# Teaching Tool 8 – Research Planning

CanMEDS Scholar

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

The unmodified content below was created for The Research Guide: a primer for residents, other health care trainees, and practitioners by S. Ackroyd-Stolarz and is owned by the Royal College of Physicians and Surgeons of Canada. You may use, reproduce and modify the content for your own non-commercial purposes provided that your modifications are clearly indicated and you provide attribution to the Royal College. The Royal College may revoke this permission at any time by providing written notice.

**NOTICE: The content below may have been modified from its original form and may not represent the opinion or views of the Royal College.**

### 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)• IdentifyPotential funding sources• Develop study timetable | • Prepare REBsubmission• Submit to REB• Revisions as per REB |  | BREAK | • Meet with study investigators to establish roles and responsibilities• Establish routine study-relatedcommunication(format/timing)• Determinespecific studyprocedures |  |  |
| Start-up |  |  |  |  |  | • Hire and train study staff• Set up research account• Start datacollection• Develop and initiate monitoringregimen | **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) |

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)