you are interested in working with them. From there, you should reach out to the student via e-mail to set up an interview. “Matched” should only be selected for students you commit to working with.

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. PROJECTS MUST BE CLOSED WHEN YOU ARE DONE RECRUITING STUDENTS. You may always open the project at a later date, but students will continue to see and apply for your project if it isn’t closed.
Editing and closing your projects:

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.