

**Department of Family Medicine – Research Domain**

**Request for Writing Support**

This form is intended to guide your thinking and subsequent request for writing support from the Department of Family Medicine Research staff (administrative support, research assistants and research coordinators). The fields in the form will help determine what stage you are at in the development process and the type of support you may need which will help us determine who from the Research team is best suited to address your needs. Depending on the volume of requests, it may not be possible to accommodate all requests; thus, higher priority will be given to projects that meet some or all of the following criteria:

* Aligned with Department strategic priorities
* Projects that have the best chance of being completed in a timely manner
* Faculty members who have not previously had support
* Availability of research staff with the skills needed to best meet a specific request.

This request form provides us with an initial sense of your needs, and we will follow up with any further questions.

**Please submit the completed form to Sharon Garden, sgarden@mcmaster.**ca

**Date:**

**Name:**

**Type of Writing Support (e.g. proposal writing, publication, literature review, etc):**

**Title of Study / Topic area:**

**Deadline for completion**:

**How much time will you have to dedicate to this initiative (e.g. hours/wk) up to the deadline stated above?**

**Roughly how much time do you expect would be required in terms of Research support?**

**Type(s) of Help Requested**

Please consider what type of help you need. You may indicate more than one type of assistance listed below; however, it is expected that you would not indicate the need for #3 until you have generated an initial outline.

|  |  |
| --- | --- |
| **1. Brief Discussion and Advice**  This can include:   * Advice on how to begin to structure a proposal, literature review, publication or other document | □ |
| **2. Help getting started**   * Eg, determining a research question, a topic for publication, scoping out a research proposal, resulting in an outline and timeline | □ |
| **3. Help with generating a complete document**   * What’s been completed? How much of a draft is underway? (please append outline or current draft)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * What remains to be completed?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * This assistance request implies that: (1) a Faculty member will be able to spend time working on the document in collaboration with a research staff member and (2) an outline of the proposal has already been completed (see #2 above). | □ |

**Thank you!**

FOR ADMINISTRATIVE PURPOSES ONLY

Date of approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personnel assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated # of hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_