



## Postgraduate Education, UBC Department of Psychiatry Scholarly Activity Project – Checklist for Activities and Milestones

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This document includes summary checklists for activities and milestones for the scholarly activity project (see also the documents on Scholarly Activity Project Policy and Objectives).

### Notes:

1. Eligible projects can include: case reports + systematic review of the literature, systematic reviews ± meta-analyses, quality assurance projects (e.g., chart reviews), educational projects (e.g., curriculum evaluation), and research projects (clinical, epidemiological or basic). Systematic reviews are defined as reviews that incorporate *a priori* search terms, criteria for selection of studies for review, and a discussion of quality of included studies.
2. The project abstract form is preferably completed online (<https://www.surveymonkey.com/r/ZGYLG7N>)
3. Ethics approval is usually required for projects involving human or animal subjects, including some chart reviews. The approval process for ethics submission and approval may take up to 3-6 months.
4. Residents must present their project at a scholarly forum (e.g., Grand Rounds, Department of Psychiatry Annual Research Day, conferences).
5. The final report can be in the form of an expanded structured abstract (1500-2000 words), a manuscript suitable for publication, or a submitted/published manuscript.
6. At completion of the project, the supervisor will also complete an evaluation on One45 using the Research ITER.

## Checklist for Resident Milestones and Activities

Timeline	Milestone/Activity	Check if completed
PGY1	<ul style="list-style-type: none"> <li>Review annual progress with Regional Program Director (or designate) and PGE Director</li> </ul>	<input type="checkbox"/>
	<u>Optional</u> <ul style="list-style-type: none"> <li>Consider a research elective</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Identify a project and research supervisor by end of PGY2 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June)</li> </ul>	<input type="checkbox"/>
PGY2	<ul style="list-style-type: none"> <li>Identify a project and research supervisor by end of PGY2 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Submit project abstract form to PGE (Research and Scholarly Activity Committee) for approval by end of PGY2 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Work on project until completion</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review annual progress with Regional Program Director (or designate) and PGE Director</li> </ul>	<input type="checkbox"/>
	<u>Optional</u> <ul style="list-style-type: none"> <li>Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Present the project results by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Submit final project report by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
PGY3	<ul style="list-style-type: none"> <li>Complete the online TCPS2 Tutorial on research ethics by end of PGY3 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Work on project until completion</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review annual progress with Regional Program Director (or designate) and PGE Director</li> </ul>	<input type="checkbox"/>
	<u>Optional</u> <ul style="list-style-type: none"> <li>Present the project results by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Submit final project report by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
PGY4	<ul style="list-style-type: none"> <li>Complete any data analysis for project by end of PGY4 (June)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Work on project until completion</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review annual progress with Regional Program Director (or designate) and PGE Director</li> </ul>	<input type="checkbox"/>
	<u>Optional</u> <ul style="list-style-type: none"> <li>Present the project results by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Submit final project report by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
PGY5	<ul style="list-style-type: none"> <li>Complete evaluation for supervisor by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Present the project results by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Submit final project report by mid-PGY5 (December)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Review annual progress with Regional Program Director (or designate) and PGE Director</li> </ul>	<input type="checkbox"/>

**Checklist for Review of Annual Progress with PGE Director**

<b>Task</b>	<b>In progress</b>	<b>Completed</b>	<b>Not applicable</b>
Supervisor confirmed?			
Other necessary team members identified? In place?			
Research question formulated?			
Draft of abstract?			
Sufficient resources available?			
UBC Ethics submitted/approved?			
Other institutional approvals submitted/approved?			
Literature review underway?			
Measures selected?			
Sample identified/Recruitment underway?			
Data collection underway?			
Analytic plan developed/analyses initiated?			
Draft of final report (background, question, methods, results, discussion, conclusions) underway?			
TCP2 ethics tutorial completed?			
Project presented?			
Supervisor evaluated?			
Other? (specify):			