**Key Project Milestones Checklist by PGY Level**

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| **Level** | **Milestone** | **Deadline** |
| PGY1 | * Resident has completed CITI training * Resident has identified a research interest * Resident is meeting with potential mentors | * May * May * May |
| PGY2 | * Resident has selected a research mentor * Resident has identified a specific research question * Resident has conducted a literature review with help from a clinical librarian * Resident has completed and submitted the project proposal form to his/her mentor for feedback * IRB paperwork is completed and ready to submit (if applicable) * Research is in progress | * August * August * August-September * December * February * February-June |
| PGY3 | * Resident is finalizing data collection and analysis * Resident and mentor meet to interpret and frame findings * Resident submits abstract(s) to local, regional and/or national conferences * Resident prepares poster/platform presentations | * July-September * September-October * November-February * February-March |