



T8. SAMPLE TIMETABLE FOR A TWO-YEAR STUDY^a

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

^a 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.



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

YEAR ONE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Pre-study	<ul style="list-style-type: none"> Identify topic and preceptor Develop protocol Consult with statistician (if applicable) Identify potential funding sources Develop study timetable 		<ul style="list-style-type: none"> Prepare REB submission Submit to REB Revisions as per REB 			B R E A K	<ul style="list-style-type: none"> Meet with study investigators to establish roles and responsibilities Establish routine study-related communication (format/timing) Determine specific study procedures 					
Start-up									<ul style="list-style-type: none"> Hire and train study staff Set up research account Start data collection Develop and initiate monitoring regimen 			Data collection Monitoring: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> study team preceptor REB (as needed) participants (as needed)



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

YEAR TWO	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On-going	Data collection Monitoring: <ul style="list-style-type: none"> 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 			<ul style="list-style-type: none"> Data analysis 		B R E A K	<ul style="list-style-type: none"> Prepare abstract for presentation in January Synthesize results and review with preceptor Start manuscript Complete follow-up for participants 		<ul style="list-style-type: none"> Present study Familiarize preceptor with study documentation Work with study team to prepare documents for archiving Revise manuscript and prepare for submission 		<ul style="list-style-type: none"> Submit study closure to REB and archive documents (or make arrangements to have it done) 	
	Routine contact with: <ul style="list-style-type: none"> study team preceptor REB (as needed) participants (as needed) Submit request for annual approval to REB 											