

Guidelines for Research Program Description

One requirement for ECFMG sponsorship as a Non-Clinical Research Scholar is submission of a detailed research program description. ECFMG created the following as a guide for developing the program description to meet this sponsorship requirement. Although there is no specific length requirement, research program descriptions that follow ECFMG guidelines are typically 2-3 pages long. All research program descriptions must be prepared on official institutional letterhead, be signed by the program director, and *must* include the following information.

A. Program Demographics

1. Name of Research Specialty and Research Study
2. Name of Host Institution
3. Research Program Specialty/Subspecialty
4. Research Program Address (Mailing)
5. Research Program Address (Physical location, if different from mailing)
6. Research Program Phone Number
7. Research Program Fax Number
8. Research Program E-mail Address
9. Name of Research Program Director
10. Name of Alternate Research Program Contact

B. Introduction

1. History - identify how long the Research Program at the Research Institute has been in existence.
2. Duration - identify the proposed duration that will be needed for the research project(s).
3. Prerequisite selection criteria - identify prerequisite education, prior training and/or research experience requirements, and other selection criteria used in appointing researchers.
4. Goals and objectives for the research project(s) - define the ultimate goals of the research project(s) as well as the proposed goal for the individual researcher.
5. Program certifications - list any additional certifications or recognitions that the program may hold.

C. Resources

1. Teaching and permanent research staff and faculty - list the supervisory staff involved in providing the research experience and their supervisory responsibilities over the participant(s). It is **not** necessary to send a faculty member's Curriculum Vitae (C.V.).
2. Facilities - list all facilities where the research projects are conducted.

D. Research Program

Describe the following elements of the Research Program:

1. Research and didactic components and the specific proposed research goals and plans for the J-1 Research Scholar applicant.
2. Identify if the Research Scholar is involved in on-going and continuing research.
3. Participant's supervisory responsibilities.
4. Patient contact: No Patient Contact vs. Incidental Patient Contact; if proposed research program has Incidental Patient Contact, outline the exact duties.
5. Procedural requirements - detail the procedures that the visiting researcher will be expected to follow.
6. If the proposed research is more than 12 months in duration, please explain each year's duties and proposed research projects of the participants.

E. Research Goals/Evaluation

Describe the formal evaluation process, if any, used to assess the research performance of the researchers.