# Pediatric Cardiology Fellowship Research Activity Timeline

## 1st Year of Fellowship

<table>
<thead>
<tr>
<th>JULY</th>
<th>• Meet with clinical faculty mentor to discuss ideas about research</th>
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<tr>
<td>AUGUST – SEPTEMBER</td>
<td>• Attend Masters of Science In Clinical Epidemiology (MSCE)/T32 (NIH Research Training Grant) informational presentation w/Division of Cardiology Research Director &amp; Penn MSCE Program Director/faculty</td>
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| OCTOBER – DECEMBER | • Arrange meeting with Research Director to discuss potential mentors and projects  
• Notify Research Director/Coordinator and Program Director/Coordinator of interest in joining T32 |
| JANUARY | • Meet with potential faculty research mentors  
• Speak with senior fellow peers regarding potential research projects  
• Arrange meetings with MSCE faculty if requested/directed |
| FEBRUARY – APRIL | • Formally identify a faculty research mentor – report this information to Fellowship Program Director/Coordinator & Research Director/Coordinator  
• Work with senior fellow(s) coordinating academic block schedule to arrange clinical duties based on research plans and goals  
• Potential T32 candidates should arrange a 2nd meeting with Research Director |
| MAY – JUNE | • Begin weekly meetings with research mentor  
• Work with research mentor to identify prospective Scholarship Oversight Committee (SOC) membership  
  Three (3)-member SOC panel (who should remain members through your 3rd year) is comprised of  
  1) Research Director  
  2) One (1) Cardiology faculty  
  3) One (1) non-Cardiology faculty (a specialist from another discipline of academic medicine)  
  -Research Mentor is a non-voting member of SOC |
# Pediatric Cardiology Fellowship Research Activity Timeline

## 2nd Year of Fellowship

| July - August | • Finalize recruitment/formation of SOC committee  
|              |   - Fellows can reference master list of possible committee members developed & maintained by research coordinator |
| September    | • Draft “white paper” on proposed research – a 1 page proposal including title, hypothesis, outline of proposed research & key references.  
|              |   • Create and submit Individual Development Plan (IDP) with research mentor |
| October – December | • Pre-application for MSCE/T32 due October 1st  
| | • Schedule one (1)-hour meeting with full SOC to discuss feasibility of research proposal prior to IRB submission  
| | • Submit NIH bio sketches on research mentor(s)  
| | • Schedule research presentation/review on Research Conference timetable as “practice” before SOC meeting  
| | • 1st SOC Meeting |
| January - March | • SOC approval of proposed research – written notification sent to fellow, program director, research mentor  
| | • IRB submission  
| | • Begin scheduling 2nd SOC meeting (May-June) with research coordinator |
| April - June  | 2nd SOC meeting scheduled  
| | Topics/tasks/required documentation:  
| | • Refined research plan  
| | • Scheduling of progress report (due ~6-8 months from date of 2nd SOC)  
| | • Scheduling of 3rd SOC meeting in fall of 3rd year (if needed based on progress) |
# Pediatric Cardiology Fellowship Research Activity Timeline

## 3rd Year of Fellowship

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<th>JULY - SEPTEMBER</th>
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<td>• <em>Progress report due September 15th</em></td>
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<td>• 3rd SOC meeting (if required following SOC review of progress report)</td>
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<td>• Outline work product goals</td>
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<td>• Update IDP</td>
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<tr>
<td>• Research Director/Coordinator sends Fellowship Program Director/Coordinator letter approving trainee progress report <strong>OR</strong> requesting full SOC meeting prior to final SOC presentation</td>
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<th>OCTOBER - NOVEMBER</th>
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<td>• 3rd SOC Meeting IF progress report raises concerns regarding research progress (i.e. unmet goals &amp; requirements)</td>
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<th>DECEMBER - JANUARY</th>
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<td>• Fellow should file request for SOC to be scheduled to 1st week of June to accommodate American Board of Pediatrics (ABP) Verification of Competence deadline (typically forms due 2nd -3rd week of June)</td>
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<tr>
<td>• Work with research coordinator to schedule SOC presentation &amp; review</td>
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<th>JANUARY - MARCH</th>
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<td>• Schedule research presentation/review on Research Conference timetable as “practice” before SOC meeting</td>
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<tr>
<td>• Present research at conferences e.g. Cardiology Update (Feb) &amp; ACC Scientific Session (Mar), as invited &amp; able, to practice and refine ideas</td>
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<th>APRIL - MAY</th>
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<td>• 3rd SOC (and/or 4th) <strong>FINAL</strong> SOC Meeting scheduled</td>
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<td>• Work Product submission and presentation for Board-eligibility</td>
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<th>JUNE</th>
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<tr>
<td>• Letter from SOC certifying work product</td>
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<tr>
<td>• Completed cover sheets &amp; supporting materials for ABP Personal Statement &amp; Scholarly Activity Work Product</td>
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