

Research Facilitator Priorities

The following priorities are intended to facilitate the research process within the Department of Anesthesiology and Perioperative Medicine:

Priority #1: Grant applications

- The project PI and resident (if applicable) are responsible for the first draft of a research proposal, in particular the literature review. Librarians at Bracken Library are readily available to provide literature searches at no charge.
- The Research Facilitator's role includes editing the proposal and assisting with the completion and submission of various aspects of the grant application (e.g., ensuring all investigators have completed a Common CV, signatures on the copyright form). A generic grant proposal outline is available from the Research Facilitator.
- The Research Facilitator should be given suitable advance notice of an upcoming grant submission (e.g., at least 2 months or as soon as possible after the RFP).

Priority #2: Research Ethics Board (REB) submissions/ Health Canada/ Regulatory paperwork/ DSS

- REB approval is required for any clinical research to occur and the Research Facilitator is available if time permits, to assist with submission. The REB meets monthly. Projects with no intervention, or those being done for teaching or quality improvement purposes, often receive an expedited review and can be submitted at any time. In either case, the following must be submitted to the Research Facilitator before REB paperwork can be initiated:
 - Summary of the study, including rationale, study population, study design, sample size, treatment groups, intervention, primary and secondary outcome measures
 - Names of co-investigators
 - Site (i.e. hospital resources required)
 - Factors needed to be considered for the budget
 - Completion of many of the forms before submitting to the Research Facilitator will aid in timely submission

Priority #3: Manuscripts

- The project PI and resident (if applicable) are responsible for the first draft of a manuscript. The Research Facilitator's role includes editing the manuscript and assisting with the completion and submission of various aspects of the manuscript.
- Should the Research Facilitator make a significant contribution to the manuscript, it should be suitably recognized in the form of acknowledgement, or authorship if appropriate.

Priority #4: Abstracts & Posters

If time permits, the Research Facilitator is available to advise, proofread/edit and submit abstracts. Similar support is available for poster preparation.

Priority #5: Student/resident projects

At the request of the faculty member, the Research Facilitator will be available to advise students in terms of how the research process works and will assist with ethics submission. However, familiarity with data analysis and writing research reports are part of the educational research mandate, and therefore students/residents are responsible for leading this process.

Note on statistical consultation: Support is available for statistical advice and assistance. Faculty and students can also be directed to the KGH Clinical Research Unit, where statistical consultation is also available. Faculty should budget for statistical assistance, whether it comes from the department or the Research Data Centre. If a major contribution in terms of statistical assistance is provided, then appropriate recognition is expected.