

# RESEARCH ELECTIVE REQUEST FORM

Date Today	Name	Program	Class of:
Mednet Email	Research Specialty (i.e. EM, Surgery, etc.)	Location/ Facility	Research Dates*

\*Research can either be 1 block of 6 consecutive weeks or can be split into 2 blocks of any of the following durations:

- 3-week block + 3-week block
- 2-week block + 4-week block
- 1-week block + 5-week block

**If you choose to split your elective into 2- or 3-week blocks, your evaluator will evaluate you twice.**

## Contact Information for Faculty Mentor

The Faculty Mentor agrees to oversee the student’s work and will complete the evaluation within 4 weeks of conclusion of the elective.

Faculty Mentor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email (final evaluation requests will be sent to this address): \_\_\_\_\_

Phone #: \_\_\_\_\_

## Faculty Approval

I, \_\_\_\_\_ am responsible for the Research of the student listed above.

(Please print name)

\_\_\_\_\_  
 Faculty Signature

## Friendly Reminders

- Students must submit this request **no later than 2 weeks prior to the intended start date**. Please allow Approximately 10 business days for this application to be processed by the SAO.
- 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.
- 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.
- UCLA research mentors must have a UCLA faculty appointment. Away research mentors must hold a faculty appointment at their respective site. Away research will count as part of the 12 weeks allowed for AWAY electives.
- In order to receive elective credit, student must be enrolled in the MD curriculum during the proposed research dates.
- No retroactive credit will be granted.
- Research is a Pass/Fail Course

Once you have completed all of the above and obtained your elective faculty’s signature, please email to Alia Bakr ([abakr@mednet.ucla.edu](mailto:abakr@mednet.ucla.edu)).

**The SAO Hours are: Monday – Friday 8:00AM – 5:00PM**