



Policy Title

Annual Medical Student Research Activity Disclosure

Identifier

USCSOMG – RSCH – 1.06

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| Prepared by: Office for Research | |
| Reviewed by: Associate Dean for Research | Review Date: 02/26/2026 |
| Approved by: USCSOMG Policy Committee | Approval Date: 05/01/2026 |
| | Effective Date: 06/01/2026 |

LCME Standards

3.2 Community of Scholars/Research Opportunities

Scope

University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students

Policy Statement

University of South Carolina (USC) School of Medicine Greenville students

Reason for Policy

A medical education program is conducted in an environment that fosters inquiry and provides opportunities for medical student participation in research and other scholarly activities. An annual disclosure process ensures consistent documentation of student scholarly activity, supports institutional reporting and continuous quality improvement, and reinforces student accountability for accurate representation of scholarly work.

Definitions

N/A

Procedures

1. Reporting period and due date
 - a. The reporting period will align with the academic year: July 1 through June 30.
 - b. The annual disclosure is due no later than [e.g., July 15] each year (or an alternative date designated by the Office for Research).
2. Submission Method
 - a. Students must complete the Annual Research Activity Disclosure using the [designated electronic](#)

[form](#)

3. Required Content

- a. Each student will provide complete and accurate information for the reporting period, as applicable:
- b. Research deliverables, including as applicable: abstracts submitted/accepted, posters, oral presentations, manuscripts submitted/accepted/published, published citations/DOIs, grants/fellowships/awards, case reports, and other scholarly products
- c. If no research activity occurred: affirmation of “No research activity during this reporting period.”

4. Verification and follow-up

- a. The Office for Research may request clarifying information or documentation to support institutional reporting, compliance checks, and verification of deliverables (e.g., acceptance emails, citations).
- b. Students are responsible for responding to follow-up requests within the timeframe communicated by the Office for Research.

5. Use and handling of information

- a. Information will be used for internal purposes including institutional reporting, continuous quality improvement, student support, and advising.
- b. Disclosures will be handled in accordance with applicable university privacy requirements and on a need-to-know basis.

Sanctions

1. Failure to submit the annual Research Activity Disclosure by the due date will result in one or more of the following:

- Ineligibility for research travel funding reimbursement until the disclosure is completed; and/or
- Ineligibility to initiate new student research activities or access school-administered research supports until the disclosure is completed.

2. Repeated non-compliance and/or knowingly submitting false, misleading, or incomplete information will result in referral to the Honor and Professionalism Council (HPC) in accordance with applicable SOMG policies.

Contacts

Associate Dean for Research

Related Information

N/A

History

| Date of Change | Change |
|----------------|--|
| June 2026 | Link added. No formal approval required. |
| May 2026 | Policy created |