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**Postgraduate Education, UBC Department of Psychiatry**

**Scholarly Activity Project – Checklist for Activities and Milestones**

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This document includes summary checklists for activities and milestones for the scholarly activity project (see also the documents on Scholarly Activity Project Policy and Objectives).

**Notes:**

1. Eligible projects can include: case report/s + systematic review of the literature (note: submission of a case report or a case report series without an accompanying systemic review will not meet criteria), systematic reviews ± meta-analyses, quality improvement project, educational projects (e.g., curriculum evaluation), and research projects (e.g., clinical, epidemiological, basic or applied). Systematic reviews are defined as reviews that incorporate *a priori* search terms, criteria for selection of studies for review, and a discussion of quality of included studies.
2. The project abstract form is to be completed [online here](https://ubc.ca1.qualtrics.com/jfe/form/SV_1TFF6wKIosCRbud), or copy and paste this link into your browser: <https://ubc.ca1.qualtrics.com/jfe/form/SV_1TFF6wKIosCRbud>
3. Ethics approval is usually required for projects involving human or animal subjects, including some chart reviews. The approval process for ethics submission and approval may take up to 3-6 months.
4. Residents must present their project at a scholarly forum (e.g., Grand Rounds, Department of Psychiatry Annual Research Day, conferences).
5. The final report can be in the form of a document formatted according to department guidelines (1500-2000 words), a manuscript suitable for publication, or a submitted/published manuscript.
6. At completion of the project, the supervisor will also complete an evaluation on One45 using the Research ITER.

**Checklist for Resident Milestones and Activities**

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| **Timeline** | **Milestone/Activity** | **Check if completed** |
| PGY1 | * Review annual progress with Regional Program Director (or designate) and PGE Director   Optional   * Consider a research elective * Identify a project and research supervisor by end of PGY2 (June) * Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June) | 🞏  🞏  🞏  🞏 |
| PGY2 | * Identify a project and research supervisor by end of PGY2 (June) * Submit project abstract form to PGE (Research and Scholarly Activity Committee) for approval by end of PGY2 (June) * Work on project until completion * Review annual progress with Regional Program Director (or designate) and PGE Director   Optional   * Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June) * Present the project results by mid-PGY5 (December) * Submit final project report by mid-PGY5 (December) * Complete evaluation for supervisor by mid-PGY5 (December) | 🞏  🞏  🞏  🞏  🞏  🞏  🞏  🞏 |
| PGY3 | * Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June) * Work on project until completion * Review annual progress with Regional Program Director (or designate) and PGE Director   Optional   * Present the project results by mid-PGY5 (December) * Submit final project report by mid-PGY5 (December) * Complete evaluation for supervisor by mid-PGY5 (December) | 🞏  🞏  🞏  🞏  🞏  🞏 |
| PGY4 | * Complete any data analysis for project by end of PGY4 (June) * Work on project until completion * Review annual progress with Regional Program Director (or designate) and PGE Director   Optional   * Present the project results by mid-PGY5 (December) * Submit final project report by mid-PGY5 (December) * Complete evaluation for supervisor by mid-PGY5 (December) | 🞏  🞏  🞏  🞏  🞏  🞏 |
| PGY5 | * Present the project results by mid-PGY5 (December) * Submit final project report by mid-PGY5 (December) * Complete evaluation for supervisor by mid-PGY5 (December) * Review annual progress with Regional Program Director (or designate) and PGE Director | 🞏  🞏  🞏  🞏 |

**Checklist for Review of Annual Progress with PGE Director**

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| **Task** | **In progress** | **Completed** | **Not applicable** |
| Supervisor confirmed? |  |  |  |
| Other necessary team members identified? In place? |  |  |  |
| Research question formulated? |  |  |  |
| Draft of abstract? |  |  |  |
| Sufficient resources available? |  |  |  |
| UBC Ethics submitted/approved? |  |  |  |
| Other institutional approvals submitted/approved? |  |  |  |
| Literature review underway? |  |  |  |
| Measures selected? |  |  |  |
| Sample identified/Recruitment underway? |  |  |  |
| Data collection underway? |  |  |  |
| Analytic plan developed/analyses initiated? |  |  |  |
| Draft of final report (background, question, methods, results, discussion, conclusions) underway? |  |  |  |
| TCP2 ethics tutorial completed? |  |  |  |
| Project presented? |  |  |  |
| Supervisor evaluated? |  |  |  |
| Other? (specify): |  |  |  |