# Teaching Tool 8 – Research Planning

CanMEDS Scholar

## Sample timetable for a two-year study[[1]](#endnote-1)

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### 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

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| 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) | |

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| 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) | |

1. 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. [↑](#endnote-ref-1)