

WORKSHEET AND DATES FOR COMPLETION OF FMEM RESIDENT PROJECT

Form	PGY1 Tasks	Timeline	Deadline	Done
	Meet with Project Coordinator to begin formulating a type of project	Jul-Aug		
	Decide on topic and formulate the research question (see PICOD section below)	Jul-Sep		
	Select Project Supervisor	Jul-Sep	Suggest early Sep	
	Literature Review	Aug-Oct		
	Submit project for any resident grants	Sept-Oct		
	Present overview of project at NB DEM Research Day and submit PICOD to Research Director	November	TBD	
Project Proposal Form I	<p>Resident must initiate and complete Form I (Resident Project Proposal) for Project Coordinator to review.</p> <p>A 2-3 page project proposal must be submitted to the Project Coordinator (and Project Supervisor if applicable)</p> <p>Residents are responsible for ensuring the form is completed in a timely manner, in compliance with deadlines.</p>	November	1st Tuesday in November	
Project Supervisor Agreement Form II	<p>Residents are responsible for initiating Form II (Project Supervisor Agreement Form), to be completed and submitted by their project supervisor.</p> <p>Residents are responsible for ensuring the form is completed in a timely manner, in compliance with deadlines.</p>	December	1st Tuesday in December	
	Submit project to local REB (preferably early)	Sep-Feb		
	Present project proposal during SJFMTU Project Day	May	2nd Friday in May	

Form	PGY2 Tasks	Timeline	Deadline	Done
Resident Project Progress Report Form III	Residents must initiate Form III (Resident Project Progress Report), for their project supervisor to review and submit. Residents are responsible for ensuring the form is completed in a timely manner, in compliance with deadlines	September	1st Tuesday in September	
	Present update on Project at NB DEM Research Day	October/ November	TBD	
Project Draft and Project Final Approval Form IV	Completed draft of project given to Project Supervisor for feedback. Residents must initiate Form IV (Project Final Approval for Assessment), for their project supervisor to review and submit. Residents are responsible for ensuring the form is completed in a timely manner, in compliance with deadlines	January	1st Tuesday in January	
Final Project	Completed FINAL project to be submitted to Project Coordinator who will submit to the Education Committee Secretary (fmcommittees@dal.ca)	February	2nd Monday in February	
	Education Committee Secretary will distribute project for assessments	As received		
	Residents will present their projects orally during SJFMTU Resident Project Presentation Day	May	2nd Friday in May	

Form	PGY3 Tasks	Timeline	Deadline	Done
	Meet with project coordinator to discuss submission for publication	July		
	Draft submission of publication	September	End of September	
	Present project at NB DEM Research Day	October/ November		
	Update on publication	December	December	
	Submit to journal	December		
	Conference abstract submission	December	End of Dec	
	Present projects, either in person or remotely, during Dal EM Research Day (if selected)	May		
	Poster or oral presentation at conference (if selected)	June		
	Final submission of publication with completed revisions	To be decided with supervisor and coordinator		

Initial Project Review by FMEM Research Committee

1. Research Name:

2. Title:

3. Project Supervisor :

4. Research Supervisor:

5. Identify PICOD

P =

I =

C =

O =

D = design

6. Timeline for project:

7. REB: yes/no

8. Funding: yes/no

9. Collaborators:

Submission Guidelines

Manuscripts should be submitted as double-spaced documents using 12 point Times New Roman typeface (2000–3000 words excluding abstract, tables, figures, and references).

Title page: All manuscripts must include a title page (refer to Resident Project Guide). The title page should include the article title, the authors' name(s) as they should appear in print, and the affiliations and degrees of all authors. The name, address, telephone number, fax number, and e-mail address for the corresponding author should be provided. The title page must also include a word count and running header of no more than 150 characters. *Choose the article title carefully.* Be creative, and ensure that the title accurately reflects the content of the article.

Abstract: Structured abstracts (Objectives, Methods, Results, Conclusions) of up to 250 words are required for Original Research articles.

Introduction: This section should succinctly discuss study background, importance and the a priori study question, objectives or hypothesis.

Methods: This section should include a description of the overall study design as planned, the study setting, time period, population studied (with eligibility criteria and unit of analysis if different from individual patients), a description of the intervention, the primary and secondary outcome measures, and the statistical analysis employed. For investigations involving human subjects, the nature and timing of the consent that was obtained must be specified. There should be sufficient detail to allow a knowledgeable reader to replicate the study, at least in theory. Authors must explicitly name the ethics committee or investigational review board which approved the research.

Results: In this section, authors should present primary and secondary results, without undue repetition of data reported in tables and figures. Any substantial deviations from the study as planned usually appear in this section.

Discussion: Here, authors highlight the important study findings and their implications especially in the context of previous work, but without exhaustively summarizing the prior literature. In addition, the Discussion should identify *limitations* of the research and how any biases may affect the interpretation of the findings.

Conclusions: These should be stated in one paragraph and must be supported by the study findings. Avoid extending your conclusion beyond what your data show.

References: References should be formatted using the Vancouver style. Within the text, references should be numbered in the order they appear using standard text and angular brackets (e.g., <1>) rather than using superscript numbers. References should cite surname and initials for up to six authors. Seventh and subsequent authors should be cited as "et al." Use official abbreviations for titles of journals (if available).