University of Minnesota Medical School  
Department of Family Medicine and Community Health  

Collaborative Scholarship Intensive (CSI)  
Detailed Course Sessions Outline

COURSE DESCRIPTION
• 6 full day sessions  
• Meets from early September to late February  
• At course completion, each of the participating faculty will have:  
  o An Family Physicians Inquiries Network Help Desk Answer (FPIN HDA) submitted (as first or last author)  
  o A manuscript submitted to a scientific journal for peer review  
  o An abstract for a podium or poster presentation submitted to the MAFP Innovation and Research Forum

COURSE SESSION TOPICS

Session 1
• Personality and writing  
  o Personal assessment  
• How to conduct a streamlined literature review  
• Organizing and managing references to facilitate efficient writing  
  o Mendeley  
• Tour of Dinnaken Building research resources and faculty scholarship space  
• FPIN Help Desk Answers (HDA):  
  o Creating an evidence table  
  o Reading, appraising, and choosing the best evidence  
  o Determining level of evidence  
  o Organizing the evidence  
• FPIN Help Desk Answers  
  o Topic specific literature reviews and writing  
  o Anatomy of an HDA  
  o Introduction to HDA writing style  
  o Writing the evidence summary (first paragraph)  
  o Writing the evidence-based answer (first portion)  
  o Assigning strength of recommendation  
  o References  
  o Pathway to publication

Session 2
• Homework review  
  o Mendeley  
  o Evidence summary
• HDA writing workshop
  o Writing the evidence-based answer
  o Assigning strength of recommendation
  o HDA references
  o Pathway to publication
  o How to get started on an HDA after CSI
• HDA work time
  o Evidence-based answer
• Types of scientific manuscripts
  o Deciding which type to pursue and when
  o Identifying a model paper to follow
• How to dissect and refine a research question
  o Using existing literature to streamline ideas
  o Contributing to important questions in the filed
  o Writing hypothesis and identifying variables to be studied
  o Writing the Introduction section
• Culture of collaboration
  o Identifying your team members
• Institutional Review Board (IRB)
  o Navigating the website, type of application required
  o Addressing needed information, responding to inquiries
  o Criteria for using central IRB
• How to be a more efficient and productive writer

Session 3
• Group review of participants’ writing
  o What’s going well?
  o Where are you getting stuck?
• Methods
  o Streamlining the steps to get things moving
• Working from existing data sources
  o Identifying and refining data sets
  o Department research data
  o Clinical data repository
  o Publicly available data and summary statistics
  o De-identification and working with sensitive data
  o Managing and storing data
• Selecting the appropriate journal
• Work time
  o Hands-on, 1-1 writing support and instruction
  o Revise/continue work on Introduction section
  o Start Methods section

Session 4
• Group review of participants’ writing
  o What’s going well?
  o Where are you getting stuck?
• Data analysis
  o Making sense of the numbers
  o Biostatistical Design and Analysis Center (BDAC) resources/support
  o What can BDAC do for you?
  o Types of analyses and when to use which
• How to write a Results section
• How to use data visualizations (e.g., charts and graphs) effectively
• Work time
  o Hands-on, 1-1 writing support and instruction
  o Individual consults with data sets
  o Revise Methods section
  o Data analysis
  o Write Results section

Session 5
• Group review of participants’ writing
  o What’s going well?
  o Where are you getting stuck?
• Writing the Discussion section
• Collaborative research and writing
  o Recruiting and managing co-authors across the Department and across the University
• Educational research
  o How to capture the data that surrounds academic faculty every day
• Pulling together the Abstract
• Submitting Abstracts for conference presentations

Session 6
• Group review of participants’ writing
  o What’s going well?
  o Where are you getting stuck?
• Responding to reviewer comments
  o Dealing with resubmissions/rejections
• Becoming a constructive peer reviewer
  o How to review
  o Review each other’s papers (one assigned randomly)
  o Return to owner
  o How to respond to reviewers
  o Revise and respond
• Funding
  o Pro and cons of pursuing grant support for research
  o How to know if it’s needed
  o Where to start looking
• Mentoring residents and junior faculty
• How to represent scholarly work on your CV
• Managing your online academic presence
  o ORCID
o Google Scholar profiles
  o Manifold
• Turning a paper into a poster
• Work time
  o Creating poster for MAFP Research and Innovation Forum