Guidelines for the SARP Course Project Change

The Project Change Request is designed to provide notification for a change in the status of your SARP Course project. This change in status can occur due to several circumstances. Each scenario is described below, along with the corresponding information you will need to submit as a Project Change Request.

1. You are continuing to work on the same project as described in your original Project Plan, but with a new mentor.
    - In this case, you need to complete a REDCap form with the new mentor's name and contact information, briefly describe why you have a new mentor, and update your expected project completion date (choose Track, see Figure 1). The original mentor (if available) and the new mentor will need to sign off on the REDCap Project Change Request.
    - If project requires an IRB, IBC, or IACUC forms, you need to ensure your new mentor is listed on these documents.
2. You are continuing to work with the same mentor (as documented in your Project Plan) but want to switch to a new project.
    - In this case, you will describe why you are switching to new project.
    - This Project Change Request also requires a new Project Plan to be submitted according to the Project Plan guidelines. This new Project Plan will be reviewed and assessed by a faculty member using the grading rubric available in the SARP Syllabus.
    - You will need to update your expected project completion date (choose Track, see Figure 1).
    - Your continuing mentor will need to sign off on the REDCap Project Change Request.
    - If the new project requires an IRB, IBC, or IACUC forms, you need to ensure your new mentor submits these documents and adds you to the application(s).
3. You want to change to a new SARP Course project and a new mentor.
    - In this case, you need to describe why you are switching to new mentor and a new project.
    - This Project Change Request also requires submitting a new Project Plan according to the Project Plan guidelines. This new Project Plan will be reviewed and assessed by a faculty member using the grading rubric available in the SARP Syllabus.
    - The new mentor will need to sign off on the REDCap Project Change Request
    - Update your expected project completion date (choose Track, see Figure 1).
    - If the new project requires an IRB, IBC, or IACUC forms, you need to ensure your new mentor submits these documents and adds you to the application(s).

Project Change Request Points of Emphasis

- There is no deadline for submitting a Project Change Request; however, you should submit as soon as possible after your SARP Course project trajectory changes, ensuring to keep SARP administration current, and to obtain any useful guidance or

advice and IRB, IBC, and/or IACUC documents submitted for completing your SARP Course requirement.

- Access to the Project Change Request can be requested from the mailto:SARP-ELP@ttep.edu. Once received a REDCap link will be sent to you for completion.
- The SARP Syllabus, Guidelines, and additional information can be found on the SARP Website. The SARP webpage is part of the TTUHSC El Paso website and is located under the Department of Medical Education. It can be found within the Scholarly Activities and Research section.
- If you have any questions or concerns about your SARP Course Project Progress Report, don't hesitate to contact the SARP Course Faculty Co-Directors or SARP Director via http://SARP-ELP@ttep.edu/.

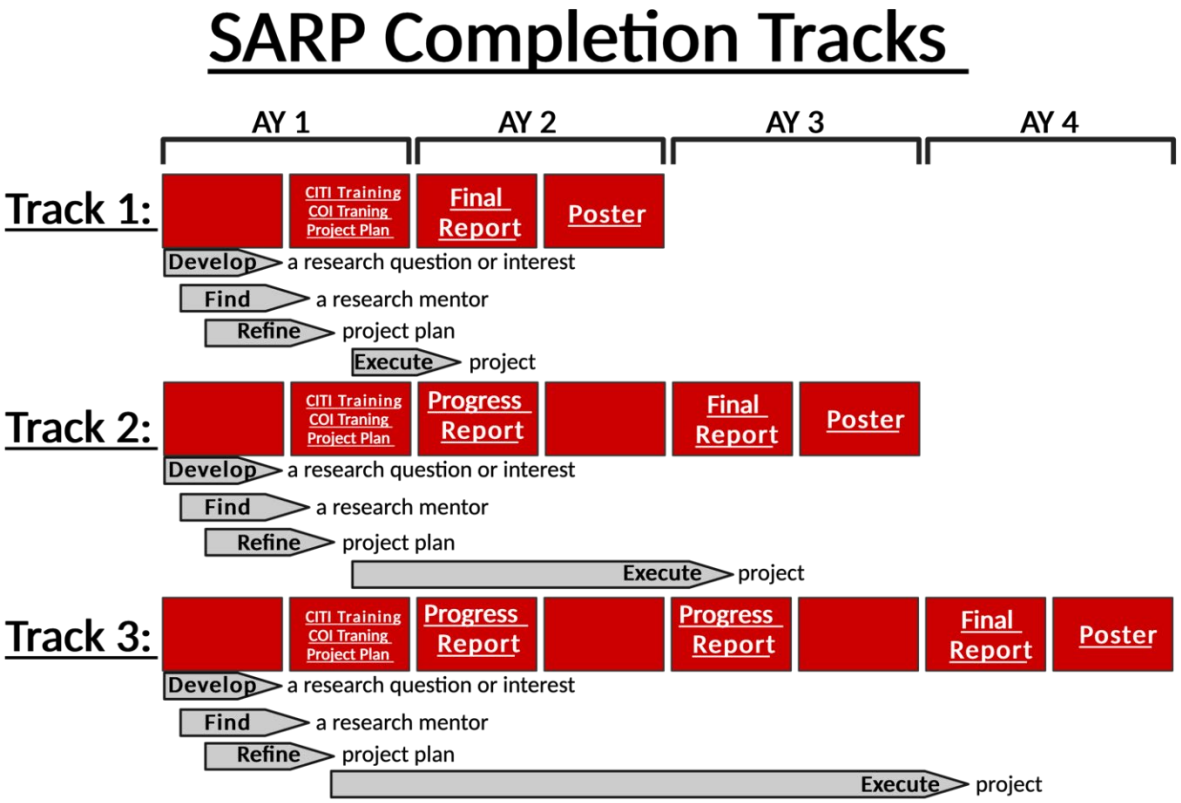


Figure 1

SARP Course Objectives for the Progress Change Request:

The following SARP Course Objectives are addressed by completing the SARP Course Project Change Request:

- Objective 6: Students will demonstrate clear and effective communication skills (oral and written) in the presentation of their project.
- Objective 9: Students will exhibit attitudes and behaviors consistent with professional conduct of research and scholarship.
- Objective 10: Students will submit each assignment by the deadline and respond to all communications and feedback in a timely and professional matter.