

UNECOM Resident Research Project Checklist

Resident _____ FP FP/NMM NMM

Mentor _____

Research Topic: _____

Program Director(s) topic approval: _____

Resident Responsibility	Due Date	Completion Date
Resident familiar with research requirements	July PGY 2 yr.	
Attendance at research training sessions		
Initial topic chosen	Sep PGY 2 yr.	
Initial topic approved by Program Director		
Preliminary Proposal Outline submitted	Oct PGY 2 yr.	
Mentor assigned/selected		
	Mentor initials/dates each item as completed	
Research question(s) clearly stated		
Resources identified		
Literature search conducted		
Research project outline completed		
Study design		
Subjects (recruitment, number, criteria)		
Measures/instrumentation		
Data collection/analysis plan		
Consent forms (complete, readable, ethical/HIPAA compliant)		
Location/cooperative arrangements if needed		
Other		
IRB proposal submitted	Jan PGY 2 yr.	
Revisions completed if needed	Feb PGY 2 yr.	
Research started	Feb/Mar PGY 2 yr.	
Data collection completed		
Data analysis completed		
First draft submitted	Nov 30 PGY 3 yr.	
Revisions made	Jan 15 PGY 3 yr.	
Peer presentation made		
Regional/professional presentation made		
Final paper presented to Academic Review Committee	May PGY 3 yr.	
Final paper approved by Program Director(s) and submitted to Specialty College	June PGY 3 yr.	

Record of on-going contact with mentor (mentor to initial monthly at minimum)

PGY 2		PGY 3	
Jul	Jan	Jul	Jan
Aug	Feb	Aug	Feb
Sep	Mar	Sep	Mar
Oct	Apr	Oct	Apr
Nov	May	Nov	May
Dec	June	Dec	June

This checklist will be reviewed quarterly during evaluation meetings with your Program Director(s).