

Scholarly Concentrations Program Suggested Timeline for Project by PGY Level, Month and Activity

Activity/Suggested Deadline by Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
PGY 2												
Check-ins SC leaders & mentors <ul style="list-style-type: none"> Monthly with mentors Quarterly with leader(s) 												
Brainstorm project ideas												
Conduct literature review, meet with clinical librarian												
Identify and meet with potential mentors*												
Select research mentor(s)												
Develop research question												
Develop hypothesis												
Develop methods; define predictor and outcome variables												
Formulate data analysis plan and meet with statistician												
Draft surveys/other instruments**												
Submit proposal to leader and mentor												
Submit proposal to IRB (if needed)												
Initiate project / start data collection												

Key Milestones for PGY2:

August – Select research mentor

December – Submit full project proposal to SC leader(s), project mentor and Alyssa Bogetz (**REQUIRED for ALL RESIDENTS**)

February – Initiate data collection (only if IRB is approved when relevant)

*Speak with SC leaders, APDs and peers for suggestions

**Includes surveys, focus group guides, consent forms, recruitment flyers (if relevant) NOTE that you will need these for your IRB submission

Activity / Suggested Deadlines by Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
PGY 3												
Check-ins SC leaders & Mentors <ul style="list-style-type: none"> • Monthly with mentors • Quarterly with leader(s) 												
Continue data collection												
Analyze data												
Meet with mentor to interpret and frame findings												
Prepare abstracts; send to co-authors for review at least 2 weeks before submission deadline												
Finalize data analysis												
Submit abstract to Stanford Pediatrics Research Day (REQUIRED)												
Create presentations (poster, platform, etc.) Send to co-authors for review at least 2 weeks before conference												

Key Milestones for PGY3:

September – Prepare abstracts for submission to regional/national conferences (OPTIONAL)

****Note: PAS submissions due January 3th 2018**

February – Submit abstracts to Stanford Pediatrics Research Day (**REQUIRED for ALL RESIDENTS**)

Progress Tracking and Contingency Planning

PGY2

- **December** - If you do not have a full proposal developed and approved by your SC leader and mentor by December, you must meet with your leader and mentor to select a project with appropriate scope and feasibility.
- **May** - If you have not made progress on your project (e.g., no data collected), you must meet with your SC leader and mentor to discuss specific obstacles and determine if appropriate to initiate back-up plan. **NOTE:** *Elective time in senior year may need to be changed to research elective to ensure completion of your project.*

PGY3

- **September** - If you have not made progress on your project and/or have encountered significant obstacles, you must meet with your SC leader and mentor to determine appropriate back-up plan or select an alternative project (e.g., Case study).
- **May** - If you did not present your abstract at the annual Pediatrics Research Day or another forum, please alert your SC leaders and the Director of the Scholarly Concentrations program, Alyssa Bogetz, abogetz@stanford.edu.

APPROXIMATE SUBMISSION DEADLINES

(Note: Please check conference websites, as dates are subject to change)

September	<ul style="list-style-type: none"> • Global Health and Innovation Conference – Posters
October	<ul style="list-style-type: none"> • Pediatric Academic Societies (PAS) - Workshops • Consortium of Universities of Global Health – Posters • Association of Pediatric Program Directors (APPD) – Workshops • Western Society for Pediatric Research (WSPR) – Posters/platforms
November	<ul style="list-style-type: none"> • Regional Academic Pediatric Association (APA) – Posters/platforms
December	<ul style="list-style-type: none"> • American Public Health Association (APHA)- Posters • Association of Pediatric Program Directors (APPD) – Posters/platforms
January	<ul style="list-style-type: none"> • Pediatric Academic Societies (PAS) – Posters/platforms • American Academy of Pediatrics (AAP) – Posters
February	<ul style="list-style-type: none"> • Department of Pediatrics Research Retreat – Posters/platforms
April	<ul style="list-style-type: none"> • American Society for Tropical Medicine and Hygiene (ASTMH) abstracts