Research Electives

UCLA Research (600 level)

- Research should be for a significant period of time, usually the full six weeks.
- A maximum of six weeks of research (600 level) and/or In-Depth Electives (100 level courses) may be applied toward the 30 week elective requirement. For example, if you receive credit for 4 weeks of research, you may only receive credit for 2 weeks of an In-Depth elective.
- Academic credit will not be given for research electives for which you are paid or while on a leave of absence from the medical school curriculum.
- Academic credit will not be given for any research conducted prior to the start of your third year or while on a leave of absence.
- UCLA vs. AWAY credit: Research electives taken at any of the UCLA hospital campuses and sponsored by a UCLA faculty member will be given "UCLA" elective credit, while those research experiences taken away from the UCLA hospital campuses will count towards the 12 weeks allowed for "AWAY" electives.
- Research electives cannot be applied toward the 24 weeks of elective clinical experiences
- Research must be uploaded to schedule in MyCourses and approved prior to the start date. No retroactive credit will be granted.
- Research time must be scheduled in a 3-week block. You may do one or two 3-week blocks in either semester. If you would like to do two 3-week blocks, the blocks can be continuous or discontinuous. They can both be in first semester or both in second semester or one in each semester. However, it must be a 3-week block -- you may not schedule individual days or even individual weeks. You may also not schedule the 3 week block to include any mandatory week, such as College Foundations or Match week.
- Students who have not taken time-off from the medical school curriculum for research (NIH, PhD, etc.), may do research in the third year with approval from the Dr. Lee Miller, Associate Dean of Student Affairs and Dr. Linda Baum, Associate Dean for Medical Student Research and Scholarship. Arrangements must be made in advance to complete missed Systems-Based Healthcare and Longitudinal Preceptorship days and/or assignments.

Non-UCLA Research (600 level)

- Non-UCLA research is permitted only if approved by Dr. Lee Miller, Associate Dean of Student Affairs and Dr. Linda Baum, Associate Dean for Medical Student Research and Scholarship.
- When applying for a Non-UCLA research elective a David Geffen School of Medicine at UCLA Application for a Non-UCLA Elective form must also be completed and returned with the Research Request Form.
- Research must be uploaded to schedule in MyCourses and approved prior to the start date. No retroactive credit will be granted.
Adding a Research Elective (continued)

- There is no longer a form for the general research elective. Instead, you must complete the required sections in mycourses before adding the elective. Only form that is still required is for any away elective which will need to reviewed and approved by Dr. Baum
  - *Away Research Elective Request form* located in on the Medical Student website and in MyCourses
  - Add elective to schedule in MyCourses and complete the required sections.

1. Login to MyCourses. Click on the “Add Course” tab
2. Select “Research Electives” in the Department Search list and click on the “Search” button
3. The listing of Research Electives should appear. Find the appropriate Department and click on the “Add” link.

- If you are planning to do 6 weeks of an elective with one mentor but you are going to do the elective in two 3-week blocks which result in different dates for the blocks, you will notice when you go to add your elective, there is a part 1 and a part 2. In order to make sure we know this elective has been broken up into two 3 week blocks, you will schedule the first 3-weeks in part 1 and add the second 3 weeks in part 2. For any questions about this process, please email Shamar Jones (snjones@mednet.ucla.edu)
Adding a Research Elective (continued)

1. A pop-up window should appear. Please be sure to turn off your pop-up blocker. Click the “Wait” link next to your desired date and location. Don’t worry about the exact date and/or location being available. We will try to work to adjust them in the system.

2. After you click the “Wait” link, a pop-up window should appear and state that you have been placed on the waitlist for the research elective.
3. Return to your schedule and click on the small "Research Info" link. A pop-up window should appear.

4. Complete the necessary information in the window

   - **Institution**: Complete if your desired site was not an option on the list of sites

   - **Start Date, End Date and Credits Requested** (weeks requested) are required fields. If you are splitting your research, be sure to indicate the dates on the Research Elective Site. Shamar Jones will adjust your schedule in MyCourses accordingly.

   - **Faculty Sponsor**: You can search for your research mentor. If your mentor is not found in the search, please enter the name and e-mail address in the Faculty Sponsor Name and Faculty Sponsor E-mail fields below. Also a brief description of your elective.
5. After you click on "Save," you will return to your schedule. Your inputted information will appear highlighted in yellow.

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