Teaching Tool 8 – Research Planning

CanMEDS Scholar

Sample timetable for a two-year study[i]

Instructions to learner:

- It is very common to run into unanticipated delays in research projects. One strategy to prevent eleventh hour panic is to create a comprehensive timetable for your project early on. Th is will help you break tasks into manageable parts and to plan around the clinical and educational demands of your training program.

- The table below, reproduced from the Dr. Ackryod-Stolarz' chapter in Th e Research Guide: A primer for residents, other health care trainees, and practitioners, is a sample timetable for a two-year study. Consider this timetable and ask yourself the following in relation to your own research project planning:

1. What aspects of this timeline could you use as a model for your own planning?

2. What sort of changes would you plan to make to this timetable? Sample timetable for a two-year study

YEAR ONE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Pre-Study	• Identify topic and preceptor • Develop protocol • Consult with statistician (if applicable) • Identify Potential funding sources • Develop study timetable		• Prepare REB submission • Submit to REB • Revisions as per REB			BREAK	• Meet with study investigators to establish roles and responsibilities • Establish routine study-related communication (format/timing) • Determine specific study procedures					
Start-up									• Hire and train study staff • Set up research account • Start data collection • Develop and initiate monitoring regimen		**Data collection** *Monitoring:* • recruitment (includes response rate for surveys) • adherence to protocol • data quality • consistency of clinical and lab procedures and/or assessments by multiple assessors •confidentiality • study budget *Routine contact with:* • study team • preceptor • REB (as needed) • participants (as needed)	

YEAR TWO	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On-going	**Data collection Monitoring:** • recruitment (includes response rate for surveys) • adherence to protocol • data quality • consistency of clinical and lab procedures and/or assessments by multiple assessors • confidentiality • study budget **Routine contact with:** • study team • preceptor • REB (as needed) • participants (as needed) • Submit request for annual approval to REB			• Data analysis		BREAK	• Prepare abstract for presentation in January • Synthesize results and review with preceptor • Start manuscript • Complete follow-up for participants		• Present study • Familiarize preceptor with study documentation • Work with study team to prepare documents for archiving • Revise manuscript and prepare for submission		• Submit study closure to REB and archive documents(or make arrangements to have it done)	

i Ackroyd-Stolarz S. Managing and monitoring a study. In Harvey BJ, Lang ES, Frank JR, editors. *The research guide: a primer for residents, other health care trainees, and practitioners*. Ottawa: Royal College of Physicians and Surgeons of Canada; 2011. Reproduced with permission.