



University of California  
San Francisco

# 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>

## 2. Visit-a-Mentor Participation

- Short appointments via Zoom in August and December

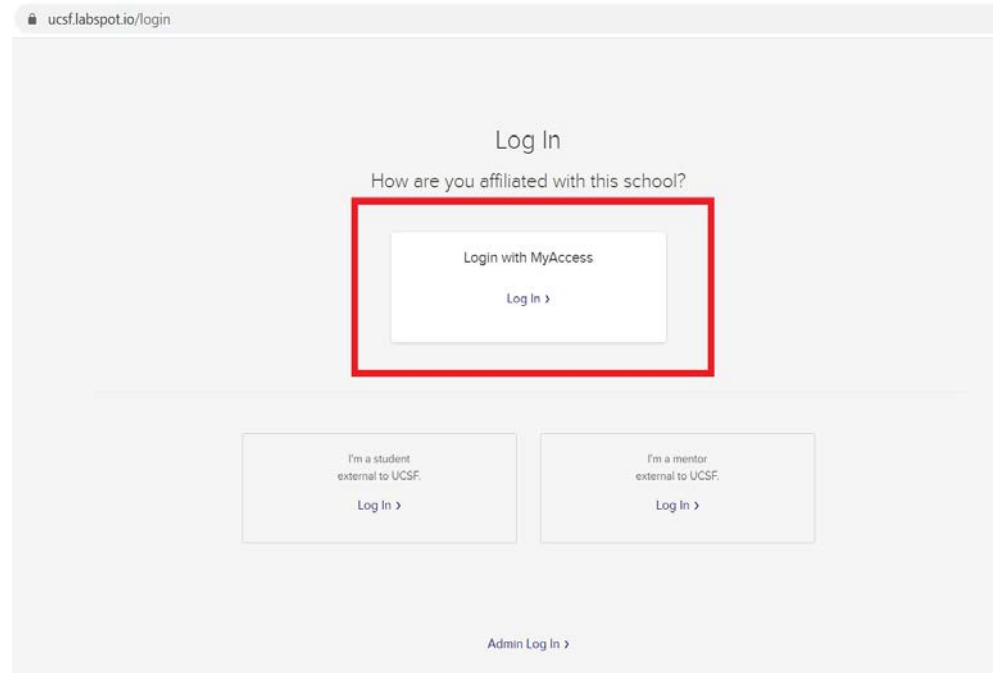
## 3. Interest Group Sessions

- 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>

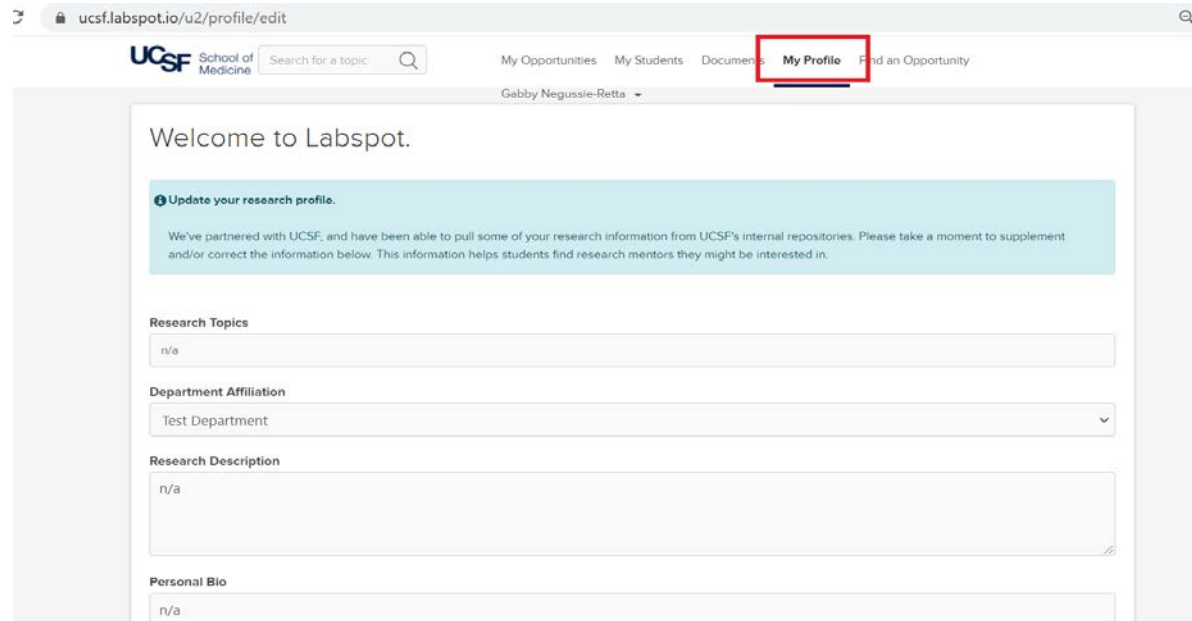
1. Find Labspot on your MyAccess page or Google “UCSF Labspot Login”
2. Ensure you are behind the UCSF Firewall
3. Choose “Login with MyAccess”
4. The system will identify you as a mentor based on your MyAccess credentials



# 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



The screenshot shows a web browser window with the URL `ucsf.labspot.io/u2/profile/edit`. The page header includes the UCSF School of Medicine logo, a search bar, and navigation links: "My Opportunities", "My Students", "Documents", "My Profile" (highlighted with a red box), and "Find an Opportunity". Below the header, the user's name "Gabby Negussie-Retta" is displayed. The main content area features a "Welcome to Labspot." message and a light blue callout box with a gear icon and the text "Update your research profile." followed by a paragraph: "We've partnered with UCSF, and have been able to pull some of your research information from UCSF's internal repositories. Please take a moment to supplement and/or correct the information below. This information helps students find research mentors they might be interested in." Below this, there are four form sections: "Research Topics" with a text input field containing "n/a"; "Department Affiliation" with a dropdown menu showing "Test Department"; "Research Description" with a large text area containing "n/a"; and "Personal Bio" with a text input field containing "n/a".

# Post and Manage Projects

<https://ucsf.labspot.io/login>

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

The screenshot shows the LabSpot interface for UCSF School of Medicine. The user is logged in as Gabby Negussie-Retta. The page title is "Opportunity Postings" and it features tabs for "ACTIVE", "PAST", and "FLAGGED". A "New Posting" button is highlighted with a red box in the top right corner. The main content area displays the text "Be a mentor. Post an opportunity for medical students at your university to embark on their scholarly concentration program under your mentorship." Below this text, a "Create your first opportunity posting" button is circled in red. A "Take a Tour" link is visible at the bottom of the main content area.

# 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"

## NEW OPPORTUNITY POSTING

Gabby Negussie-Retta

Basic Information

Posting title

Description

**B** *I* U ~~ABC~~ ~~X'~~ ~~X,~~ 16 ▾ ▾ ▾

Posting close date

The date students will no longer be able to apply.

Project start date

The date students will begin working on your project.

Location

On Campus ▾

Where off campus?

Program

Deep Explore

Summer Explore

Yearlong /MDwD

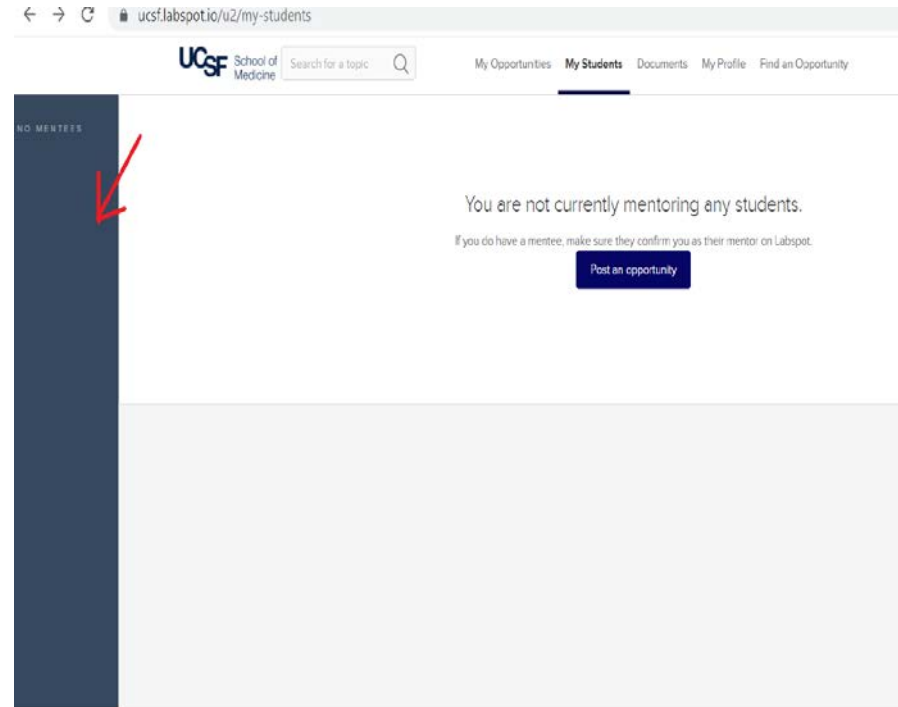
Require resume

Students will include a resume with their application.

# 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](mailto:irocket@ucsf.edu)

## Grant Funding Questions?

- Visit Inquiry Funding website
- <https://meded.ucsf.edu/inquiry-funding-office>

## Program/Student Questions?

- Contact Inquiry Team or view website
- [inquiry@ucsf.edu](mailto:inquiry@ucsf.edu)
- <https://meded.ucsf.edu/inquiry-curriculum>



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