**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
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| 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
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| 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
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