T8. SAMPLE TIMETABLE FOR A TWO-YEAR STUDY

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. This 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. Ackroyd-Stolarz’ chapter in The 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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T8. SAMPLE TIMETABLE FOR A TWO-YEAR STUDY (continued)

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**Pre-study**
- Identify topic and preceptor
- Develop protocol
- Consult with statistician (if applicable)
- Identify potential funding sources
- Develop study timetable

**Start-up**
- Prepare REB submission
- Submit to REB
- Revisions as per REB
- Meet with study investigators to establish roles and responsibilities
- Establish routine study-related communication (format/timing)
- Determine specific study procedures

**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)
## T8. SAMPLE TIMETABLE FOR A TWO-YEAR STUDY (continued)

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- Data analysis
- 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)