15 steps to a painless and educational <u>Resident Scholar Project</u>

This guide provides some solid goals for your work. The timeline is not very accurate because each project is different. The bigger the project, the earlier everything needs to get done (e.g., if you are doing an RCT, ethics should be done by January of your R1 year). If you are doing an arts based project, you may need to start early as well since you may have delays in finding methodology support. The dates inserted here are the ones where, if you have not done the requirement by then, your site scholar faculty start getting worried that you won't be able to graduate on time and may need an extension. So, PLEASE LET US HELP YOU DESIGN A PROJECT THAT YOU CAN BE SUCCESSFUL AT and one that will not cause either of us to be anxious or excessively worried. This means talking to your site scholar faculty, including us, responding to emails from us, etc.

We are confident that together we can have some fun, do good, interesting work, and not get overwhelmed if we work on this together!

>Sincerely, your Site Scholar Faculty
>*(with a shout out to Dr. Rita McCracken, Site Faculty Scholar, UBC SPH FP, who developed this original guide)*

Some clues about the colours:

a) The items that have been highlighted in <mark>pink</mark> are flags where we might consider involving your program director if you are unable to meet the timeline.

b) Items in <mark>blue</mark> are UBC program wide deadlines, no extensions are possible. Failure to meet these deadlines will require a formal discussion with your program director.

c) The items in <mark>yellow highlighting</mark> are responsibilities for your PI; please make sure s/he is aware of them when you ask her/him to supervise you.

Step #	Work	Latest possible/hours	What it needs to include	Other Comments/ PI involvement

1	Scholar Ideas	July-Dec R1 year	• Connect with researchers and scholar groups who may have established projects (often lowest barrier to entry)
			• Consider what type of project you want to do (for example; traditional research, health policy paper, medical education initiative, arts-based, program evaluation, or some other project)
			• Work in groups of 2-4. Solo projects need to be OK'd by your Site Scholar Faculty
			• <mark>Review the literature to understand what has already been done in the areas you are interested in. (use Google Scholar, PubMed and/or "live chat" with a librarian)</mark> **BEFORE YOU MAKE YOUR QUESTION**.
				• Balance excitement and passion with "do-ability"
				• Consider "FINER" criteria:
				  • Feasible
				  • Interesting
				  • Novel
				  • Ethical
				  • Relevant

2	Scholar Question and PI Selection	Jan-April R1 year	• Use PICOT format. If you cannot, explain why and use reasonable alternative.
			  • Population
			  • Intervention
			  • Comparator
			  • Outcome
			  • Timeframe
			• <mark>Find a PI with subject area and/or methodological expertise. Your site faculty can be your PI but be aware that he or she may not have content expertise in your area of interest.</mark>
			• EVERYONE should be able to articulate in one 10-15 word sentence
				• Make sure you have a PI who can easily submit an ethics application, if applicable (≥ Clinical Assistant Professor appointment, completed Conflict of Interest statement and recent UBC RISe submissions)
				• <mark>Your PI should be aware of and in full support of your scholar question</mark>

			what their scholar question is, no matter what kind of project you are doing. **If you cannot… your project needs more refining.**	

3	Scholar Proposal	At the latest, June R1 year (10-30 hours, this may be the MOST work of the whole project)	1. Use the format provided
			2. Do a preliminary (but still VERY robust) literature review to confirm:
			   a) what you think you know about the topics,
			   b) discover things you didn't know
			3. Clarify how your project will contribute to the literature/knowledge-base, e.g.,
			   a) Retest a hypothesis?
			   b) Frame a new question about existing knowledge?
			   c) Address a definitive gap in the knowledge?
			   d) Evaluate a new tool in the educational, clinical or another setting?
			4. Describe METHODOLOGY and justify that choice.
			5. Explain how you will bring your methodology to life and how you will capture data
			6. "Pre-think" about
			   a) limitations of your methods
			   b) ethical issues
			   c) timeline
			   d) budget
			   e) describe what you think you will find
				• Ask your site faculty for help with the lit review if you don't know what to do.
				• Your PI should provide timely feedback on your scholar proposal. (timely = within one week of you asking for their feedback, feedback could be verbal or written)

4	Select "model paper/project" (optional but strongly recommended)	By end of R1	• This is an ALREADY PUBLISHED paper that you think is a good model for how you will a) describe your project and b) share/write-up your results • Use pub med and search terms that reference your methodology and subjects; e.g., program description, family medicine residents. • Select a journal of excellent quality that you would be proud to emulate.	• It is not necessarily a reference in your bibliography, rather a template for how you will share/write up your work. • This will make sharing/writing up your results MUCH easier! And, generally of higher quality. • Give your PI your model paper/project.
5	Apply for grants (optional)	By end of R1 (1-5 hours)	• Easy to do once you have your scholar proposal.	• Ask site faculty and check website for funding opportunities. • Advise your PI of grant submissions, success.
6	Ethics application	August 31 R2 (2-5 hours)	• You submit where your PI has main privileges AND where scholar project takes place. • Decide whether you submit to CREB or BREB (clinical vs behavioural) or whether you need ethics at all. Check with your site faculty. • If it is minimal risk, you can likely use the UBC BREB which will mean much faster processing times. • If it is not minimal risk, be aware of the REB meeting dates and submission deadlines…	• If you are even slightly confused by this, talk to your site faculty QUICKLY!! • Your PI must make the actual submission. (Remember they must be Clinical Assistant Professor or higher rank). Be sensitive to their time. Allow them a week to review your application.

7	Ethics Provisos and Approval	Sept R2	• Know your CWL, and have researcher # for RISe • Be sure your PI has RISe privileges. • Be prepared to respond quickly to provisos • Make it easy for the REB to quickly approve your changes.	• In a word doc, quote the requested change, tell the REB how you addressed the request (or explain why you did not), and indicate how you revised the application form accordingly. • Ensure your PI is aware of changes you make.
8	Submit DRAFT Abstract	Nov15 R2	• Using a format consistent with your "model paper/project" AND the UBC guidelines (on the website)	Nov 15 submit draft abstract to Site Scholar Faculty.
9	Execute project	Sept-December R2	• May seem like the easiest part of the process!	Try to book time off from clinical duties to do the work and analyze the findings RIGHT AFTER. Will be easier when everything is fresh in your mind.
10	Complete Literature Review	Dec R2	• Update your first lit review (Step 1) with any additional references or new material that has been published in the meantime. • Search specifically for systematic reviews and meta-analyses.	You may wish to visit a UBC or health authority librarian.
11	Submit Abstract for Scholar Day	Dec 15 R2	• Use the approved format. Check the website for details. • Decide on AUTHOR ORDER. See Site Scholar Faculty for guidance if needed.	Make sure your PI has a chance to make comments before you submit – give them at least a week to review.
12	Analyze findings/outputs	Dec-Jan R2 (5-20 hours)	• Amount of time depends on your project design. Do you need help? From PI? Site faculty? Statistician? Methodological expert; i.e., for art-based project?	Make sure you get $$ for a statistician if you need one.
13	Write up project	Draft to Site faculty Jan 31 R2; final paper submitted Feb 28 R2 (10-30 hours)	• Us the provided standardized formats, on the website. • Site faculty will "grade" (see 8-point checklist) your paper after it is submitted. If it is inadequate, you will not qualify for a letter of completion from residency.	• If you want site faculty to review before you submit (or your site faculty requests this), you need to let him/her know at least 4 weeks in advance and you need to get your project paper to him/her at least 2 weeks before it is due. • Your PI should review the project/read the paper and provide feedback – discuss time required for this with PI well in advance.

14	Present project	TBD (5-10 hours)	• Site Trial Run (at many, but not all, sites)
			• UBC FP Resident Scholar Day
			• If you did research:
			  o Label and transfer your data and research materials to Site Coordinator to store as per REB requirements
			  o Close ethics application (or discuss reason for keeping open and plans for future closure with Site Scholar Faculty.
				Invite your PI and supporters to attend.

15	Graduate	June 30	All requirements must be complete. If not, a residency extension must be approved by the Program Director and the PGEC leaders.	