

CanMEDS Scholar
Teaching tool T8
Research Planning

**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)• IdentifyPotential funding sources• Develop studytimetable | • 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)• Determinespecifi c 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) |

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)