



Program Name: _____

Term: July 2019 – June 2021

1. Corresponding Authors

- Approved Corresponding Authors have experience writing and publishing Clinical Inquiries or HelpDesk Answers for FPIN or other publications, as verified on their CV.
- **Two (2)** Corresponding Authors are required for participation in the CI project. If your program only has one faculty author that meets requirement, another faculty must identified and be willing to work towards becoming an approved Corresponding Author. All Corresponding Authors are approved by the project’s Editor-in-Chief.
- At least one Corresponding Author must be a clinician. The other Corresponding Author(s) can be a librarian, pharmacist or other allied health care professionals with the appropriate interest, skill and commitment.
- Corresponding Authors must adhere to the [CI Corresponding Author Requirements](#) and meet the authorship criteria as outlined by the [International Committee of Medical Journal Editors \(ICMJE\)](#). At least one Corresponding Author must be listed an author on all of the site’s CI manuscripts.

Please list the names of corresponding authors for your program below:

NAME	EMAIL ADDRESS	ROLE

2. Educational Goals

We aim to support FPIN programs in meeting their academic and scholarship goals for the year. This section will help us understand how the CI project can best meet the needs of your program.

- Please share some of your program’s educational goal for CIs (ie, what are you hoping to learn or teach through the CI project?)

b. Why did you choose to participate in the CI project versus GEMs/HDAs/PURLs?

c. Who will be involved in the project at your program, and what measurable goals have you set for each individual for their involvement in CIs?

Faculty Name	Goal(s)	Email Address

Resident Name, <i>if applicable</i>	Goal(s)	Email Address

d. How do you envision CIs helping to meet the goals stated above?

e. When can we assess if these goals are being met for your program?

f. What are your expectations for FPIN in helping you meet these goals?

g. Other comments:

3. Production Commitment & Publication Limits

As part of our commitment to you, we want to ensure that we have the necessary support and structure in place as you participate in this project. In order to do so, we have drafted the recommended number of CIs to be worked on each year and also the journals these CIs will be submitted to for publication. This evaluation is based on either your previous work within CIs or what we understand about your program so far. Due to the limited number of publication opportunities in the indexed literature (ie, *The Journal*

of *Family Practice*, *American Family Physician*, etc), CIs may be submitted for publication in non-indexed primary care journals (ie, *Evidence-Based Practice*, etc.)

	Number of CIs (Recommendation)	Program Agreement	Journal (Recommendation)	Program Agreement
2019-2020				
2020-2021				

Timeline for Submission of each CI:

****End-of-Year Summary (TO BE COMPLETED BY FPIN)****

4. Peer Review

Each CI site is expected to peer review the same number of CIs written at your program. CIs can be peer reviewed by any faculty member who is a practicing physician and is familiar with the CI format and content. If possible, please provide information of at least **five (5)** faculty members whom we can send peer review invitations to

NAME	EMAIL ADDRESS	ROLE

5. Librarian Support & Participation

We ask all our sites to utilize their local medical librarian to complete CI literature searches. The librarian must be approved by FPIN and participate in a training process before working with author teams on CI manuscripts.

LIBRARIAN'S NAME	EMAIL ADDRESS

6. Calls

We encourage sites to participate in regularly scheduled calls with us so we are able to discuss and review educational goals periodically. Please indicate below what your preference would be for a call frequency.

- Monthly
- Quarterly
- Semi-annually
- Annually