This user guide is designed to take you step-by-step through completion of an RDT application, updates for the pre-MSPE review, and final RDT graduation. It should be used in conjunction with the information from the Research Distinction Track website at https://medicine.uiowa.edu/md/teaching-and-learning/distinction-tracks/research-distinction-track.

Steps and screenshots of the online application tool are shown to guide you through the requirements at each stage to prepare your RDT portfolio for review. Application and review submission deadlines are as follows:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RDT Application</td>
<td>May 31 of M2 year</td>
</tr>
<tr>
<td>2. Pre-MSPE</td>
<td>August 1 (beginning of M4 year)</td>
</tr>
<tr>
<td>3. Final Graduation</td>
<td>February 28 of M4 year</td>
</tr>
<tr>
<td>4. Remediation of Incomplete Items (if needed)</td>
<td>April 15 of M4 year</td>
</tr>
</tbody>
</table>

All deadlines shown are final completion deadlines. DO NOT WAIT UNTIL THE DEADLINE TO BEGIN UPDATES. Each phase requires information from both you and your mentor. It is up to you to request and confirm submission of materials from your mentor by the stated deadline.

Applications are sent for review by “Class of” cohort. You can begin completing the information within the RDT portfolio at any time. However, the details specified in the following pages MUST be complete by the corresponding deadline for your materials to be reviewed at each phase.

Your portfolio will be reviewed by two Research Council members at each of the first three phases. You and your mentor will be notified of your status at each phase (1- acceptance; 2- on-track; 3- graduate with distinction). Notification is generally 6-8 weeks following the submission deadline. If remediation of your portfolio is required, the specific requirement(s) and deadline for completion of remediation will be provided in the notification letter.

The program director can answer questions regarding your research and mentoring experience, and the RDT process in general. The RDT program coordinator is always available to assist you with any questions or issues, including completion of the portfolio.
Phase 1 - RDT Application

Creating an RDT Portfolio

The first step in applying for the Research Distinction Track (RDT) is creation of your RDT Portfolio online. There are six areas you can complete:

- Mentor selection (required)
- Research Experience (at least one during medical school is required)
- Research Presentations (at least one since enrollment in medical school is required)
- Research Publications (optional in this phase)
- Related Research Activities Plan (listed discrete items; at least two entries highly recommended)
- Other Related Research Activities Plan (additional “Related Research Activities Plan”; narrative text describing your plans for ongoing research involvement; required)

The following section details how to complete your RDT application portfolio, with step-by-step screenshots to guide you through the process.

RDT Application step-by-step

1. Login to the RDT app at https://webapps1.healthcare.uiowa.edu/ResearchDistinctionTrack.
   Note: The “Mentor Search” link allows you to browse the database of mentors, including research interests and contact information. The “Upload/Download…” links will be discussed in a later section of this guide.

2. Click on the link “Update Application”

Welcome back. [Your name]

Mentor Search

Update Application

Upload / Download Manuscript  Upload / Download Research CV

Mentor(s)

The next screen is your electronic RDT portfolio. At the top you will see your information from the student information system, with your details completed below HawkId, Last Name, etc. The information in this section cannot be changed by you or the RDT administrator.

The checkboxes for RDT and SRF will be updated by the administrator confirming your involvement in SRF (if appropriate) and acknowledging the start of your RDT application.
3. Select your mentor from the dropdown list in the next section. *If you do not see your mentor in the dropdown list, please email deanna-nielsen@uiowa.edu to request that your mentor be added to the database.*

Selecting your mentor from the dropdown list should automatically send an email to your mentor, notifying her/him that you are applying for RDT. You must follow up with your mentor to request he/she submit a nomination letter on your behalf. More details for your mentor are available online at https://medicine.uiowa.edu/md/teaching-and-learning/distinction-tracks/research-distinction-track/research-distinction-track-0.

4. To add your research experience, click the “Add Research Experience” button. A pop-up window appears:
a. Select your Mentor for the specific research experience from the dropdown list. If you are recording research that was not completed at the University of Iowa, fill in the “Non-UI Faculty Mentor” section and click to check the box next to it.

b. Enter your Start and End dates with at least month and year. DO NOT use “ongoing,” “continuing,” or other open-ended date. If you have an ongoing project, you’ll report that information in a later section. All items in this area should have a fixed start/end date.

c. Enter the “Program Type,” “Institution,” “City,” and “State” (two-letter abbreviation, please). If the research occurred prior to your enrollment in the Carver College of Medicine, check the box. The only exception to this is pre-M1 Summer Research Fellowship (SRF) through CCOM.

d. Click the button for “Add research experience” at the bottom. The information is automatically stored in your portfolio from this point. You can delete or revise information later, if needed.

e. Repeat steps a-d above for each additional research experience.

As you enter your research experiences, they will appear below the section header similar to the display below. (This is an administrator view and may differ slightly from what you see on your screen.)
5. Add your research presentations by selecting the button for “Add a Research Presentation.” Again, a pop-up window will appear like the one below.

```
Add a research presentation

Title

Presentation Date

Poster
☐

Oral
☐

Event

City

State

Prior To Enrollment
☐

Add research presentation
```

a. Enter the name of your presentation in the top box.
b. Enter at least the month and year of the presentation (complete date preferred as mm/dd/yyyy).
c. Click the appropriate checkbox to indicate if this was a poster or oral presentation.
d. Enter the Event name (e.g., “Medical Student Research Conference”).
e. Enter City and State (two-letter abbreviation).
f. If the event occurred prior to enrollment in medical school, check the box.
g. Click the Add research presentation button to save the information to your portfolio. You can delete or revise information later, if needed.
h. Repeat steps a-g above for each research presentation.

As you enter your research presentations, they will appear below the section header similar to the display below. (This is an administrator view and may differ slightly from what you see on your screen.)

```
Research Presentations

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Event</th>
<th>City/State</th>
<th>Prior to Enrollment</th>
<th>Final Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/20/16</td>
<td>Medical Student Research Conference</td>
<td>Iowa City</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
```

6. To add your research publication, click the “Add a research publication” button. A pop-up window appears:
a. Enter the Title of your manuscript/publication in the top box. If the publication is an abstract, please indicate this by entering “(abstract)” following the title. Do not list unpublished abstracts.

b. Enter the Author(s) names in publication list using last name and initial(s) [e.g., “Johnson RL, Ross KE, Jones A.”] If you cannot fit all the authors on the line, use … between to be sure you and the primary research are listed if not a first-author.

c. Year should be the four-digit year of publication. If this is an unpublished manuscript you can enter the year of completion.

d. Publication and Citation should include the journal, volume and page number, DOI, and PMID, if applicable. (See PubMed for citation form.)

e. Click the appropriate box in the next row. If the manuscript has been published or accepted for publication, check the first box. If it has been submitted, check the second box. Use the third check box for any unpublished manuscript.

f. If the publication involves work from before you began medical school, check the Prior to Enrollment checkbox, even if the actual publication date was after you began medical school.

g. Click the Add research publication button to save the information to your portfolio. You can delete or revise information later, if needed.

h. Repeat steps a-g above for each research publication.

As you enter your research presentations, they will appear below the section header similar to the display below. (This is an administrator view and may differ slightly from what you see on your screen.)
7. To add your discrete research activities to your portfolio, click the “Add a related research activity” button. A pop-up window appears:

Add a related research activity

Activity Type

Activity Sponsor

Attendance Frequency

Date(s)

Description

Add research activity

a. In the Activity Type box, enter text appropriate for describing the planned activity (e.g., journal club, Grand Rounds, Conference attendance, mentor meetings).

b. For Activity Sponsor, you can enter a department, conference group, your mentor, etc. as appropriate. This identifies the person or organization hosting the activity.

c. Attendance Frequency is an indicator of how often you will engage in the activity. Some events are once only (conference attendance); others may be “as available,” such as lab meetings or grand rounds attendance as your clerkship schedule allows.

d. If there are specific dates associated with the activity, enter that in the Date(s) field.

e. Description is optional but should be used to convey to the reviewer any information not self-evident in the activity type.

f. Repeat steps a-e above for each research-related activity.

As you enter your research activities, they will appear below the section header similar to the display below. (This is an administrator view and may differ slightly from what you see on your screen.)

Related Research Activities Plan

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Activity Sponsor</th>
<th>Attendance Frequency</th>
<th>Date(s)</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster Presentation-Society</td>
<td>Lab</td>
<td>Annually</td>
<td>November 2017 and 2018</td>
<td></td>
</tr>
<tr>
<td>Research Elective</td>
<td>Lab</td>
<td>N/A</td>
<td>Spring 2018</td>
<td></td>
</tr>
<tr>
<td>Grand Rounds in Neurology</td>
<td>Neurology Department</td>
<td>Weekly</td>
<td>2017-2019</td>
<td></td>
</tr>
</tbody>
</table>

8. The second section of the Related Research Activities Plan is a free-text narrative field that allows you to explain to the reviewers your plans for ongoing research involvement. As the descriptor preceding this section suggests, you want to enter information about your ongoing
data collection, planned extensions of research activities, manuscript preparation plans, etc. This is where you provide reviewers with enough detail to help them understand the actual research efforts involved in completion of your RDT project.

a. Click the button to **Add other related research activities**. A pop-up window appears with an open text box.

b. Enter narrative text, then press the **Add other related research activities** at the bottom of the screen. This section can be edited and revised at any time.

c. Once entered, the information appears within your portfolio page similar to the image below.