

2024-2025 DMSc RESEARCH GUIDEBOOK

INTRODUCTION TO HSDM RESEARCH

The Office of Research supports a vibrant research program at HSDM. This includes support for basic science laboratories, clinical researchers, faculty, Advanced Graduated Education (AGE) students, DMD students, and postdoctoral fellows. The Office oversees all research-related training activities, courses, and student research requirements, the DMSc in Oral Biology Program, the DMD-PhD program, the DMD-DMSc program, and the Office of Research Seminar Series. The Office of Research provides guidance and support for students as they fulfill their research requirements.

OFFICE OF RESEARCH



Francesca Gori, PhD
Director for Student Research
Francesca_Gori@hsdm.harvard.edu
617.432.1949 / REB 307



Jim McBride
Director of Core Laboratories
Jim_McBride@hsdm.harvard.edu
617.432.5615 / REB 408A



Christine Riedy, PhD, MPH
Director for Oral Health Workforce
Innovation and Population Health
Christine_Riedy@hsdm.harvard.edu
617.432.5251 / REB 206



Ellana Haakenstad, MPH
Research Program Administrator
Ellana_Haakenstad@hsdm.harvard.edu
617.432.5157 / REB 408



Amy Kim, DDS
Clinical Program Manager
Amy_Kim@hsdm.harvard.edu



Annie Thomas, M.Ed.
Research Program Coordinator
Annie_Thomas@hsdm.harvard.edu
617.432.5157 / REB 408



Mallory Hackett
Administrative Coordinator
Mallory_Hackett@hsdm.harvard.edu
617.432.5743 / REB 512

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Research Requirement Overview

COMPONENTS OF RESEARCH REQUIREMENTS

- Research Coursework
 - Fundamentals of Research (Course No. IDP 602)
 - Attend (all years) and Present (Y4) at AGE Seminar Series (Course No. IDP 600-900)
- Research Events
 - Attend Faculty Research Day (Y1)
 - Attend Office of Research Seminar Series (all years)
 - Attend (all years) and Present at Student Research Day (Y4)
- Oral Qualifying Exam (Coordinated by Registrar’s Office)
- Complete a Research Thesis
 - Select Research Mentor
 - Design Project
 - Yearly Progress Survey
 - Select Thesis Advisory Committee
 - Yearly Thesis Advisory Committee Meetings
 - Conduct Research and Write Thesis
 - Select Thesis Defense Committee
 - Thesis Defense
 - Submit Thesis Electronically to Harvard Countway Library

LATE/MISSING SUBMISSIONS WILL RESULT IN MONITORED ACADEMIC STATUS (MAS) FOR ONE CALENDAR YEAR. REPEATED OCCURRENCES OF LATE RESEARCH PROGRESS FORM SUBMISSION MAY RESULT IN ACADEMIC PROBATION.

Please refer to section “**Submission instructions**” for instructions on form submission.

FOUR-YEAR DMSC RESEARCH TIMETABLE

YEAR 1	YEAR 2	YEAR 3	YEAR 4
Pass Fundamentals of Research Fall deadline	Select Thesis Advisory Committee Fall deadline		Select Thesis Defense Committee March 1 deadline
Attend Faculty Research Day First week of September	Meet with Thesis Advisory Committee (Meeting #1) Spring deadline	Meet with Thesis Advisory Committee (Meeting #2) Fall deadline	Meet with Thesis Advisory Committee (Meeting #3) Fall deadline
Progress Survey Fall deadline	Progress Survey Spring deadline	Progress Survey Fall deadline	Progress Survey Fall deadline
Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Present at AGE Seminar Series Spring
Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Present at Student Research Day Second week of April
Select Research Mentor and Design Project Fall deadline			Defend Thesis and Submit to Harvard Countway Library April 15 deadline

ORAL MEDICINE DMSC RESEARCH TIMETABLE

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Pass Fundamentals of Research Fall deadline	Select Thesis Advisory Committee Fall deadline			Select Thesis Defense Committee March 1 deadline
Attend Faculty Research Day First week of September	Meet with Thesis Advisory Committee (Meeting #1) Spring deadline	Meet with Thesis Advisory Committee (Meeting #2) Fall deadline	Meet with Thesis Advisory Committee (Meeting #3) Fall deadline	Meet with Thesis Advisory Committee (Meeting #4) Fall deadline
Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Present at AGE Seminar Series Spring
Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Present at Student Research Day Second week of April
Select Research Mentor and Design Project Fall deadline				Defend Thesis and Submit to Harvard Countway Library April 15 deadline

ORAL BIOLOGY/RESEARCH ACADEMY RESEARCH TIMETABLE

YEAR 1	YEAR 2	YEAR 3
Pass Fundamentals of Research Fall deadline	Select Thesis Advisory Committee Fall deadline	Select Thesis Defense Committee March 1 deadline
Attend Faculty Research Day First week of September	Meet with Thesis Advisory Committee (meeting #1) Spring deadline	Meet with Thesis Advisory Committee (meeting #2) Fall deadline
Attend AGE Seminar Series Spring	Attend AGE Seminar Series Spring	Present at AGE Seminar Series Spring
Attend Student Research Day Second week of April	Attend Student Research Day Second week of April	Present at Student Research Day Second week of April
Select Research Mentor and Design Project Fall deadline		Defend Thesis and Submit to Harvard Countway Library April 15 deadline

REQUIRED RESEARCH COURSEWORK

FUNDAMENTALS OF RESEARCH

Course Instructor: Dr. Christine Riedy, Annie Thomas (TA)

Cadence: Spring of Year 1

Course evaluation: Students will be required to complete writing and group assignments, lesson quizzes, and prepare a presentation. Attendance is mandatory.

Course Overview: This course provides students with the fundamentals of research essentials necessary to perform rigorous research at HSDM. It will also provide students with the necessary tools for developing a testable scientific hypothesis, the design and critique of a scientific experiment, as well as how to structure and write a scientific paper. The course will also teach students proper oral scientific presentation and communication.

Course lectures will cover the following content:

1. Philosophy of Science
2. Ethics – scientific conduct of research, reliable presentation of results, IACUC/IRB
3. Literature search tools and EndNote overview
4. Methods- Laboratory research methods
5. Methods- Clinical trials; Epidemiologic and health services study designs
6. Faculty Panel – Basic Science
7. Faculty Panel – Clinical Science
8. Epidemiologic and Health Services Science
9. Principles of Scientific Writing and Data Visualization; Writing an Abstract, Results, and Discussion
10. Hypothesis Development
11. Articles critique discussion
12. Final presentations

AGE SEMINAR SERIES

Course Instructor: Dr. Jennifer Gibbs and Dr. Lorenzo Tavelli, Annie Thomas (TA)

Cadence: Spring Semester (all years); Presentation in graduation year

Course Evaluation: Graduating students must present their research. Attendance is mandatory for all AGE students, regardless of if you are presenting or not.

Course Overview: The AGE Seminar Series is held in the Spring semester each year, presenting the opportunity to learn about other AGE students' research and practice oral presentation skills.

Oral presentations must include:

- Background
- Methods
- Results
- Conclusion

REQUIRED RESEARCH EVENTS

FACULTY RESEARCH DAY

Event Contact: Office of Research

Cadence: Faculty Research Day will be held each year in the beginning of September.

Evaluation: First year DMSc students must attend Faculty Research Day. Attendance will be taken at the event.

Event Overview: Research faculty from HSDM, HMS, and hospital affiliates will present their ongoing research projects. Attending the Faculty Research Day in Year 1 represents a great opportunity to learn about available projects and to meet research faculty.

OFFICE OF RESEARCH SEMINAR SERIES

Event Contact: Office of Research

Cadence: The Seminar Series will be held in the REB auditorium once per month from 12pm to 1pm – look for announcements from the Office of Research for more information.

Evaluation: DMSc students in their research year must attend all Seminar sessions (100%). All other AGE students must attend a minimum of 50% of the Seminar sessions.

Event Overview: These are monthly invited talks by faculty from external institutions on their ongoing research. Speakers are experts in their field of research, nominated by HSDM faculty.

HSDM STUDENT RESEARCH DAY

Event Contact: Office of Research

Cadence: Student Research Day will be held each year in the beginning of April.

Evaluation: Attendance for all students will be collected at the event.

Event Overview: The primary focus of this all-day event is for graduating DMD, MMSc, and DMSc students to showcase their research to faculty and fellow students.

Presenter Instructions:

Abstract submission – Deadline March 1st of Graduation Year. Presenters must submit an abstract of their research (500 words maximum unstructured, single spaced paragraph for inclusion in an abstract booklet) and written permission to present from their Research Mentor. Submissions will be made via Canvas.

Poster presentation - All graduating students are required to present a poster. Further poster guidelines and templates will be circulated via Canvas leading up to the event.

Poster judging - The Office of Research awards “best poster” certificates for each student group, judged by HSDM faculty and postdoctoral research fellows, using the following criteria:

- Student familiarity with topic, oral presentation skill, and level of engagement with project
- Significance and innovation of project
- Strength of methodological approach

ORAL QUALIFYING EXAMINATION (OQE)

Deadline May 31 of Year 2

The OQE is coordinated by the Registrar's Office. While it is not overseen by the Office of Research, it is a crucial piece of your program requirements.

Following completion of the majority of the didactic requirements, approximately during the Spring semester of Year 2, DMSc candidates must satisfactorily complete an Oral Qualifying Examination. The examination committee members are selected by the student in consultation with their research mentor, the Office of Advanced Graduate Education, and the Program Director.

The Committee consists of at least three examiners: two with expertise in different areas of Oral Biology, and a third with expertise in the student's area of research specialization. Please note, 2 of the 3 Committee members must be Associate Professors or Professors at Harvard University, or a Harvard-affiliated institution (such as Brigham and Women's Hospital). The research mentor and program director can be present for the exam but are not voting members of the Committee. The oral qualifying exam should be approximately 1-2 hours in length. The subject matter varies depending upon the candidate's coursework and area of interest but should not be limited to the candidate's area of research. Candidates may be asked to provide an overview of their thesis project as part of the exam and should be prepared to present this information if prompted. The membership of the Oral Qualifying Committee must be approved by the Program Director and the Director of Advanced Graduate Education before a meeting is convened. Committee members must be approved before an exam is scheduled.

Once the committee has been chosen and the exam scheduled, the Registrar must be notified in writing of the date, time, location, and names of the Committee members at least one week prior to the exam. Students who fail part or all of an oral qualifying exam must complete a make-up exam within 6 months of the original exam. Failure to do so will require that a student re-take the exam in its entirety with a new Oral Qualifying Exam Committee. The Registrar in the Office of Dental Education generates the Committee Approval form for the OQE.

SELECT A RESEARCH MENTOR AND DESIGN A PROJECT

SELECT RESEARCH MENTOR

Deadline Fall Year 1

Forms: None

Overview: The importance of mentor and project selection should not be overlooked – they are crucial to the quality of your experience and the successful completion of your requirements. The Research Mentor will guide students in all aspects of development of the thesis topic, as well as with the preparation and presentation for thesis advisory committee meetings. Be sure to critically assess the research environment offered by the mentor.

Finding a Mentor: Attending the Faculty Research Day in Year 1 represents a great opportunity to learn about available projects and to meet research faculty. The most comprehensive database of faculty research is on the [Harvard Catalyst website](#). Please contact the Office of Research and/or Director for Student Research, Dr. Gori (francesca_gori@hsdm.harvard.edu), for assistance identifying a mentor.

DESIGN PROJECT

Deadline Fall Year 1

Forms: None

Overview: It is essential that the specific aims of the project be clearly delineated and feasible within the available timeframe. Students should expect to devote a considerable amount of time to this step.

Obtain ethics approval for study from IRB/IACUC: HSDM students are subject to the same policies, guidelines, and regulations as the Faculty of Medicine. It is therefore necessary for student research projects to be reviewed by the Office of Research Subject Protection. The Committee on Human Studies has an Internal Review Board that reviews all human subject-related research projects. The Standing Committee on Animals has an Institutional Animal Care and Use Committee that reviews all animal subject-related research projects. **Please note that HSDM's policy is that students should not submit their own application; student research must be approved with the Research Mentor listed as Principal Investigator.** Information on HMS/HSDM IRB and IACUC requirements and all relevant documents can be found on the website of the HMS Office for Research Subject Protection, <http://www.hms.harvard.edu/orsp/index.html>. If you have a question about whether your research needs an IRB review, contact them at orsp@hms.harvard.edu.

Complete research training: Students are required to obtain all appropriate HMS/HSDM institutional and site approvals (domestic or international) before commencing research activities. Coordinate with your Research Mentor to complete all trainings prior to beginning study activities.

YEARLY PROGRESS SURVEY

Each year, the Office of Research distributes a Progress Survey separately to students and research mentors. This survey will ask how your research is progressing, any concerns you may have, and any support you would like from our Office. The survey allows you and your mentor to share your thoughts and helps us gauge how research projects are developing. Survey submission will accompany submission of your research progress forms in Canvas.

THESIS ADVISING

SELECT THESIS ADVISORY COMMITTEE

Deadline Fall Year 2

Forms: Thesis Advisory Committee Approval & Responsibility Forms

Overview: The Thesis Advisory Committee (TAC) advises and counsels students on their projects. Establishing your committee and holding regular meetings with them is a critical piece of your research progress. They will provide you with feedback and guidance that will help shape your final project. Please note that the research mentor must attend all meetings; although they are non-voting members of the Committee and do not serve as an official reader, the research mentor should participate in the discussion.

Committee Requirements: The membership of the Thesis Advisory Committee must be approved by your Program Director and the Director for Student Research before the first meeting is convened.

The DMSc TAC is comprised of a minimum of three faculty members with the following requirements:

- Committed to attend all meetings (once per year through graduation)
- Well-acquainted with the area of research
- Full-time HSDM faculty appointment
- At least two committee members must have an academic appointment of Assistant Professor or above

Special approval, on a case-by-case basis, may be obtained for the following modifications to the TAC member requirements. Please indicate on your Thesis Advisory Committee Approval Form your justification for including faculty that fall outside of regular requirements. You may be asked to obtain CVs for individuals who are not affiliated with Harvard University. If a committee member is not located in the Boston area, please additionally inform us of your plan to communicate and collaborate with that member.

- Up to one committee member may have a primary faculty appointment at an academic institution outside of HSDM
- Up to one committee member may have a part-time HSDM faculty appointment

THESIS ADVISORY COMMITTEE MEETINGS

THE THESIS ADVISORY COMMITTEE MUST BE APPROVED BY THE OFFICE OF RESEARCH PRIOR TO ANY THESIS MEETINGS. FAILURE TO OBTAIN APPROVAL MAY RESULT IN VOID MEETINGS THAT MUST BE REPEATED WITH AN APPROVED COMMITTEE.

MEETING #1 (PREVIOUSLY REFERRED TO AS THE THESIS APPROVAL MEETING)

Deadline Spring Year 2

Forms: Thesis Advisory Committee Meeting Form (1)

Attendees: Student, Thesis Advisory Committee, Research Mentor (non-voting member of committee)

Meeting Preparation: Students must submit a written proposal to all members of the committee 7-10 days in advance of their scheduled meeting.

Meeting Duration: Two hours

Overview: At this meeting, students present their proposal for evaluation and approval by the TAC.

The proposal should include:

- Abstract
- Background
- Specific Aims
- Methods
- Preliminary results (can be also included if available but are not required)

The research proposal must contain sufficient detail to permit the advisory committee to provide detailed guidance in shaping the conceptualization and methodology of the plan. However, **a fully formed research proposal is not required. Do not postpone this meeting for the sake of perfecting your plan.** Students must present their research plan during the meeting. The committee must unanimously approve the dissertation topic and research plan before students move forward with the research. Comments and changes suggested by the committee need to be addressed and presented in the following meetings.

The research mentor will be non-voting member of the Committee and will not serve as an official reader but can and should participate in the discussion to offer clarification and suggestions to the TAC.

MEETING #2

Deadline: Fall Year 3

Forms: Thesis Advisory Committee Meeting Form (2)

Attendees: Student, Thesis Advisory Committee, Research Mentor (non-voting member)

Meeting Preparation: Students must submit a written report to all members of the committee 7-10 days in advance of their scheduled meeting.

Meeting Duration: Two hours

Overview: At this meeting, students will update their Advisory Committee on research progress. They will provide an updated proposal describing the research topic, experimental plan, and preliminary results for evaluation and approval by the committee. Any changes or suggestions made by the Advisory Committee in Meeting 1 should be addressed either verbally or in the updated proposal.

The report should include:

- Thesis Advisory Committee Meeting Form from previous meeting (available for download from Canvas)
- Summary (1 page describing the comments and changes suggested by the committee at the previous meeting and how these were addressed)
- Abstract
- Background
- Specific Aims
- Methods
- Preliminary or Final Results

The research mentor will be non-voting member of the Committee and will not serve as an official reader but can and should participate in the discussion to offer clarification and suggestions to the TAC.

MEETING #3

Deadline Fall Year 4

Forms: Thesis Advisory Committee Meeting Form (3)

Attendees: Student, Advisory Committee, Research Mentor (non-voting member)

Meeting Preparation: Students must submit a written report to all members of the committee 7-10 days in advance of their scheduled meeting.

Meeting Duration: Two hours

Overview: At this meeting, students must present the pen-ultimate version of their thesis for final comments and approval.

The report should include:

- Thesis Advisory Committee Meeting Form from previous meeting (available for download from Canvas)
- Summary (1 page describing the comments and changes suggested by the committee at the previous meeting and how these were addressed)
- Abstract
- Background
- Specific aims
- Methods
- Results
- Discussion

The research mentor will be non-voting member of the Committee and will not serve as an official reader but can and should participate in the discussion to offer clarification and suggestions to the TAC.

ORAL MEDICINE AND ORAL BIOLOGY/RESEARCH ACADEMY TAC MEETING SCHEDULES

Oral Medicine DMSc (5 years)

Meeting#1: Standard guidelines

Meeting#2: Standard guidelines

Meeting#3: Please follow instructions detailed above for Meeting #2; Deadline Fall Year 4

Meeting#4: Please follow instructions detailed above for Meeting #3; Deadline Fall Year 5

Oral Biology DMSc (3 years)

Meeting#1: Standard guidelines

Meeting#2: Please follow instructions detailed above for Meeting #3; Deadline Fall Year 3

THESIS DISSERTATION FORMATTING

The student should work closely with the mentor during the writing phase of the thesis. There are no page requirements or limitations. The thesis should follow the formal thesis format with the following guidelines:

Title Page:

A Thesis Presented by
[Full Name, including Middle Name of Author with no Abbreviations] to
The Faculty of Medicine
In partial fulfillment of the requirements for the degree of
Doctor of Medical Sciences

Research Mentor: [Name], [Title], [Institutional affiliation]

Harvard School of Dental Medicine Boston, Massachusetts
[Month and Year of Submission]

Abstract: 500 words or less summarizing the project.

Introduction: This section should review the pertinent literature, (including preliminary data if possible), and outline the major purpose of the research. Reference should be made to previous relevant studies in order to explain what has been done as well as to explain the purpose of this research. This section should include a succinct articulation of the hypothesis tested. Please include the following subsections:

- Significance
- Background
- Hypothesis

Approach: Describe clearly and carefully the procedures and materials used; a reader should be able to repeat your exact methodology. This section should include the overall research design and statistical methods. Please include the following subsections:

- Experimental Design
- Statistical Analyses

Results: Report the results in a well-organized fashion with minimal subjective comment or reference to the literature. This section serves mainly to introduce tables and figures and to call attention to their significant parts.

Discussion and Future Direction: The data should be explained and interpreted with reference to the previous literature. The significance of the results may also be included. This is the section in which to emphasize subjective comment. In a thesis, the scope of the discussion extends beyond that of a journal article. For example, you may discuss why your first experiments failed, or how you arrived at the design for a particular protocol, or what you would do next if you were continuing the study.

References: References must be double-spaced and numbered consecutively as they are cited. References first cited in a table or figure legend should be numbered so that they will be in sequence with references cited in the text at the point where the table or figure is first mentioned.

THESIS DEFENSE

SELECT THESIS DEFENSE COMMITTEE

Deadline March 1 of Graduation Year

Forms: Thesis Defense Committee Approval

Overview: When students have completed their research, the Thesis Defense Committee will be formed. The Defense Committee should be similar in composition to the Thesis Advisory Committee; however, **the membership of the Defense Committee must be different from that of the Advisory Committee.** There may be carry over from the Thesis Advisory Committee to the Thesis Defense Committee however there must be two new readers. In addition, the student's Program Director and Research Mentor cannot serve as official members of the Defense Committee.

Committee Requirements: The membership of the Thesis Defense Committee must be approved by your Program Director and the Director for Student Research before the thesis defense.

The DMSc Thesis Defense Committee is comprised of a minimum of three faculty members with the following requirements:

- Well-acquainted with the area of research
- Able to attend the Thesis Defense in person
- Full-time HSDM faculty appointment
- Only one committee member may have served on the Thesis Advisory Committee
- At least two committee members must have an academic appointment of Assistant Professor or above
- Are not the student's Program Director or Research Mentor

Special approval, on a case-by-case basis, may be obtained for the following modifications to the Thesis Defense Committee member requirements. Please indicate on your Thesis Defense Committee Approval Form your justification for including faculty that fall outside of regular requirements. You may be asked to obtain CVs for individuals who are not affiliated with Harvard University.

- Up to one committee member may have a primary faculty appointment at an academic institution outside of HSDM.
- Up to one committee member may have a part-time HSDM faculty appointment

THESIS DEFENSE

THE THESIS DEFENSE COMMITTEE MUST BE APPROVED BY THE OFFICE OF RESEARCH PRIOR TO THE THESIS DEFENSE. FAILURE TO OBTAIN APPROVAL MAY RESULT IN A VOID DEFENSE THAT MUST BE REPEATED WITH AN APPROVED COMMITTEE.

Deadlines: Scheduled by March 1 of Graduation Year; Defense by April 15 of Graduation Year

Forms: Thesis Defense Form

Attendees: Student, Thesis Defense Committee, Research Mentor (non-voting member)

Meeting Preparation: Students must submit their thesis to all members of the committee 2 weeks in advance of their scheduled meeting.

Meeting Duration: Two hours

Meeting Coordination: The DMSc Thesis Defense will begin with a public presentation of the thesis, coordinated by the Office of Research. The Office will book a room, provide any requested virtual meeting capabilities for guests, advertise your Defense to the HSDM community, and order catering for light refreshments. Be prepared to provide your Defense date, thesis title, and headshot.

Meeting Overview: The thesis defense will begin with a public presentation of the thesis.

The public presentation should include the following sections:

- Introduction (including Significance, Background, and Hypothesis)
- Approach (including Experimental Design and Statistical Analyses)
- Results
- Discussion and Future Directions
- Acknowledgements

The Defense Committee will request that guests adjourn while the candidate defends their thesis. At the conclusion of the defense, the candidate will be excused from the room while the Committee votes on the acceptability of the thesis.

Requested Changes: If the Thesis Defense Committee recommends specific changes in the written document, these changes must be incorporated into a revised version of the thesis, which is then circulated among Committee members for final approval.

PASSING WITH HONORS

This title indicates that the thesis dissertation is of exceptional caliber and that the work presented would meet standards for submission to a peer reviewed journal. Honors implies far more than just discussing the thesis research; it should include demonstrating broad knowledge and insight in the student field of research. The “Pass with Honors in Research” will only be awarded to the top ten percent of dissertations.

Criteria to “Pass with Honors”:

- The work presented in the thesis should reflect the commitment and contribution of the student to the design, execution and analysis of the data generated
- The quality of the work presented in the thesis should be significant
- The studies performed should make an original contribution by advancing knowledge in the specific field of study
- The student should display a mastery of the research methods used and their applications
- The student should show a thorough familiarity with the field and an ability to critically analyze the relevant literature

Instructions: The Thesis Defense Committee will determine if a student will Pass with Honors in Research. The Committee Chair should then inform Office of Research and Registrar.

THESIS SUBMISSION

Deadline: The approved thesis must be [submitted to the Harvard Countway Library](#) by April 30th.

Instructions: Submissions are made to the Countway Library via ProQuest. When you upload your thesis, ProQuest will ask you if you want to register your copyright for \$95; it is not recommended that you pay this fee as you already hold the copyright.

Printing: If you would like a printed copy of your thesis, it can be ordered through the ProQuest system at the time of submission.

RESEARCH PROGRESS FORM SUBMISSION INSTRUCTIONS

SUBMISSION INSTRUCTIONS

Research progress forms must be submitted by the deadline indicated in Canvas. Late submissions will result in monitored academic status (MAS) for one calendar year. Repeated occurrences of late research progress form submission may result in academic probation.

Instructions:

1. Open your [Harvard University Canvas account](#).
2. Navigate to the HSDM AGE Research Hub course.
3. On the course homepage, navigate to your Program and Graduation Year cohort.
4. **Further instructions coming in September 2024.**

LIST OF REQUIRED RESEARCH PROGRESS FORMS

Below is a list of all the research forms you are required to submit before graduation. Deadlines for submission are listed underneath each form. Please note that your deadlines will vary based on program and graduation year.

- **Thesis Advisory Committee Approval & Responsibility Forms**
 - DMSc Deadline: December, Year 2
 - DMSc Oral Medicine Deadline: December 31, Year 1
 - DMSc Oral Biology Deadline: December 31, Year 1
- **Thesis Advisory Committee Meeting Form:**
 - Meeting #1
 - DMSc Deadline: May, Year 2
 - DMSc Oral Medicine Deadline: May, Year 2
 - DMSc Oral Biology Deadline: May, Year 2
 - Meeting #2:
 - DMSc Deadline: December, Year 3
 - DMSc Oral Medicine Deadline: December, Year 3
 - DMSc Oral Biology Deadline: December, Year 3
 - Meeting #3
 - DMSc Deadline: December, Year 4
 - DMSc Oral Medicine Deadline: December, Year 4
 - Meeting 4 Deadline: December, Year 5
- **Thesis Defense Committee Approval Form**
 - Deadline (all programs): March 1, Graduation Year
- **Thesis Defense Form**
 - Deadline (all programs): April 15, Graduation Year

OBTAINING ELECTRONIC SIGNATURES

Digital signatures are accepted for all research progress forms (excluding the Thesis Defense Form). Access to this feature can be obtained by applying for Adobe Pro through your Harvard ID. Click [this link](#) to request access. Once you have access, you can share your documents with the necessary parties who can easily add signatures. Click [this link](#) for instructions on using this program.

ADDITIONAL RESEARCH INFORMATION & RESOURCES

ACADEMIC, PROFESSIONAL, AND SCIENTIFIC CONDUCT

PREPARATION OF PAPERS AND OTHER WORK

All homework assignments, projects, lab reports, papers and examinations submitted for a course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published or electronic primary and secondary material, but also information and opinions gained directly from other people. It is each student's responsibility to understand the expectations of academic integrity, proper forms of citation, and submission of one's own work. In addition, collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor, in which case it must be acknowledged.

AUTHORSHIP GUIDELINES

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. Below are the authorship guidelines:

- Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work. For example (in the case of a research report) they should have contributed to the conception, design, analysis and/or interpretation of data. Honorary or guest authorship is not acceptable. Acquisition of funding and provision of technical services, patients, or materials, while they may be essential to the work, are not in themselves sufficient contributions to justify authorship.
- Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions should be acknowledged.
- When research is done by teams whose members are highly specialized, individual's contributions and responsibility may be limited to specific aspects of the work.
- All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
- One author should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work.

RESEARCH RESOURCES

CORE RESEARCH FACILITIES

The Harvard Catalyst core facilities database is powered by the eagle-i network and is searchable by category, institution, or keyword <https://cores.catalyst.harvard.edu>. Please contact the Director of Core Labs at HSDM if you are interested in learning more about our facilities or have questions regarding facilities, equipment, or training. It is important to note that you must be trained to use equipment and access laboratories at HSDM.

SUBMITTING A GRANT APPLICATION

If you do plan on submitting a grant application, please work with the Office of Administration and Finance. They must be notified prior to the submission deadline. All grant applications must be approved through the Office of Administration and Finance as well as your Research Mentor prior to submission. This pertains to all funding (including but not limited to government awards, foundation awards, dental society awards) even if they do not require institutional approval. If you have any questions about this policy, please speak with the Associate Director of Grants Administration.

POSTER PRINTING

The Office of Research funds printing of one standard poster printed on paper, up to \$100, per student per academic year. Students are responsible for any extra features such as fabric printing, expedited service, or shipping.

Instructions: <https://www.phdposters.com/>

1. Click on the orange “Start your order now” button.
2. Find the orange “Mail Order” button - **click on the link below it in small purple print that says “Or use a PhD Posters group account”.**
3. Complete the form with your contact information and the following login information:
Account ID: HSDM
Password: HSDMResearch
4. Pick up your order when ready at [The Longwood Collective at 375 Longwood Avenue, Boston, MA 02215](#)

TRAVEL REIMBURSEMENT FOR ANNUAL CONFERENCES

The Office of Research will reimburse up to \$500 in conference travel costs for student presenters per fiscal year. Reimbursable charges include accommodations, transportation, and conference registration fees. This reimbursement is awarded up return of your attendance at any conference.

Instructions: To be completed upon return from conference travel.

1. Contact the Office of Research at HSDMResearch@hsdm.harvard.edu for a copy of the Harvard University Non-Employee Reimbursement Form.
2. Fill out the Reimbursement Form to be entered into the Harvard University reimbursement system (Buy2Pay).
 - a. General Description: Enter a brief description of the expenses, particularly conference name, location, duration, presentation title, and any other pertinent details
 - b. Physically or electronically sign the form.
 - c. List expenses by category, making sure not to exceed \$500.
3. Scan all corresponding receipts into a single .PDF file.
4. Send the Reimbursement Form and receipts to HSDMResearch@hsdm.harvard.edu

Thank you for taking the time to review the HSDM DMSc Research Guidebook. If you have any remaining questions, please feel free to reach out to us individually or by contacting the general Office of Research email: hsdmresearch@hsdm.harvard.edu. We are grateful to have you as part of our HSDM community!

Have a wonderful semester,

Office of Research

Harvard School of Dental Medicine

188 Longwood Avenue | Boston, MA 02115

hsdm.harvard.edu