



Familiarise yourself with the Scholarly Project Policy and Procedure documents:

- [Scholarly Project Policy](#)
- [Scholarly Project Procedure](#)

Project proposal forms for each project type can be found at the end of the [Scholarly Project page](#). Proposal forms go to your local Branch Training Committee for approval with the exception of 'Equivalent Other Project', where approval can only be granted by the Scholarly Project Subcommittee.



For your project proposal you will need:

- The details of any co-authors or co-researchers
- The details of your Scholarly Project supervisor

Local research ethics approval information

- Know whether you will need ethics approval or not
- If yes, attach approval or attach the application for approval
- If no, attach a letter or statement



An overview of the elements of a proposal is provided on the next page.


Requirements for "Other Projects" will vary.

# Elements of a Proposal – Quick Overview

Required Elements	Project Type					
	QA Project or Clinical Audit	Systematic and Critical Literature Review	Qualitative Research	Quantitative Research	Case Series	Other Project
<b>All projects must include the following:</b>						
Project title – an accurate reflection of the project	✓	✓	✓	✓	✓	✓
Project aims – overarching aims or goals, rationale for conducting the study	✓	✓	✓	✓	✓	✓
Expected contribution to the field e.g. contribute to knowledge base in some aspect of psychiatric practice including, quality and safety, treatment etc.	✓	✓	✓	✓	✓	✓
Project question/s or hypothesis/es	✓	✓	✓	✓	✓	✓
Literature review which may include: <ul style="list-style-type: none"> <li>• Search strategy to be used described so as to be replicable</li> <li>• Brief detailed summary of key findings in the literature</li> <li>• Critical appraisal linked to main aims/hypotheses i.e. how did the literature inform project design?</li> </ul>	✓	✓	✓	✓	✓	✓
Methodology – detailed outline including rationale, data management and storage	✓	✓	✓	✓	✓	✓
Role of the trainee e.g. sole researcher, joint project, member of team – need to establish who will have a major role	✓	✓	✓	✓	✓	✓
Ethics approval – required (evidence of progress), not required (justification)	✓	✓	✓	✓	✓	✓

Project Type

Required Elements	QA Project or Clinical Audit	Systematic and Critical Literature Review	Qualitative Research	Quantitative Research	Case Series	Other Project
<b>Inclusions relevant to specific types of projects:</b>						
Proposed plan for dissemination e.g. workplace or conference presentation, publication	✓	✓	✓	✓		✓
Anticipated outcomes and clinical practice implications		✓		✓		✓
Proposed knowledge synthesis methodology, e.g. systematic review, meta-analysis		✓				
Practice to be audited	✓					
Policy/guideline/standard or practice against which the audit is to be made	✓					
Proposed audit cycle. Describe using an accepted clinical audit cycle, e.g. PDSA (Plan, Do, Study, Act)	✓					
Analysis process: what techniques will be used to assess the data	✓		✓	✓		
Change management: plan for implementation of changes and the impact of change	✓					
Theory informing methodology or analysis of interviews or case material			✓		✓	
How does the theme link, or add, to current knowledge, unifying themes of the cases					✓	
Proposed methodology: sampling strategy, recruitment			✓	✓		
Proposed methodology: sample size/power calculations				✓		

 may or may not be needed

**Project Type**

Required Elements	QA Project or Clinical Audit	Systematic and Critical Literature Review	Qualitative Research	Quantitative Research	Case Series	Other Project
<b>Inclusions relevant to specific types of projects:</b>						
Study design e.g. observational, intervention, cohort, data linkage				✓		
Is the data collection for a pilot study or a more definitive study?				✓		
Data source e.g. sub-study of a larger project, asking a novel question of an existing dataset; need to establish that trainee will have a major role in identifying study question, handing data and writing the discussion and conclusions.				✓		
Proposed statistical analysis				✓		
How will data be generated/ derived?			✓			
Will data analysis software be utilised?			✓			

