**Key Project Milestones Checklist by PGY Level**

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| **Level** | **Milestone** | **Deadline** |
| PGY1 | * Resident has completed CITI training
* Resident has identified a research project or question/mentor
* Resident has conducted a literature review with help from a clinical librarian
* Resident has early discussions with statistician
* Resident has submitted their IRB proposal (if still necessary)
 | * Fall
* January
* Second half of first year into PGY2 year
* Second half of first year into PGY2 year
* June
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| PGY2 | * Resident has conducted a literature review with help from a clinical librarian
* Resident has IRB approval (if still necessary)
* Resident has early discussions with statistician
* Research is in progress and collecting data
 | * PGY1-early PGY2 year
* August (please aim to do before summer, esp if you have your rotation early on in PGY2 year)
* Second half of first year into PGY2 year
* Entire PGY2 year
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| PGY3 | * Resident is finalizing data collection and analysis
* Resident, mentor, and statistician meet to interpret and frame findings
* Resident submits abstract(s) to local, regional and/or national conferences
* Resident prepares poster/platform presentations
 | * July-September
* September-October
* November-February
* February-March
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