

## Residency Research Track Pathway

Year (7/1-6/30)	Training Program Requirements to be performed by the trainee	Date completed
1 (Clinical)	<p>Initial meeting with the Program Director and Co-Director.</p> <ul style="list-style-type: none"> <li>○ It is your responsibility to set this meeting up within the first month of residency (by 7/31).</li> <li>○ We will review the research training program and give advice to help you plan your time effectively.</li> </ul>	
	<p>Meet with program faculty to learn about the various research opportunities available.</p> <ul style="list-style-type: none"> <li>○ It is your responsibility to contact the faculty to arrange these meetings.</li> <li>○ Time will be permitted for you to be away from your clinical duties for you to attend these meetings.</li> </ul>	
	<p>Decide on your <u>Primary Research Mentor</u>, any co-mentors, and the general concept of your research project.</p> <ul style="list-style-type: none"> <li>○ Submit the name of the mentor(s) and the preliminary title of your research project to the Program Director via email by 12/31.</li> </ul>	
	<p>Write a <u>Research Proposal</u> and select your <u>Individual Research Committee</u> members.</p> <ul style="list-style-type: none"> <li>○ Submit both to the Program Director via email by 6/30.</li> <li>○ The Program Director will respond if the committee is approved or provide feedback if changes are recommended, after discussions with the Research Advisory Committee.</li> <li>○ It is your responsibility to ask each committee member whether they are willing to participate.</li> <li>○ Email your Research Proposal to each committee member.</li> </ul>	
	<p>Select your <u>Secondary Clinician-Scientist Mentor</u> and meet with him/her at least once this year.</p> <ul style="list-style-type: none"> <li>○ Use this meeting as an opportunity to learn how to manage a career as a clinician-scientist.</li> <li>○ Email the name of your secondary clinician-scientist mentor and the date of your meeting to the Program Director.</li> </ul>	
	<p>Submit this checklist to Program Director and Program Coordinator by 6/30.</p>	

<b>2 (Clinical)</b>	<p>Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	
	<p>Discuss your <u>Research Proposal</u> with your primary mentor by 8/31.</p> <ul style="list-style-type: none"> <li>○ It is your responsibility to schedule this meeting.</li> <li>○ They will have already read your written Research Proposal.</li> </ul>	
	<p>Formal approval of your research proposal by the research advisory committee</p> <ul style="list-style-type: none"> <li>○ This is expected to be obtained by 12/31.</li> </ul>	
	<p>Use the last 6 months of this year to get ready for your research experience</p> <ul style="list-style-type: none"> <li>○ Be excited to start research immediately on 7/1 of next year!</li> <li>○ Do all animal training, online safety classes, etc.</li> <li>○ Get your project IRB/IACUC protocol approved, or get added to your mentor's IRB/IACUC protocol, as needed.</li> <li>○ Accrue the materials you will need for your project (transgenic mice, antibodies, constructs, etc.).</li> </ul>	
	<p>Meet with your secondary clinician-scientist mentor at least once this year for mentoring discussions.</p>	
	<p>Submit this checklist to Program Director and Program Coordinator by 6/30.</p>	
<b>3 (Research)</b>	<p>Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	
	<p>Take class: Responsible Conduct of Research class.</p> <ul style="list-style-type: none"> <li>○ Email your certification to the Program Director.</li> </ul>	
	<p>-Present in the departmental research lab meeting at least one time.          -Attend SNE seminar series          -Present during the annual OHNS research day</p>	
	<p>Meet with your research committee once this year and give an oral <u>Progress Report</u>.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ At least one week before each meeting, email a written <u>Progress Report</u> to each committee member and the Program Director.</li> <li>○ You should record the feedback you get from your committee.</li> <li>○ 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.</li> </ul>	
	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.	
<b>4 (Research)</b>	<p>Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	
	<ul style="list-style-type: none"> <li>-Present in in the departmental research lab meeting at least one time.</li> <li>-Attend SNE seminar series</li> <li>-Present during the annual OHNS research day</li> </ul>	
	<p>Meet with your research committee once this year and give an oral <u>Progress Report</u>.</p> <ul style="list-style-type: none"> <li>○ At least one week before each meeting, email a written <u>Progress Report</u> to each committee member and the Program Director.</li> <li>○ You should record the feedback you get from your committee.</li> <li>○ 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.</li> </ul>	
	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.	
<b>5 (Clinical 62.5%; Research 37.5%)</b>	<p>Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	
	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.	
<b>6 (Clinical)</b>	<p>Meet with the Program Director and Co-Director once this year to discuss your progress and future plans.</p> <ul style="list-style-type: none"> <li>○ The meeting should be before 5/31.</li> </ul>	
	Meet with your secondary clinician-scientist mentor at least once this year for mentoring discussions.	
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