**GOALS, STRUCTURE, AND PROCEDURES FOR THE CHILD PSYCHIATRY FELLOWSHIP SCHOLARLY PROJECT**

**Revised September, July 11, 2011**

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**Scholarly Project Committee (2011-2012)**

Beatrice L. Wood, Ph.D., Chair; Bruce Miller, M.D., Beth Smith, M.D., Alex Cogswell, Ph.D., Darci Cramer-Benjamin, Ph.D., Thomas Williams, M.D. and David Kaye, M.D., Residency Training Director.

Categories of Scholarly Projects:

1. Supervised empirical research experience (independent project or apprenticeship in a faculty member’s lab);
2. Single-case research designs or case studies;
3. Critical, synthetic, literature reviews;
4. Quality improvement project;
5. Training or teaching projects which analyze and present knowledge in new and effective ways. Examples: software or video tape media for education.

The goal is to complete a project that reflects high quality scholarly inquiry in the realm of discovery (research ), dissemination of knowledge (reviews, case studies, training or teaching projects), or application of knowledge in innovative and improved ways (quality improvement).

Grades will be: Unsatisfactory, Pass, High Pass, Honors

Grades are determined by meeting interim deadlines and by quality of completed project and presentation in Academic Rounds.

Minimum criteria for Honors is high quality completed project (as judged by the SPC plus submission of abstract for national presentation / poster, or submission of paper for review in journal.

**A grade of “Pass” is the minimum required for graduation.**

**TIME TABLE:** (Residents who are off-cycle, compute your deadlines based on the months since beginning of fellowship)

**YEAR 1 DEADLINES (SUBMISSIONS ARE REQUIRED TO BE ELECTRONIC)**

**JULY 1:** residents assigned to a preceptor. The preceptor meets with the resident and assists them in identifying an area or topic of interest and in identifying an appropriate mentor, given that interest.

**DEC 15:**

1) **Letter** to Chairof SPC. Brief summary of proposed topic, mentor

(1 paragraph) and category of project.

2) **Copy email to Mentor, ask Mentor to send confirmation of mentorship and approval of plan to SPC chair (bwood@buffalo.edu).**

3) **Certificate of completion of the CITI** on-line training in research ethics (Social and Behavioral course) for human subjects must be attached. Required even if the project will not involve human subjects. (Google “CYIRB,” i.e. Children and Youth Intitutional Review Board, read website, discover how to complete the CITI online training)

**APRIL 1 (April Fool’s Day) (or 9 months from beginning of fellowship): Scholarly Project Proposal** to Chair of SPC for review by committee. Include explanation of whether (based on CITI) IRB review is required. **(See attached Outline for Proposal)**

**JUNE 1 (or 11 months from beginning of fellowship): Revised** (if necessary) **Proposal due.**

**YEAR 2 DEADLINES**

**SEPT 1 (or 14 months): SPC Chair requests Progress report** (Brief outline) from mentor**.** Mentor will document progress and re-confirm that the proposed time line for the project is still feasible. If not, propose alternatives.

**APRIL 1(April Fool’s Day)(or 21 months after beginning of fellowship): Final report** to Chair SPC. **Use American Medical Association journal format (see attached “Format for Scholarly Project Report)**

If are necessary, **revised report** due ONE WEEK BEFORE PRESENTATION.

**PRESENTATION OF PROJECT TO ACADEMIC ROUNDS IN APRIL AND FIRST TWO WEEKS IN MAY.** The presentation at Academic Rounds should be formal, including appropriate A/V or handouts, and lasting 40 minutes (leaving 20 minutes for questioning).

It is a goal (but not a requirement) for the resident to submit an abstract of their project

for presentation at a meeting of an appropriate professional organization (e.g.,

American Academy of Child & Adolescent Psychiatry) or to submit a manuscript to a

scholarly journal. **Submission of the project for presentation or publication is required to earn “Honors” in the Scholarly Project, but Honors will also depend upon the quality and timeliness of the project**.

**Expected Time Commitments**

It is expected that the residents will spend **2hrs/week during the first year** of their residency on activities related to completion of their scholarly project requirement. In the second year, this time will be expanded to the equivalent of **4-5 hours per week,** spread throughout the second year.

**Responsibilities of the Training Director, Preceptor, Mentor, and Chair of the SPC and the full SPC committee.**

1. The **training director**

a. is responsible for assigning each newly incoming resident to a preceptor. The assignment should be based upon a rotating system; the preceptor should be a member of the SPC;

b. will assure the scheduling of resident presentations in academic rounds in April and first two weeks in May;

c. will monitor the receipt of online evaluations for residents from the mentors and research committee, and from the residents for their mentor.

2. **Preceptors** and residents will meet every two weeks after the intial SPC meeting on in September. **It is the responsibility of the resident to schedule this appointment.** The goal of interactions between the resident and preceptor is to review the procedures and deadlines for the scholarly project, generate a scholarly topic and to identify an appropriate mentor. The preceptor will inform the resident of potential mentors in the division, the department and in related departments in the university, depending upon the resident’s interests.

If the topic, project type and mentor are approved (by the SPC), the mentor assumes the responsibility of guiding the residents in writing the full proposal and the preceptor withdraws. The preceptor may become the mentor depending upon the scholarly topic chosen and mutual agreement between the resident and preceptor. Mentors may be outside the Division of Child and Adolescent Psychiatry. It is the preceptor’s responsibility to send the outside mentors the “GOALS, STRUCTURE AND PROCEDURES” document and respond to mentor’s inquiries. If difficulties arise in an external mentorship (e.g., problems over the scheduling of meetings or deadlines), the resident should seek advice from their preceptor. The external mentor may seek consultation with the preceptor at any time during the mentorship. The preceptor may suggest that he or she meet with both the resident and mentor to resolve confusions or problems.

**3. Mentor:** The mentor is responsible for supervising all aspects of the scholarly project. In the case of studies involving human subjects, this includes supervision of the submission of the research proposal to the IRB, data collection and data analysis, and write-up of the final report (in AMA style format, according to the Publication Manual of the American Medical Association). The mentor need not be a faculty member in the Department of Psychiatry, but must have sufficient research/scholarly experience to direct a resident to successful completion of a project within the defined time limits. **It is the responsibility of the resident, and not the mentor, to meet all deadlines.**

**4. Chair of the SPC:** The Chair of the SPC is available to the resident, preceptor, and mentor as a source of additional information, guidance and support whenever needed. The Chair will monitor deadlines and progress in developing the scholarly project.

**Evaluation of Scholarly Project**

**Faculty**: The mentor will complete an online form evaluating the resident’s performance on their scholarly project. (See attached Scholarly Project Committee Evaluation Form)

**Domains of Evaluation:**

1. Timely observance of deadlines
2. Quality of written Report
3. Quality of oral Presentation
4. Submission for presentation or publication (for honors).

**The resident will complete a Faculty Evaluation for the mentor.** (See attached Resident Feedback for Research Mentor)

**OUTLINE FOR SCHOLARLY PROJECT PROPOSAL**

**Due APRIL 1 (April Fool’s Day) of first fellowship year**

This outline is designed for an empirical research project, however all other project proposals should follow a logically analogous outline and format. Double space the proposal. The length noted for each section is approximate and for double spacing. Be sure to convey what is essential in as concise a manner as possible.

1. **Project Title Page**

Project title

Project type

Resident name

Mentor

Date Submitted

1. **Specific Aims** (what you plan to accomplish, e.g. question(s) addressed or hypotheses to be tested, and how you plan to accomplish your aims.)

**(1-2 paragraphs)**

1. **Scientific/Clinical significance of project** (justify the importance of the specific aims) **(1 paragraph)**
2. **Background** (brief literature review and rationale for specific aims)**(1 page)**
3. **Methods** (subjects, design of project, methods, including procedure and measures) **(1 page)**
4. **Data reduction and/or analysis procedures (1 paragraph)**
5. **Determination of whether CYIRB approval is necessary or not.** If not, explain reason why the project is exempt. This determination should be based on the CITI description of requirements, and on the CYIRB (biomedical) or the Social and Behavioral IRB, whichever is appropriate for the particular study).

**\*\*\*\*\*\*\*\*\*\*\*If CYIRB approval is necessary, note when the submission to CYIRB is due. (The proposal is to be submitted by the resident to the CYIRB only after approval of the proposal by the Scholarly Project Committee.)\*\*\*\***

**SCHOLARLY PROJECT REPORT**

**FORMAT**

**Due April 1 (April Fool’s Day) of Second Fellowship Year**

**Reports are to be written double-spaced in accordance with AMA American Medical Association) format.** Here's the link to a website describing the style:

<http://edmgr.ovid.com/jaacap/accounts/ifauth-after-April1.htm>

The following format is designed for a research report. However other project types may use a logically analogous format.

1. **Title page format**

Scholarly Project Title

Project Category

Date Submitted

Resident’s Name

Resident in Child and Adolescent Psychiatry

Preceptor:

Mentor(s):

Submitted in partial fulfillment of the

Scholarly Project requirement of the Residency Training Program,

Division of Child & Adolescent Psychiatry,

School of Medicine and Biomedical Sciences,

University at Buffalo

1. **Background** (literature review and rationale leading to the specific aims) Include specific aims and scientific/clinical significance **(1-2 pages)**
2. **Methods** (subjects, design of project, methods, including procedure and measures)Indicate CYIRB approval (or exempt status) and informed consent obtained, if appropriate**. (1 page).**
3. **Data reduction and/or analysis procedures (1 paragraph)**
4. **Results (1 page)**

**Discussion (1 page)**

If the project is a literature review background justifying the reason for and value of the review (i.e. clinical or scientific significance), and method by which the literature was searched and evaluated, is required. The results section is the report and summary of the literature review. The discussion is the critical review or synthesis of the reviewed literature. The results and discussion may be integrated. Innovative case reports or single subject studies follow the appropriate format for presenting the report or study.

**Reports should be 6-10 pages, double-spaced.**

# SUNY at Buffalo

# Child and Adolescent Psychiatry

# Resident Evaluation of Scholarly Project Mentor

### Mentor: Date:

Circle your responses: Poor Excellent

**1. Availability**  1 2 3 4

**2. Collegiality**  1 2 3 4

**3. Support and Encouragement**  1 2 3 4

**4. Usefulness of Feedback**  1 2 3 4

**5. Quality of guidance about Research Methods**

**and Process** 1 2 3 4

**6. Quality of guidance about Critical Reading**

**of Scientific Literature** 1 2 3 4

**7. Quality of guidance about Scientific**

**Writing**  1 2 3 4

**9. Overall Rating** 1 2 3 4

**Comments on above or suggestions for improvement**

Resident Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUNY at Buffalo

**Division of Child and Adolescent Psychiatry**

**Scholarly Project Committee**

**Evaluation Form**

Resident:

Title of Project

Category of Project

Rate the following on a scale of 1-3 (1 Fail, 2=Pass, 3=High Pass, 4=Honors level)

1. Timeliness of meeting deadlines \_\_\_

2. Scholarly rigor of literature review \_\_\_

3. Significance of specific aims \_\_\_

4. Scholarly rigor of methods \_\_\_

5. Scholarly rigor of discussion \_\_\_

6. Quality of writing \_\_\_

7. Quality of Oral presentation \_\_\_

OVERALL DESIGNATION UNSATISFACTORY, PASS, HIGH PASS, HONORS ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

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Beatrice Wood, Ph.D. Date

Chair, Scholarly Project Committee