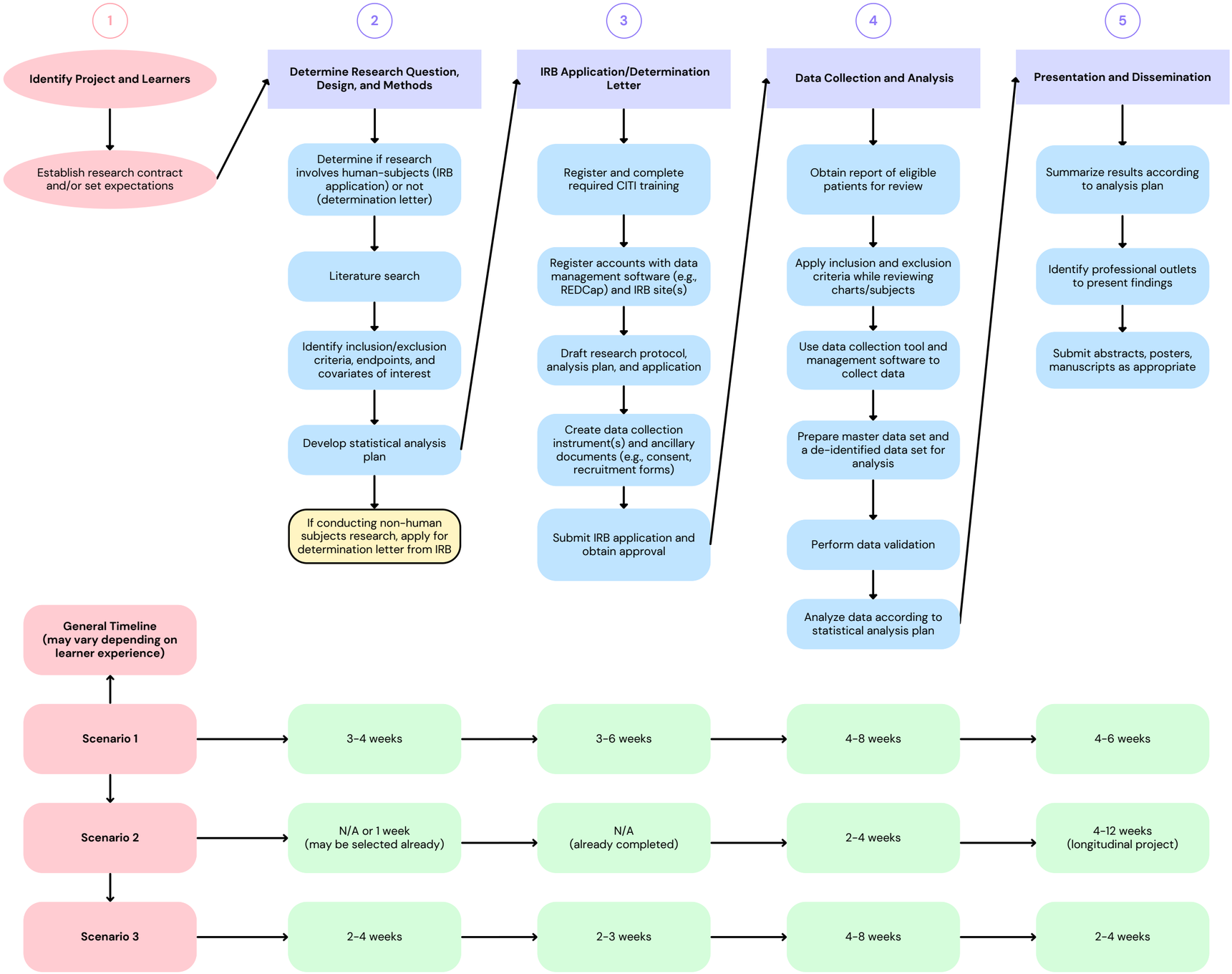
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Identify Project and Learners
Establish research contract and/or set expectations
Determine Research Question, Design, and Methods
Determine if research involves human-subjects (IRB application) or not (determination letter)
Literature search
Identify inclusion/exclusion criteria, endpoints, and covariates of interest
Develop statistical analysis plan
If conducting non-human subjects research, apply for determination letter from IRB
IRB Application/Determination Letter
Register and complete required CITI training
Register accounts with data management software (e.g., REDCap) and IRB site(s)
Draft research protocol, analysis plan, and application
Create data collection instrument(s) and ancillary documents (e.g., consent, recruitment forms)
Submit IRB application and obtain approval
Data Collection and Analysis
Obtain report of eligible patients for review
Apply inclusion and exclusion criteria while reviewing charts/subjects
Use data collection tool and management software to collect data
Prepare master data set and a de-identified data set for analysis
Perform data validation
Analyze data according to statistical analysis plan
Presentation and Dissemination
Summarize results according to analysis plan
Identify professional outlets to present findings
Submit abstracts, posters, manuscripts as appropriate
General Timeline (may vary depending on learner experience)
Scenario 1
3-4 weeks
3-6 weeks
4-8 weeks
4-6 weeks
Scenario 2
N/A or 1 week (may be selected already)
N/A (already completed)
2-4 weeks
4-12 weeks (longitudinal project)
Scenario 3
2-4 weeks
2-3 weeks
4-8 weeks
2-4 weeks