



Postgraduate Education, UBC Department of Psychiatry Scholarly Activity Project Template

Notes: Residents are required to submit a final written report by mid PGY5 for evaluation by the Research and Scholarly Activity Committee (note: Research Track resident outputs are not reviewed by this committee). This written report can be in the form of:

- a manuscript suitable for submission for publication (or that is close to being submission-ready);
- a copy of an in-submission, in-press or published manuscript;
- a final report document formatted as per the guidelines below (approximately 1500-2000 words)

This form provides a template for the final written report. Please note that this template is not prescriptive – report structure will differ according to whether your project is a research project, systematic review, case report and systematic review, quality improvement project, or a scholarly educational project.

Report sub-sections:

1. **Project Title**
2. **Authors**
3. **Plain Language Summary.** Plain language summaries, sometimes called a lay summary or plain language abstract, are often required by academic journals. They represent an important aspect of effective knowledge translation to non-specialist audiences. For helpful guidance on creating an effective plain language summary, see this blog: <https://www.msfhr.org/news/blog-posts/plain-language-summaries>
4. **Report Structure**
 - a. Typically, the main body of your report will include the following subsections: Background; Objective/Aims/Hypotheses; Methods and Ethics; Results (Tables/Figures are optional); Discussion; Conclusions; Key Words (for guidance on selecting appropriate key words, or 'Medical Subject Headings or MeSH) see: <https://meshb.nlm.nih.gov/search> & <https://www.nlm.nih.gov/mesh/meshhome.html> to access tutorials) and References (references can be presented in any standardized citation format)
5. **Acknowledgements.** This is a short section where you will acknowledge any support you received for your project, such as funding support, or the time your research participants contributed. If you are collaborating with another resident on your scholarly activity project, ensure that you delineate which specific aspects of the project you took or shared responsibility for here, or in the main body of the report.

**** Final reports should be submitted here:**

https://ubc.ca1.qualtrics.com/jfe/form/SV_8Arv6HU9zjB2J5Y