Guide to Recruiting Medical Students for Research

For UCSF Faculty

Offered by Inquiry Curriculum
Project Types and Durations

1. **Summer Explore**
   - 8-week *optional* project during summer after first year
   - Funding available for students by intramural sources
   - ~100 students participate annually

2. **Deep Explore**
   - 12-20 week *required* project during fourth year
   - DCR course provided to students
   - ~125 students participate annually

3. **Yearlong Research**
   - 12-month *optional* program after third year, results in graduation with Distinction
   - Intramural and extramural grants available, including NIH Diversity Supplement for eligible parent grants
   - ~25 students participate annually
How to Connect with Students

1. **Labspot Posting**
   - UCSF database of research opportunities and project tracking for students
   - [https://ucsf.labspot.io/login](https://ucsf.labspot.io/login)

2. **Visit-a-Mentor Participation**
   - Short appointments via Zoom in August and December

3. **Interest Group Sessions**
   - Small group info session during January Immersion
   - Email [inquiry@ucsf.edu](mailto:inquiry@ucsf.edu) to plan one
Logging into Labspot

https://ucsf.labspot.io/login

1. Find Labspot on your MyAccess page or Google “UCSF Labspot Login”
2. Ensure you are behind the UCSF Firewall
3. Choose “Login with MyAccess”
4. The system will identify you as a mentor based on your MyAccess credentials
Create/Update a Profile

https://ucsf.labspot.io/login

1. Navigate to “My Profile”
2. Review information pulled automatically from your UCSF Profile
3. Save and Continue
Post and Manage Projects
https://ucsf.labspot.io/login

1. Navigate to "My Opportunities"
2. Select "New Posting"
3. Or "Create First Opportunity"
Tips for Posting

https://ucsf.labspot.io/login

1. Use keywords for search in title and description
2. Post specific projects OR general research areas available
3. Add international projects and local projects
4. Refresh postings or set automatic end dates – 1 year suggested
5. Be sure to click "save"
Managing Mentees

https://ucsf.labspot.io/login

1. Interested students will contact you via email
2. Once matched, mentee names appear on your Labspot
3. Expired opportunities you post will be flagged in “My Opportunities”
Support Options

Technical Difficulties?
- Contact iRocket by email
- irocket@ucsf.edu

Program/Student Questions?
- Contact Inquiry Team or view website
- inquiry@ucsf.edu
- https://meded.ucsf.edu/inquiry-curriculum

Grant Funding Questions?
- Visit Inquiry Funding website
- https://meded.ucsf.edu/inquiry-funding-office