



## Department of Family Practice Postgraduate Program Resident Research Project Assessment

Site Research Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Resident Research Project: \_\_\_\_\_

Name of Author(s): \_\_\_\_\_

Every Resident Research Project should meet all of the following eight requirements (as outlined in greater detail in the Resident Research Project guidelines). This assessment will be made by the Site Research Faculty at 3 months prior to completion of residency program (based on abstract, research proposal, and progress to date) and at 1 month prior to completion (based on final written report).

1. **Scholarship**: This project has a thoughtful design and critical analysis contextualized to the practice of family medicine.  Yes  No  Pending  N/A

2. **Originality**: This project has original content. If it quotes or uses the work of others, it properly acknowledges and references all that work.  Yes  No  Pending  N/A

3. **Relevance to family medicine**: This project is relevant to comprehensive general practice.  
 Yes  No  Pending  N/A

4. **Literature Review**: This project contains a recent thorough and critical review of relevant and important literature. The final report contains a reference list of this literature.  Yes  No  Pending  N/A

5a. **Ethics Review**: This project indicates that Ethics Review Board Approval (or Waiver) and necessary consents have all been obtained.  Yes  No  Pending  N/A

5b. **Ethics Review CLOSED at end of study**: This project has been closed with all applicable Ethics Review Boards, e.g., UBC, health authority, other. If the project had obtained Research Ethics approval from a regional Health Authority: The residents have notified Elmira Chan ([Elmira.chan@ors.ubc.ca](mailto:Elmira.chan@ors.ubc.ca)) that the study/data collection has now been completed.  Yes  No  Pending  N/A

6. **Work and Authorship**: This project contains an "[Authorship Statement](#)" detailing the contributions and conflicts of interest of each author. Each Resident author must make significant contributions to the literature review, project design, data collection, final analysis, report and presentation.  Yes  No  Pending  N/A

7. **Collaboration**: This project demonstrates a collaborative approach to the topic by acknowledging the support and mentorship of others. It may do this by mentioning these contributions in the methods section or providing a more detailed list in a separate "Acknowledgements" addendum.  
 Yes  No  Pending  N/A

8. **Presentation**: This project is clearly written and presented in a manner suitable to its design and effectively communicates its results to the intended audience. Projects are expected to use the Canadian Family Physician Journal 'Instructions to Authors' as a guide for their final written report. Exceptions should be justified and alternate 'Instructions to Authors' provided for evaluation.  Yes  No  Pending  N/A

**OVERALL ASSESSMENT:**

This Resident Research Project , Project Proposal , Abstract  meets the requirements of the DFP residency program  YES  NO

I have discussed this assessment with the resident author(s)  YES  NO

I have copied this assessment to my Site Director  YES  NO

## **Resident Project Authorship, Acknowledgement and Contribution Statements**

Residents should acknowledge everyone who has contributed to the development of their Resident Project, either in the authorship statement, the acknowledgement section or the residents' contribution statement.

### **1. Authorship Statement**

Authorship definition is provided by the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* listed below from the website: [www.icmje.org](http://www.icmje.org). Updated May 2000.

“All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authorship credit should be based only on

- 1) Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
- 2) Drafting the article or revising it critically for important intellectual content; and
- 3) Final approval of the version to be published.

Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

An **Authorship Statement** should be included in the Resident Project and should describe the contribution of all co-authors to the Resident Project.

#### **AN EXAMPLE**

##### **Authorship Statement**

- *Jane Doe, FP resident SPH site, assisted with development of the research question, conducted the literature review, designed the survey tool, led the data collection and assisted in interpreting the findings. She took the lead role in writing the written report.*
- *Jonathan Berkowitz, statistician, reviewed and assisted with the design of the survey tool, reviewed the Ethics Application, assisted with data entry, led the data analysis, facilitated the*

*research team in an interpretation of the findings, reviewed the draft of the written resident report.*

- *Mary D, project clinical preceptor, assisted in the development of the research question, reviewed and contributed to the survey design, assisted in interpreting the survey findings relevant to the clinical community, reviewed and contributed to drafts of the written report. She will take a lead role in disseminating the project findings to the community participants.*
- *Colleen K, research project advisor, mentored Jane Doe throughout the research process, reviewed the literature review, assisted in developing the survey tool, reviewed the Ethics review application, assisted in interpreting the findings and reviewed the final written report.*

## **2. Acknowledgements**

Residents should acknowledge all those who contributed to the work who are not authors. Acknowledgements might include: the name of mentors who have read the project and given feedback, administrative staff who have assisted with distribution of surveys, participants in the project, faculty who have assisted in the design or data collection, data entry assistance, organisations that have provided funding, etc. We encourage residents to be as inclusive as possible – more is better!

In addition, every resident should declare any financial or personal competing interests in the writing of the Resident Project.

### ***AN EXAMPLE***

#### ***Acknowledgements***

- *We would like to thank the following people for their contribution: Ben Martin for data entry; Mrs Hildegard Schmidt for distributing surveys to participants; our family practice preceptors, Drs Ron W and Nora E, for providing reviewing our draft manuscript; and, all the women who participated in this survey, because without them this project would not have been possible.*
- *We acknowledge funding support from the UBC family practice residency program and from the BC College of Family Physician to cover the research project expenses.*
- *All the authors declare that that they have no financial or competing interests in the writing of this project.*

## **3. Resident Contribution Statement, and Expectations when more than one resident is involved in a Resident Project**

- It is ***expected*** that the scope of the Resident Project involving more than one resident will be larger than a Resident Project involving an individual resident. For example, the project may answer more than one research

question or may use multi-methods (quantitative and qualitative) to explore an issue.

- Residents should meet with site research faculty to receive **approval** for more than one resident to work on one project prior to commencement of the project. The residents should provide justification for more than one resident; their proposal should describe the anticipated roles of each resident.
- Every resident should be involved in all stages of project design and implementation. A detailed **Residents' Contribution Statement** should be attached as an appendix to the written report of a Resident Project that involved more than one resident.
- Each resident should keep **field notes**, including summaries of group project discussions and email conversations, etc. The purpose of field notes is to record group processes whereby tasks were shared and work was divided. Should the need arise, these field notes should be available for review by site faculty for research, lead faculty for research and/or program director.

#### **AN EXAMPLE**

##### **Residents' Contribution Statement**

*More than one resident worked on this project, as follows:*

- *Norma J, SPH site, FP resident SPH site, reviewed the literature, led the development of the research question, assisted with the design of the survey tool, reviewed the Ethics Review application, assisted with the data collection and assisted in interpreting the findings. She took the lead role in writing the written report.*
- *John S, GVS site, assisted with development of the research question, took a lead role in conducting the literature review, led the design of the survey tool, reviewed the Ethics review application, assisted with data collection, assisted in interpreting the finding, reviewed the initial draft of the written report and took a lead role in finalising the written report.*
- *Grace W. , IMG site, assisted in the development of the research question, organised all the group meetings for project planning meetings and kept minutes, reviewed the literature review, assisted with the design of the survey tool, took the lead in writing the Ethics review application, assisted with the data collection, assisted in interpreting the finding and reviewed the written report drafts, took a lead role in developing the oral presentation PowerPoint.*