



Scholarly Work Submission Approval Form

Purpose and Instructions

This form is to be completed by LUCOM student-doctors desiring to submit a scholarly work (such as an abstract or manuscript) to a conference, journal, or any other forum, so that appropriate oversight and approval is ensured.

1. Complete the entire form. If a section is not applicable, enter NA.
2. Obtain the signature of the mentor.
3. Obtain required documents.
4. Submit the completed and fully signed form and all required documents via e-mail to LUCOMResearch@liberty.edu.
5. After receiving notice of approval via e-mail, proceed with submission of the scholarly work.

Part I: Information about the Scholarly Work

- A. Provide the complete title of the scholarly work:

- B. Provide the names and institutional affiliations of all authors:

- C. Obtain the signature for the mentor (sign adjacent to his/her name above).

- D. Have all co-authors approved of this scholarly work and the plan for its submission? YES or NO

- E. For abstracts:

- a. Provide the name, location, and dates of the conference to which it will be submitted:

- b. Attach a copy of the abstract to be submitted.

- F. For manuscripts or other types of scholarly writing:

- a. Provide the name of the journal, publication, or other forum to which it will be submitted:

- b. Attach of the copy of the document to be submitted.

Part II: Information about Regulatory Compliance

G. Did this scholarly activity involve human subjects and/or data derived from human subjects?

YES or NO

If YES, attach a copy of the corresponding IRB approval letter.

H. Did this scholarly work involve animals?

YES or NO

If YES, attach a copy of the corresponding IACUC approval letter.