

Chamberlain University

Research Fellowship Program

Facilitator's Guide



CENTER *for* FACULTY EXCELLENCE

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Welcome Message

Welcome to the **Chamberlain University Research Fellowship Program**. We are excited to be launching the research fellowship program which will provide nurses and healthcare educators, who have been with Chamberlain University one year, the opportunity to develop research skills and conduct an actual research or evidence-based project for dissemination. This journey will provide support to the educator in their professional development with a focus on scholarship. The research fellowship program is grounded in the Chamberlain Care framework and embraces the TEACH values. We believe that the programmatic approach to this fellowship will allow colleagues to enhance their professional development in the area of scholarship as well as contribute to advancing the profession through dissemination.

This guide has been designed with the purpose of deepening the facilitator's understanding of the course content. It is intended to assist with the learning activities, discussion questions and assignments from each FACET.

Course Preparation

- Review the [Chamberlain University Research Fellowship Program Facilitator Guide](#).
- Review the [Chamberlain University Research Fellowship Program Guide](#) (learner guide).
- Review course content.
- Review the [Facilitator Best Practices](#).
- Introductions
 - Post your bio in thread the day before class begins.

Week One – Week Twelve

Welcome to **Week 1 – Week 12** of the Chamberlain University Research Fellowship Program. In the following weeks the fellows will be expected to attend weekly meetings with you to discuss their progress and any questions or concerns they might have. Also, they will be expected to complete the CITI Research Study Design course and get their manuscript started. These twelve weeks will be exciting and demanding, therefore it is asked that you provide as much guidance as possible.

To Do List

The following items need to be completed by the specified date. Please mark the following items “**complete**” or “**incomplete**” in the grade book.

Week 1

Program Facilitator Meeting

- Schedule and attend meeting.
- Review the Research Fellow Self-Assessment with each fellow.

CITI Research Design Course

- Ensure all Fellows are enrolled in the [CITI Research Study Design Course](#).
 - Provide appropriate insight on course content.
 - Guide fellows if needed.

Week 2 – Week 7

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.

CITI Research Design Course

- Fellows are expected to complete [modules 1 – 11](#) of the CITI Research Design course. Modules have been individually outlined in the course and placed under the weeks they are expected to be completed.
 - Fellows are responsible for:
 - reviewing and completing all content within each module.
 - completing an exam at the end of each module with a passing grade of 80% or higher.
 - reflect on the learning objectives, readings, assignments and concepts learned from each module. This can be done during your weekly meetings.
 - Submit the Research Study Design Certificate of Completion by the end of **Week 7** to you and their respective Dean/Director.

Report Progress

- Fellows are expected to provide an update of their progress by the end of **Week Four** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 8***Program Facilitator Meeting***

- Schedule and attend meeting.
- Review CITI Research Study Design course completion.
 - Discuss any modules where repeating the exam was necessary in order to achieve at least an 80%.
- Report Progress
- Fellows are expected to provide an update of their progress by the end of **Week 8** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 9 – Week 12***Weekly Program Facilitator Meetings***

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Remind fellows they will have an opportunity to start their manuscript and work on it during these weeks.

Report Progress

- Fellows are expected to provide an update of their progress by the end of **Week 12** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week Thirteen – Week Twenty Four

Welcome to **Week 13 - Week 24** of the Chamberlain University Research Fellowship Program. In the following weeks the fellows will continue working on their manuscript and will be asked to review, prepare and submit their IEAR/IRB application packet. Continue to provide fellows with as much guidance as possible.

To Do List

The following items need to be completed by the specified date. Please mark the following items “**complete**” or “**incomplete**” in the grade book.

Week 13

Encourage fellows to catch up on any assignments missed.

Week 14 – Week 16

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Discuss the progress of their manuscript during these weeks.

Report Progress

- Fellows are expected to provide an update of their progress by the end of **Week 16** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 17 – Week 18

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Continue to discuss the progress of their manuscript.
- Remind fellows they will be responsible for reviewing the [IEAR/IRB](#) application packet.

Week 19 – Week 23

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Continue to discuss the progress of their manuscript.
- Remind fellows they will be expected to submit and obtain approval from all required stakeholders for the conduction of their research study/scholarly project.
- Remind fellows during these weeks they will be responsible for preparing their [IEAR/IRB](#) application packet.

Report Progress

- Fellows are expected to provide an update of their progress by the end of **Week 20** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 24***Program Facilitator Meeting***

- Schedule and attend meeting.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Continue to discuss the progress of their manuscript.
- Remind fellows their [IEAR/IRB](#) application packet is due this week.

Report Progress

- Fellows are expected to provide an update of their progress by the end of **Week 24** to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week Twenty Five – Week Forty Eight

Welcome to **Week 25 - Week 48** of the Chamberlain University Research Fellowship Program. In the following weeks the fellows will implement their approved research study/scholarly project and continue to work on their manuscript by adding their Study findings.

To Do List

The following items need to be completed by the specified date or before the end of this FACET. Please mark the following items “**complete**” or “**incomplete**” in the grade book.

Week 25 – Week 27

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Discuss IEAR/IRB application packet and determine if revision is needed.

Week 28 – Week 40

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Discuss fellows research study/scholarly project.

Report Progress

- Fellows are expected to provide an update of their progress during these weeks to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 41 – Week 45

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Discuss fellows completion and inclusion their research study/scholarly project in their manuscript.

Report Progress

- Fellows are expected to provide an update of their progress during these weeks to the National Dean of Faculty, Dr. Sherrie Palmieri and the Dean/Director of their respective program.

Week 46 – Week 48***Weekly Program Facilitator Meetings***

- Schedule and attend weekly meetings.
 - Ensure you are discussing content learned each week and address any questions or concerns.
- Discuss fellows progress of their manuscript.

Week Forty Nine – Week Fifty Four

Welcome to **Week 49 - Week 54** of the Chamberlain University Research Fellowship Program. These will be the final weeks of the program for the fellows. By the end of the program the fellows should have their research study/scholarly project and manuscript completed and ready for submission to a conference for a presentation or to a peer-reviewed journal for publication. As the Program Facilitator you will be assisting each fellow through the dissemination of their research study/scholarly project.

To Do List

The following items need to be completed by the specified date or before the end of this FACET. Please mark the following items “**complete**” or “**incomplete**” in the grade book.

Week 49 – Week 53

Weekly Program Facilitator Meetings

- Schedule and attend weekly meetings.
- Discuss fellows progress of their manuscript. Fellows will be responsible for submitting their completed manuscript by the end of this program.

Week 54

Program Facilitator Meeting

- Schedule and attend weekly meeting.
- Discuss fellows program completion and future goals.