

## **Department of Otolaryngology – Head and Neck Surgery - Research Outline**

### ***Primary Objectives:***

- To understand of the importance of basic science and clinical research
- To be able to critically analyze scientific research as it applies to clinical practice
- To understand and apply the principles of sound and ethical clinical and basic science research
- The Department will encourage and support clinical and basic science research in Otolaryngology – Head and Neck Surgery
- The Department will encourage and support the presentation of projects at a national and international level

### ***Guidelines:***

- Research is strongly encouraged on an ongoing basis with presentation at the annual Resident's Research Day.
- There must be an Otolaryngology – Head and Neck Surgery faculty advisor on all projects.
- Research projects are not to interfere with the clinical and academic learning of the resident. If there is concern with such, the Director of Research, Program Director and Chairman of the Department will assess and intervene as necessary.
- Research presentation at the annual Resident's Research Day is expected for all residents from the PGY2 to PGY4 years. The PGY1 and PGY5 residents have the option of presenting as well, but are not required to do so.
- Research presented at the annual Resident's Research Day can be in the form of retrospective chart reviews, prospective clinical research or basic science projects.
- Case reports should not be presented at the annual Resident's Research Day.
- Major projects that cannot be presented in one year can be presented over two years; the first year with pilot data and the subsequent year with complete data. A research proposal may not be submitted as a project for presentation.
- Annual Resident's Research Day presentations should adhere to scientific presentation protocol. The presentation must be 10 minutes or less or they will be penalized in the marking scheme. Any presentation over 13 minutes will be cut short.

***Educational Support:***

-Faculty/Staff are more than willing to aid residents in all aspects of the research process, including the formulation, initiation, and completion of research projects.

-The Director of Research will meet bi-annually with each resident to review the progress of their research.

-Formal lectures regarding various research related topics will be part of the academic lecture series given to residents on Friday afternoons.

**Potential Research Topics**

-Organization and logistics of performing clinical and basic science research

-Pitfalls and pearls of writing a successful REB proposal

-Pitfalls and pearls of writing a successful grant application

-Statistics for the clinician performing clinical research

-Manuscript writing and submission

-Presentation skills

***Financial Support:***

-Each resident will have a research grant of \$1000 to aid in the completion of their project(s) - on an annual basis. The leftover monies may be carried forward to subsequent years on multi-year projects with approval of the Director of Research. Residents can apply for research grants of up to \$2000 for multi-year projects.

If a resident has multiple projects for any given year a rank order must be assigned to the projects, in the event that there are additional rounds of funding. Funding will be granted to projects by rank order.

-A budget of the research must be submitted to the Director of Research by a date to be announced in the fall of the current academic year.

-The Department will support presentation at national/international scientific conferences. Please refer to the section on "Guidelines for Reimbursement for Research Presentations at North American Meetings" for guidelines for funding.

## Guidelines for Reimbursement for Research Presentations at North American Meetings

The guidelines are for Otolaryngology – Head and Neck Surgery residents in the Department of Otolaryngology – Head and Neck Surgery, Western University.

### **Pre-requisites:**

All submissions that are accepted for presentation in either the podium or poster settings at one of the following meetings will be eligible for funding. CSO, Triologic, AAO, Head and Neck, ACPA, COSM (including the various subspecialties, eg. ASPO, ARS, ANS, etc.) Case reports will have to be approved on a case-by-case basis.

The project must have a faculty member of the Department of Otolaryngology – Head and Neck Surgery, Western University, as a supervisor for the project.

To receive reimbursement, receipts must be submitted within 60 days following completion of travel to the department's administrative office. A manuscript number must be provided *prior* to receiving reimbursement. The deadline for submission of the manuscript shall be **4 months** following the actual presentation. A manuscript submission number must be provided. An extension will only be provided on a case-by-case basis after writing to and meeting with the Research Director.

Each Resident will be eligible for a total of \$1750 per meeting. The types of reimbursement are listed below. The total of funding shall not exceed \$1750.

NOTE: Only a single presentation will be supported for each project separate project. (e.g. if pilot data and then final data are being presented for the same project, then only one presentation will be funded. Please keep in mind the manuscript deadline following presentation.)

### **Reimbursement Specifics:**

#### *a. Podium (maximum \$1750)*

- Economy airfare (maximum \$1000, inclusive of taxes)
- Conference registration
- Two nights hotel (maximum \$200/night, inclusive of taxes)

#### *b. Poster (maximum \$1750)*

- Economy airfare (maximum \$1000, inclusive of taxes)
- Conference registration
- Two nights hotel (maximum \$200/night, inclusive of taxes)
- Printing costs for poster

\*As a general rule, meals and transportation costs such as car rentals/taxis will not be reimbursed.

\*\*Presentations at meetings not listed above or international meetings outside of North America will be assessed on a case-by-case basis.

#### Proposed budget

i) Average Meeting Costs:

- Airfare (\$1000)
- hotel (2 nights) (2 X \$200 = \$400)
- conference registration (\$350)

**Total = \$1750**

ii) Total annual costs to department:

Number of presentations X \$1750

= 10 X \$1750

=\$17,500/year

For longer conferences, residents should consider sharing rooms and/or consider accommodation other than the conference venue to ensure that their expenses are covered.

The expected costs for North American meetings is \$17,500 per annum. This number is a projected amount that will likely vary on a year-to-year basis.

The students/residents will be required to submit an informal e-mail to the research director outlining their intent to submit an abstract to a North American meeting by December 1st of the academic year. If there are more submissions than the 10 permitted, it was decided at the resident meeting that the total amount (\$17,500) will be divided by the number of presentation in that year. This may slightly decrease the total amount allowed by each resident.