



A4. RESEARCH PROJECT HIGH-LEVEL CHECKLIST^a

Instructions for Teacher:

- Meet with your learner for a one-on-one teaching session to assess his/her progress on these high-level steps of a research project.
- Be prepared to walk the learner through the steps if needed.
- Revisit this checklist with the learner on a regular basis (e.g. quarterly) to explore and support their progress.

Checklist items	Complete	Not yet complete	Comments
1. Meet with your program director or departmental research coordinator as soon as possible			
2. Look for resources that provide an introduction to the basic concepts of research methodology and critical appraisal			
3. Find a research supervisor			
4. Pose a focused and specific research question			
5. Develop a research outline			
6. Meet with methodological (especially biostatistical) specialists with particular expertise in your area of study			
7. Develop a research protocol			
8. As applicable, obtain institutional and research ethics approval			
9. Seek necessary funding			
10. If you are conducting a clinical trial, ensure that it is registered with ClinicalTrials.gov			
11. Collect and analyze the data			
12. Present your findings			
13. Prepare and submit a manuscripts describing the study and its results to a suitable journal			
14. If your manuscript is accepted, revise it according to the editors' and reviewers' comments			
15. Celebrate and thank your coauthors and supervisor			

^a Hahn PM. A research road map: Fifteen Steps to a successful research project (and ten pitfalls to avoid). 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.