

CHILD PSYCHIATRY FELLOWSHIP SCHOLARLY PROJECT

Beatrice L. Wood, Ph.D., Chair Scholarly Project Committee (SPC)
Revised September, 2007

Scholarly Project Committee (2007-2008)

Beatrice L. Wood, Ph.D., Chair; Bruce Miller, M.D., Jim Waxmonsky, M.D. Beth Smith, M.D., and David Kaye, M.D., Residency Training Director.

Categories of Scholarly Projects:

- 1) Supervised empirical research experience (independent project or apprenticeship in a faculty member's lab);
- 2) Single-case research designs or case studies;
- 3) Critical, synthetic, literature reviews;
- 4) Quality Improvement Project;
- 5) Training or teaching projects which analyze and present knowledge in new and effective ways. Examples: software or video tape media for education.

The goal is to complete a project that reflects high quality scholarly inquiry in the realm of discovery (research), dissemination of knowledge (reviews, case studies, training or teaching projects), or application of knowledge in innovative and improved ways (quality improvement).

Grades will be: Unsatisfactory, Satisfactory, Honors

Grades are determined by meeting interim deadlines and by completion of project.

"Satisfactory" completion is required for graduation.

TIME TABLE: (Fellows who are off-cycle, See addendum #1)

YEAR 1 DEADLINES (SUBMISSIONS ARE REQUIRED TO BE ELECTRONIC)

JULY 1: trainee assigned to preceptor

DEC 15:

- 1) **Letter** to Chair of SPC. Brief summary of proposed topic, mentor (1 paragraph) and category of project.
- 2) **Copy email to Mentor, Mentor send confirmation of mentorship and plan to SPC chair (bwood@buffalo.edu).**
- 3) **Certificate of completion of the CITI** on-line training in research ethics (both Biomedical and Social and Behavioral course which highly overlap) for human subjects must be attached. Required even if the project does not involve human subjects.

MARCH 1: Scholarly Project Proposal to Chair of SPC for review by committee.

Include determination of whether IRB review is required. **(See attached Outline)**

APRIL 1: Revised (if necessary) **Proposal due.**

JULY 1: Progress report (Brief outline) to Chair SPC. **Submit copy of IRB approval or explanation of exemption at this time.** Document what has been accomplished to

date, and present a time line for completion of phases of the project.

YEAR 2 DEADLINES

SEPT 1: Progress report (Brief outline) to Chair SPC. Document progress. **Mentor to confirm that current time line is feasible. If not, propose alternatives.**

DEC 1: Draft of Introduction (with full literature review), Methods to Chair SPC.

MARCH 1: Final report to Chair SPC. **Use AMA format (see attached “Format for Scholarly Project Report)**

If revisions are necessary, revised report due April 1.

PRESENTATION OF PROJECT TO ACADEMIC ROUNDS IN APRIL AND FIRST TWO WEEKS IN MAY. The presentation at Academic Rounds should be formal, including appropriate A/V or handouts, and lasting 40 minutes (leaving 20 minutes for questioning).

It is a goal (but not a requirement) for the resident to submit an abstract of their project for presentation at a meeting of an appropriate professional organization (e.g., American Academy of Child & Adolescent Psychiatry) or submit a manuscript to a scholarly journal. **Submission of the project for presentation or publication is required to earn “Honors” in the Scholarly Project.**

Expected Time Commitments

It is expected that the residents will spend **2hrs/week during the first year** of their residency on activities related to completion of their scholarly project requirement. In the second year, this time will be expanded to the equivalent of **6 weeks, full-time**, spread throughout the second year.

Responsibilities of the Training Director, Preceptor, Mentor, and Committee

1. The training director

- a. is responsible for assigning each newly incoming resident to a preceptor. The assignment should be based upon a rotating system; the preceptor should be a member of the SPC;
- b. will schedule resident presentations in academic rounds in April and first two weeks in May;
- c. will collect evaluations for residents from the mentors and research committee, and from the residents for their preceptor and mentor.

2. Preceptors and residents will meet on at least a monthly basis. **The first meeting should occur prior to September. It is the responsibility of the resident to schedule this appointment.** The goal of interactions between the resident and preceptor is to review the procedures and deadlines for the scholarly project, generate a scholarly topic and to identify an appropriate mentor. If the topic, project type and mentor are approved, the mentor assumes the responsibility of guiding the trainee in

writing the full proposal and the preceptor withdraws. The preceptor may become the mentor depending upon the scholarly topic chosen and mutual agreement between the resident and preceptor. If difficulties arise in an external mentorship (e.g., problems over the scheduling of meetings or deadlines), the resident should seek advice from their preceptor. The preceptor may suggest that he or she meet with both the trainee and mentor to resolve the problem.

3. Mentor: The mentor is responsible for supervising all aspects of the scholarly project. In the case of studies involving human subjects, this includes supervision of the submission of the research proposal to the IRB, data collection and data analysis, and write-up of the final report (in APA style format, according to the Publication Manual of the American Psychological Association, 5th Edition). The mentor need not be a faculty member in the Department of Psychiatry, but must have sufficient research/scholarly experience to direct a trainee to successful completion of a project within the defined time limits. **It is the responsibility of the resident, and not the mentor, to meet all deadlines.** Members of the SPC remain available to the resident, preceptor, and mentor as a source of additional information and support if required.

Evaluation of Scholarly Project

Faculty: The CAP Training Director will have the mentor, as well as all members of the SPC complete a form evaluating the resident's performance on their scholarly project. (See attached Scholarly Project Committee Evaluation Form)

Domains of Evaluation:

1. Timely observance of deadlines
2. Written Report
3. Oral Presentation
4. Submission for presentation or publication (for honors).

The CAP Training Director will also have the resident complete a Faculty Evaluation for the mentor. (See attached Resident Feedback for Research Mentor)

Addendum #1:

To accommodate those residents **entering the program in Year 1 at some point other than July**, the following dates should be used for fulfillment of the project requirements:

(Compute months and fill in blanks as per below.)

_____ **(5 MONTHS AFTER ENTRY): Letter** to Chair of SPC. Brief summary of topic (1 paragraph) and category of project. **Confirmation from mentor. Certificate of completion of the CITI** on-line training in research ethics (psychosocial, NOT medical) for human subjects must be attached.

_____ **(8 MONTHS AFTER ENTRY): Scholarly Project Proposal** to Chair of SPC for review by committee. Include determination of whether IRB review is required.

If revisions are necessary, **revised proposal is due by the First of the next month.**

_____ **(12 MONTHS AFTER ENTRY): Progress report** (Outline) to Chair SPC.
Submit copy of IRB approval or explanation of exemption at this time. Document what has been accomplished to date, and present a time line for completion of phases of the project

_____ **(14 MONTHS AFTER ENTRY): Progress report** (Outline) to Chair SPC.
Document progress. **Mentor to confirm that current time line is feasible. If not, propose alternatives.**

_____ **(17 MONTHS AFTER ENTRY): Draft of Introduction** (full literature review, **Methods**, to Chair SPC.

_____ **(20 MONTHS AFTER ENTRY): Final report** to Chair SPC.
If revisions are necessary, revised report due the First of the next month.

PRESENTATION OF PROJECT TO ACADEMIC ROUNDS IN THE NEXT MONTH

OUTLINE FOR SCHOLARLY PROJECT PROPOSAL

Due February 1 of first fellowship year

**Beatrice L. Wood, PH.D., Chair, Scholarly Project Committee
September 18, 2007**

This outline is designed for an empirical research project, however all other project proposals should follow a logically analogous outline and format. Double space the proposal. The length noted for each section is approximate and for double spacing. Be sure to convey what is essential in as concise a manner as possible.

I. Project Title Page

Project title
Project type
Resident name
Mentor
Date Submitted

II. Specific Aims (what you plan to accomplish, e.g. question(s) addressed or hypotheses to be tested, and how you plan to accomplish your aims.)
(1-2 paragraphs)

III. Scientific/Clinical significance of project (justify the importance of the specific aims) **(1 paragraph)**

IV. Background (brief literature review and rationale for specific aims)**(1 page)**

V. Methods (subjects, design of project, methods, including procedure and measures) **(1 page)**

VI. Data reduction and analysis procedures (if necessary) **(1 paragraph)**

VII. Determination of whether IRB approval is necessary or not. If not, explain reason why the project is exempt. This determination should be based on the CITI description of requirements, and on the CYIRB (biomedical) or the Social and Behavioral IRB, if appropriate).

**If IRB approval is necessary, note when the submission to IRB is due.
(The proposal is to be submitted by the resident to the IRB after
approval of the proposal by the Scholarly Project Committee.)**

**SCHOLARLY PROJECT REPORT
FORMAT
Due March 1 of Second Fellowship Year**

Beatrice L. Wood, PH.D., Chair, Scholarly Project Committee
September 18, 2007

Reports are to be written double-spaced in accordance with AMA American Medical Association) format. Here's the link to a website describing the style:
<http://edmgr.ovid.com/jaacap/accounts/ifaauth-after-April1.htm>

The following format is designed for a research report. However other project types may use a logically analogous format.

VIII. Title page format

Scholarly Project Title
Project Category
Date Submitted
Resident's Name
Resident in Child and Adolescent Psychiatry
Preceptor:
Mentor(s):
Submitted in partial fulfillment of the
Scholarly Project requirement of the Residency Training Program,
Division of Child & Adolescent Psychiatry,
School of Medicine and Biomedical Sciences,
University at Buffalo

IX. Background (literature review and rationale leading to the specific aims)
Include specific aims and scientific/clinical significance **(1-2 pages)**

X. Methods (subjects, design of project, methods, including procedure and measures) Indicate IRB approval (or exempt status) and informed consent obtained, if appropriate. **(1 page).**

XI. Data reduction and analysis procedures (if appropriate) **(1 paragraph)**

XII. Results (if appropriate) **(1 page)**

Discussion (1 page)

(If the project is a literature review there will be no data analysis or results section, the bulk of the report will be the review. However background justifying the reason for and value of the review, and method by which the literature was searched and evaluated, is appropriate.)

Reports should be 6-15 pages, double-spaced.