

Master of Biomedical Informatics Capstone Project

BMI 750

Version Effective as of 09/27/2018

Harvard Medical School

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Capstone Oversight Mentor: Shira Fischer, MD, PhD, MMSc

Capstone Oversight Mentor: Arjun Manrai, PhD

The Capstone Experience

A mentored, hands-on capstone experience complements the Master of Biomedical Informatics program, tailored to each student's professional expertise and interests. Our program participants match with faculty mentors who are actively bringing quantitative methods and engineering to biomedicine.

Working in collaboration with their mentor, students will participate in Biomedical Informatics research. They will gain practical, real-life understanding applying what they are learning in their courses as they work alongside a Biomedical Informatics leader in their area of interest. Typical capstone projects include the development of new methods and tools, creation of data resources, and analyses of biomedical data.

Any correspondence regarding capstone projects, including submission of proposals and reports, must be directed to **Rebecca Fitzhugh (rebecca_fitzhugh@hms.harvard.edu)**, MBI Program Manager.

Process

Step 1. Identify Mentor

Students come up with a list of up to 5 potential mentors who have a computational or quantitative research program focused on biomedical data.

- Mentors need to be Assistant Professors, Associate Professors, or Professors. Instructors may act as mentors with permission of the Program Director.
- Mentors need to have an appointment at Harvard.
- Co-mentors such as postdoctoral fellows or other suitable personnel, as well as faculty at other institutions may be proposed as well.

MBI Program Staff is available to introduce students to potential mentors if no previous relationship exists.

Interactions with MBI Program Staff

- Request suggestions for potential mentors.
- Submit list of potential mentors along with email addresses.
- Request introduction to potential mentors if necessary.
- Submit name and contact information of selected mentor.

Deadlines

- Standard MBI + Accelerated MBI Part-time
- List of potential mentors: February 15th
- Select final mentor: March 1st
- Accelerated MBI
 - Submit list of potential mentors: October 5th
 - Select final mentor: October 19th

Step 2. Propose project together with Mentor (also see “Proposal Format” below)

Students develop a project proposal with input from their mentor and co-mentors. Once the mentor has approved the proposal, students submit the proposal to Canvas for approval by the Capstone Oversight Committee.

Interactions with Mentor

- Discuss project idea, identify data sources, and techniques.
- Discuss how to obtain IRB and other approvals required for proposed project.

Interactions with MBI Program Staff

- Submit project proposal as a .pdf or .doc document to Canvas site.
- Obtain approval for proposed project from Program Director.
- Declare project start date if submitted before deadline listed below.

Deadlines

- Standard MBI + Accelerated MBI Part-time: March 15th
- Accelerated MBI: November 1st

Step 3. Conduct Research under Guidance of Mentor (also see “Progress Report Format” below)

Students conduct research under the guidance of their mentor and co-mentors. Students and mentors meet regularly to discuss the project. Students produce a final report in the form of a full-length journal article manuscript.

Interactions with Mentor

- Meet with primary mentor at least once a month to discuss progress, challenges arising in the project, and to address feedback on progress reports.
- Submit progress reports every 6 weeks for review and approval.
- Agree on a journal that is appropriate for the capstone research.

Interactions with MBI Program Staff

- Submit progress reports as .pdf or .doc approximately every 6 weeks at fixed dates (see below). A progress report has to be submitted at each deadline after the project proposal deadline or the declared start date if that is earlier than the deadline.

Deadlines

- Standard MBI, Accelerated MBI + Accelerated MBI part-time: May 1st, June 15th, October 1st, December 1st, January 15th, March 1st

Step 4. Submit Report (see “Report Format” below)

Students submit a capstone report in form of a full-length journal article manuscript for their targeted journal. The Program Director may request revisions.

Interactions with MBI Program Staff

- Submit report as *.pdf* or *.doc* to Canvas
- Receive feedback from Program Director and other staff that needs to be incorporated into the final report.

Deadlines

- Standard MBI: November 1st
- Accelerated MBI + Accelerated MBI part-time: April 1st

Step 5. Defend Capstone Research

Students present and defend their final and approved report at a “Capstone Research Day” that is open to the public and held once per semester. Presentations are 15 minutes plus 5 minutes for questions.

Deadlines

- Standard MBI: approximately December 1st
- Accelerated MBI + Accelerated MBI part-time: approximately May 1st

Proposal Format

The student must prepare a capstone proposal that is reviewed and approved by their mentor. The student must submit the mentored-approved capstone proposal to the Program Manager for approval by the Program Director. The proposal should be 3 to 5 pages in length and include the following sections:

- Objectives of the research
- State of the art and significance of the project
- Approach and methods
- References
- Timeline
- Plans for submitting an IRB proposal, if relevant. Please include the institute where it was submitted and any policies and dates that may need attention.

Progress Report Format

The student must prepare a capstone progress report every 6 weeks that is reviewed and approved by their mentor. The student must submit the mentor-approved capstone progress report to Canvas.

The progress report must outline what has been accomplished so far and detail issues that have been encountered in data collection, analysis, writing, and IRB approval. The report must describe the next steps and explain possible changes to the plan resulting from issues encountered during the project.

The *final* progress report must indicate which journal the student and mentor have selected for the project and a link to the “Instructions for Authors” must be included.

Report Format

The completed capstone paper should be consistent with the requirements of the specific journal to which it could be submitted and will generally include the following sections:

- Introduction
- Methods
- Results
- Discussion
- References
- Acknowledgments

The *mentor must approve the completed written manuscript* in advance of submission. It is strongly encouraged that students submit their manuscript to the selected journal.

Timeline

Dates shown here are the latest possible dates unless stated otherwise by Program Administration. Students may start and complete their capstone projects before the dates shown here. Asterisks (*) indicate approximate dates.

Deadline	Standard MBI	Accelerated MBI	Accelerated MBI (part-time)	Deadline
Sep 1	Start 1 st Year*	Start 1 st Year*	Start 1 st Year*	Sep 1
Sep 15		Submit Mentor Shortlist Select Final Mentor		Sep 15
Oct 15		Submit Project Proposal		Oct 15
Dec 1		Submit Progress Report		Dec 1
Jan 15		Submit Progress Report		Jan 15
Feb 15	Submit Mentor Shortlist		Submit Mentor Shortlist	Feb 15
Mar 1	Select Final Mentor	Submit Progress Report	Select Final Mentor	Mar 1
Mar 15	Submit Project Proposal		Submit Project Proposal	Mar 15
Apr 1		Submit Final Report		Apr 1
May 1	Submit Progress Report	Give Presentation*	Submit Progress Report	May 1
Jun 15	Submit Progress Report		Submit Progress Report	Jun 15
	<i>Summer Break</i>		<i>Summer Break</i>	
Sep 1	Start 2 nd Year*		Start 2 nd Year*	Sep 1
Oct 1	Submit Progress Report		Submit Progress Report	Oct 1
Nov 1	Submit Final Report			Nov 1
Dec 1	Give Presentation*		Submit Progress Report	Dec 1
Jan 15			Submit Progress Report	Jan 15
Mar 1			Submit Progress Report	Mar 1
Apr 1			Submit Final Report	Apr 1
May 1			Give Presentation*	May 1

Grading and Evaluation

The course **BMI 750 – MBI Capstone Research** is graded as either ‘Satisfactory’ or ‘Unsatisfactory’ and does not count towards the student’s GPA. A ‘Satisfactory’ grade is defined as a minimum of 80 out of 100 points, or the equivalent of a B minus or higher. The purpose of the capstone project is to give students the opportunity to engage in a professional research project, with the understanding that not all research projects go according to plan. The MBI Capstone Oversight Committee and Program Team are committed to counseling students throughout their capstone projects on ways to work through any challenges they may encounter. Evaluation of the capstone project is therefore based primarily upon the student’s effort and ability to meet the expectations of carrying out a professional project as opposed to evaluating the project based on only the final results.

Two critical expectations for completing a professional research project are (1) meeting project milestone deadlines and (2) actively incorporating feedback from your mentor(s) and the Capstone Oversight Committee. These two criteria are reflected in the grading scheme detailed below. In order to receive a grade of ‘Satisfactory’ for BMI 750, you must earn at least 160 out of 200 possible points:

Assignment	Content	On Time
Mentor Selection	N/A	10
Proposal	16	20
Progress Report 1	8	10
Progress Report 2	8	10
Progress Report 3	8	10
Final Report	50	30
Final Presentation	20	N/A
Area Total	110	90
Grand Total Possible Points		200
Points needed for 'S' grade		160

***For Part-Time Accelerated MBI students, each of the 6 progress reports will be worth 4 content points and 5 on-time points, respectively.**

Content Points

Capstone Oversight Mentor Feedback

When the proposal, progress reports, and final report are submitted, students should expect comments from their Capstone Oversight Mentor within one to two weeks of the submission date. As soon as the Capstone Oversight Mentor posts feedback on the assignment submission, students are expected to address all comments or concerns within one week. This includes any requests for revisions to address the feedback of the Capstone Oversight Mentor. Acknowledging feedback and submitting a first revision within the one-week timeframe will award the student the full content points available for the assignment.

Additional Revisions

At the discretion of the Capstone Oversight Mentor, a second revision may then be required. If the second revision is required because of new concerns or issues that are unique to the content of the first revision, content points will not be affected. If the second revision is required because the student did not adequately address the feedback on the assignment submission in the first revision, 4 content points will be deducted. The same policy will hold true for any subsequent revisions on the same assignment.

On Time Points

Assignment Due Dates and Extensions

Students are expected to submit their capstone project assignments by the listed due date. If a student knows that they will not be able to submit their assignment by the due date, they must notify the Program Manager before the assignment due date in order to be given an extension (2 business days for progress reports, five business days for mentor selection, project proposal, and final report). For each extension request, the student will lose half of the 'on time' points possible for that assignment. Any assignment that is submitted late without permission for an extension OR is submitted past the extension deadline will receive 0 on-time points.

In situations where extenuating circumstances (illness, family emergency, etc.) exist that prevent the student from submitting their capstone assignments on time, the Program Administration will work with the individual student to determine an appropriate alternate timeline.

Not Meeting Expectations

When a student has lost a total of 20 points between the *on time* and *content* categories, they must meet with the Program Director to discuss their progress and a plan for remediation. If the student loses a total of 30 points, they will be considered as not making [Satisfactory Academic Progress](#) and their case will be reviewed by the HMS Master's Programs' Academic Progress and Review Board. At the discretion of the APRB, the student will be issued a Formal Notice indicating that they must extend their time to degree to finish the capstone project should they lose more than 40 total points.

Students who lose more than 40 points will not be permitted to complete their capstone and present their final presentation in the semester in which they are enrolled. Students in this situation will not qualify for graduation and will not be issued the MBI degree in their expected graduation term. The student will receive an 'Incomplete' grade for **BMI 750 – Capstone Research**, be required to finish their project in the next academic term, and will have to pay an extension to degree fee of \$3,000. This extension fee only provides for a student to finish and receive credit for BMI 750 and does not allow the student to enroll in any additional Harvard University or MIT classes. If the student fails to complete their capstone in the semester directly following the issue of the 'Incomplete' grade for BMI 750, they will need to then retake BMI 750 and pay the part-time MBI tuition rate to continue with their capstone project in order to graduate from the program.

Academic Dishonesty and Plagiarism

All submitted work for the Capstone Project is expected to be the student's own work and must include proper citations. Students must follow the guidelines found in [Section 4.09 of the HMS Master's Student Handbook on Academic Dishonesty and Plagiarism](#).

Plagiarism, fabrication and/or falsification of research results ordinarily will result in the student's requirement to withdraw, dismissal or expulsion.