<table>
<thead>
<tr>
<th>Year (7/1-6/30)</th>
<th>Training Program Requirements to be performed by the trainee</th>
<th>Date completed</th>
</tr>
</thead>
</table>
| -1 (Before the two-year research block starts) | Initial meeting with the Program Director and Co-Director.  
  o It is your responsibility to set this meeting up.  
  This can be done via phone conference or Skype/Zoom if a face-to-face meeting is impractical, for example if you are currently in residency training somewhere else in the country.  
  o We will review the research training program and give advice to help you plan your time effectively. | |
| | Meet with program faculty to learn about the various research opportunities available.  
  o It is your responsibility to contact the faculty to arrange these meetings.  
  o Again, this can be done via phone conference or Skype/Zoom, if needed. | |
| | Decide on your Primary Research Mentor, any co-mentors, and the general concept of your research project.  
  o Submit the name of the mentor(s) and the preliminary title of your research project to the Program Director and Program Coordinator via email. | |
| | Write a Research Proposal and select your Individual Research Committee members.  
  o Submit both to the Program Director via email.  
  o The Program Director will respond if the committee is approved or provide feedback if changes are recommended, after discussions with the Research Advisory Committee.  
  o It is your responsibility to ask each committee member whether they are willing to participate.  
  o Email your Research Proposal to each committee member. | |
| | Select your Secondary Clinician-Scientist Mentor and meet with him/her at least once this year.  
  o Use this meeting as an opportunity to learn how to manage a career as a clinician-scientist.  
  o Email the name of your secondary clinician-scientist mentor and the date of your meeting to the Program Director. | |
| 1 (Research) | Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.  
| | o The meeting should be before 5/31. |
| | Take class: Responsible Conduct of Research class.  
| | o Email your certification to the Program Director. |
| | -Present in the departmental research lab meeting at least one time.  
| | -Attend SNE seminar series  
| | -Present during the annual OHNS research day |
| | Meet with your research committee once this year and give an oral Progress Report.  
| | o At least one week before each meeting, email a written Progress Report to each committee member and the Program Director.  
| | o You should record the feedback you get from your committee.  
<p>| | o Email the feedback and point-by-point responses describing how you plan to proceed to your committee members and the Program Director within 7 days. |
| | Meet with your secondary clinician-scientist mentor at least once this year for mentoring discussions. |</p>
<table>
<thead>
<tr>
<th></th>
<th><strong>Submit this checklist to Program Director and Program Coordinator by 6/30.</strong></th>
</tr>
</thead>
</table>
| **2 (Research)** | Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.  
  - The meeting should be before 5/31.  
  - Present in the departmental research lab meeting at least one time.  
  - Attend SNE seminar series  
  - Present during the annual OHNS research day  
Meet with your research committee once this year and give an oral **Progress Report**.  
  - At least one week before each meeting, email a written **Progress Report** to each committee member and the Program Director.  
  - You should record the feedback you get from your committee.  
  - Email the feedback and point-by-point responses describing how you plan to proceed to your committee members and the Program Director within 7 days.  
Meet with your secondary clinician-scientist mentor at least once this year for mentoring discussions.  
Submit this checklist to Program Director and Program Coordinator by 6/30. |
| **3 (if present, i.e. doing a clinical fellowship)** | Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.  
  - The meeting should be before 5/31.  
Meet with your research committee once this year and give an oral **Final Report**.  
  - The meeting should be before 5/31.  
  - At least one week before the meeting, email a written **Final Report** to each committee member and the Program Director.  
  - You should record the feedback you get from your committee.  
  - Email the feedback and point-by-point responses describing how you plan to proceed to your committee members and the Program Director within 7 days.  
Meet with your secondary clinician-scientist mentor at least once this year for mentoring discussions. |
Submit this checklist to Program Director and Program Coordinator by 6/30.