Scholarly Project submission form

To be completed by trainees submitting a Scholarly Project under the Fellowship Regulations 2012.

Please submit this form to the RANZCP examination team: scholarly@ranzcp.org

RANZCP ID .....

Trainee name .....

Contact address* *(please indicate)* ☐ Personal ☐ Business

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Mobile phone* .....

Email address* .....

*Your details will be updated on the RANZCP database if they don't match the existing records.

Co-author *(if applicable)*

RANZCP ID .....

Trainee name .....

Contact address* *(please indicate)* ☐ Personal ☐ Business

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Mobile phone* .....

Email address* .....

Co-authorship statement† ☐ Attached

†Trainees who co-author a Scholarly Project must submit a signed joint statement detailing their respective contributions to the project.

Co-researcher details *(if applicable)*

Name .....

Position/title, organisation .....

Mobile phone .....

Email address .....

Co-research statement‡ ☐ Attached

‡Trainees who work with a researcher from the same or another discipline (co-research) must submit a signed statement from the principal researcher detailing the trainee's contribution to the project.

PROJECT INFORMATION

Project title: ……

……

Project type *(please indicate)*

☐ Literature review

☐ Case series

- ☐ At least three cases are described
- ☐ I was directly involved in the treatment of all cases
- ☐ Patient consent was obtained for their case to be included

☐ Quality assurance full cycle clinical audit

☐ Qualitative research

☐ Quantitative research

☐ Mixed methods research (combines aspects of Qualitative & Quantitative methodology)

☐ Other *(please specify)* ……..

☐ I am the principal researcher

☐ This research was conducted as part of a larger research project and I have included:

☐ A statement from the principal/lead researcher regarding my role in the research described in this project

☐ Evidence of ethics approval of my research activities including use of any existing data

Word count

NB-1: Word count is limited to 3,000-5,000 words and a 1,000-word limit in all tables

NB-2: A literature review linked to a higher degree (PhD, Masters) is permitted to exceed the 3,000- 5,000-word limit and 1,000-word limit in tables.

☐ Please provide Word count: ……..

☐ Evidence of enrolment in a higher degree is attached.

Submission number

☐ First

☐ Second

☐ Third

Ethics approval:

☐ Evidence of ethics approval is attached and:

- Title referred to in Ethics approval matches the title of the proposal approved by the BTC **and** the title of the submitted project
- Ethics approval clearly identifies the trainee

☐ Evidence of exemption from the requirement for formal Ethics approval is attached

☐ Evidence of approval as a a quality assurance activity (e.g. clinical audit) is attached

SCHOLARLY PROJECT SUPERVISOR DECLARATION

I certify that:

- I supervised the trainee(s) listed above for this Scholarly Project
- To the best of my knowledge, the trainee(s) is/are the major author(s) of the Scholarly Project (as defined in the Scholarly Project Policy and Procedure).

Principal supervisor's name ……..…….……

RANZCP ID ……...…….

Position/title, organisation ……

Mobile phone ……...

Email address ……...

Signature …… Date ..…….

Co-supervisor's name (if applicable) ……..……..…..…

RANZCP ID …….

Position/title, organisation ……...…….…….

Mobile phone ……..……..……...…

Email address ……..……..…..

Signature …… Date ……..…...

AI acknowledgement and disclosure statement

I acknowledge that the Scholarly Project is a summative assessment of the RANZCP Fellowship Program and that I am required to be the major author of the work submitted.

I declare that I have maintained academic and professional integrity in preparing this Scholarly Project. Any use of artificial intelligence, generative AI, AI-assisted writing tools, automated translation tools, grammar tools, reference management tools, statistical software, coding tools or other digital assistance has been used only to support the development, presentation or refinement of my own work, and has not replaced my own scholarly contribution, clinical reasoning, analysis, interpretation or authorship.

I confirm that:

- I remain responsible for the accuracy, originality, integrity and completeness of the submitted Scholarly Project;
- I have reviewed, verified and, where necessary, corrected any AI-assisted output before submission;
- I have not relied on AI-generated content as a substitute for my own critical analysis, interpretation of data, discussion of findings or formulation of conclusions;
- I have not entered identifiable patient, consumer, carer, trainee, staff, College, health service or other confidential information into any AI tool unless I had appropriate authority, consent and governance approval to do so;
- All sources, references, data, quotations and factual claims have been checked and appropriately cited;
- Any AI-assisted contribution has been disclosed below; and
- I understand that failure to disclose material AI use, or inappropriate use of AI, may be considered a breach of academic integrity and professional conduct.

AI use declaration (Please select one option)

☐ **I have not used AI or AI-assisted tools in preparing this Scholarly Project**, other than standard spelling, grammar, formatting or reference management functions.

☐ **I have used AI or AI-assisted tools in preparing this Scholarly Project**, and I have disclosed the nature and extent of that use below.

Trainee name ..... RANZCP ID .....

Trainee signature ..... Date .....

Co-author name ..... RANZCP ID .....

Trainee signature ..... Date .....

Disclosure of AI use

Where AI or AI-assisted tools were used, provide details below.

Name of tool/s used:
[For example: ChatGPT, Microsoft Copilot, Grammarly, DeepL, Elicit, Covidence AI features, statistical/coding software with AI functionality]

Purpose of use:
[For example: grammar refinement, language editing, summarising non-confidential notes, generating search terms, checking structure, coding assistance, statistical syntax support, formatting tables, improving readability]

Sections affected:
[For example: abstract, introduction, literature search strategy, methods, discussion, references, appendices]

Extent of use:
[Briefly describe whether AI was used for minor editing, structural suggestions, drafting assistance, data analysis support, translation, coding support or other purposes]

CHECKLIST

I/We have:

☐ proofread the project

☐ de-identified the project as appropriate

☐ attached a signed statement acknowledging any assistance provided by the supervisor/ co-supervisor or any third party (if applicable)

☐ attached my/our current medical registration

☐ attached a joint signed statement detailing our respective contributions to the project (if co-authors)

☐ attached a signed statement from the principal researcher detailing my contribution to the project (if co-research)

☐ attached evidence of enrolment in a higher degree (if applicable)

☐ attached evidence of ethics approval or exemption as appropriate

☐ all supporting documents including this form attached as a single pdf

☐ attached soft copy of the project as a word document

TRAINEE DECLARATION

I/We hereby certify that:

- I am a major author of this Scholarly Project (as defined in the policy and procedure)
- I have appropriately acknowledged any assistance provided by others (signed statement attached)
- I understand that this project may be checked for plagiarism using software or other means.

Please select applicable:

☐ This project is my/our own independent undertaking.

☐ This project is part of a major research project.

Trainee signature ..... Date .....

Co-author
Trainee signature ..... Date .....

SUBMISSION FEE

A submission fee of $980 is payable prior to submitting the Scholarly project.

Payments must be received by 5.pm on the published date. Submissions will not be processed without the online payment.

Use one of the two links for Australian residents or New Zealand residents to make your payments.

Scholarly Project Submission Fee (Australian resident)

Scholarly Project Submission Fee (NZ resident)

Please Note: *The College recognises that the copyright of the Scholarly Project resides with the trainee, however any projects that are published should contain the acknowledgment that "The project was carried out as a part of the RANZCP Fellowship requirement".*

Scholarly Project Soft Copy Submission

When submitting your Scholarly Project, you are to email your submission to scholarly@ranzcp.org

As a result of these changes, you are required to submit two (2) separate files:

1) Submit your Scholarly Project submission form and all other required documentation indicated in the Scholarly Project Submission form. **This is to be one (1) PDF.**

2) Submit only one (1) soft copy of your Scholarly Project. **This is to be one (1) word document.**

3) The naming convention for each file is to follow this format:

RANZCP ID_FAMILY NAME, First Name_Forms_ date of submission.

RANZCP ID_FAMILY NAME, First Name_ ScholarlyProject_date of submission.

For example

12345_KENT, Clarke_Forms_4 March 2022

12345_KENT, Clarke_ScholarlyProject_4 March 2022

4) Please include the word count on the first page of your soft copy submission.

5) We also ask that you check that the file size is below 25 MB prior to emailing and that attachments are compressed using appropriate software like zip to reduce the file size.

6) Files containing images should not be of high resolution unless required.

7) The attachments should be scanned using appropriate Antivirus software

8) Email your submission by the published closing date as per the RANZCP's Examination Timetable.

9) The closing time for the acceptance of submissions is 5:00pm AEST/AEDT Melbourne time. Trainees are advised not to wait until the last minute to email their submission, as should there be a queue at the closing time, your submission may not be received until after 5:00p