**TWR - episode 109**

Hey there think right revised listeners I'm popping in to let you know that this episode is brought to you by my virtual summer writing groups program because Summer is starting very soon and if you have writing goals I would love to support you this is a program that includes a series of weekly group coaching meetings to help you stay accountable to your writing goals but also have a little bit of fun along the way.

Each virtual groups package includes these weekly meetings some private coaching sessions with me on topics of whatever you want to talk about access to my nine-part course on academic writing and Publishing and always a lifetime membership to prolific which is my online community for academic writers and we have so much fun over in prolific.

So if you're ready to tackle some writing goals, I hope you'll join in groups for summer 2019 start the week of June 10th. So you can check out the program today at Katie Linder dot work backslash. writing groups and you can also sign up to be notified for future offerings of the program if you want to think about it for the fall or winter.

I always offer this program about four times a year. I hope you can join in you're listening to think right revised episode 109. Hey there, and welcome to think right revised a podcast that offers a peek behind the scenes of productive writing life. I'm your host. Dr. Katie Linder. On this episode.

I want to talk about the possibility of creating templates to help with your research and writing. And this is something that has been kind of top of mind for me lately because we just went through a transition at my institution with our IRB and we have shifted to a more electronic system and it has the capacity to have like where you would build a project within it and then be able to copy that.

And this has gotten my team really interested in the idea of basically creating a template because a lot of our research because we're researching online teaching and learning it all kind of roughly falls into the same categories of sometimes the kind of research that we're doing or the ways that we would be collecting consent we often do a lot of survey research for example and we were thinking you know maybe we can create a template where we house a lot of the language and a lot of.

Kinds of things that we typically would include in an IRB proposal and of course, it would need to be tweaked every time we did a new proposal, but it would be a starting point to kind of kick us off. And this is also something we thought might be useful because we also help faculty to do research in this area as well and we're going to be starting a new seminars program this summer working with outside researchers from outside of Oregon State and it would be really great to have a template for them to so how can we kind of use this idea of copying over the template to make sure that our work is as efficient as possible and we're storing the information that we already need in the place where we're going to need to submit.

Now, of course this got me thinking about all kinds of other things that you could potentially create templates for and I think that even if you don't have an electronic IRB, of course, I think we often go back to previous IRB proposals or things that we've already written to try to pull language that we think would be useful.

But of course, this could also be really helpful for all of the. Kind of supplementary documents that you create for things like that like any kind of recruitment emails or consent forms where the language is typically going to stay pretty much the same but you're going to be tweaking little things here and there for each project now.

I also thought that this could be really helpful for things like Grant applications and especially when you have things that are relatively standard like bio. That you're going to be including in those kinds of documents or if you're going to be applying to Grants in a lot of different agencies, but your lit review is going to stay, you know, pretty standard or you have certain ways of describing your methodology or even a logic model that you think is a good standard for a logic model.

But you're going to kind of swap some things in and out based on the project. All of those things could be potential templates that you store somewhere and come back to as a way to kind of kick off a project that you're starting fresh. Now I think one of the benefits of having things like these templates is that you're not starting from exactly a blank page.

You know, you're definitely going to have to tweak and revise and add things and change things but you're not starting from something that just looks completely empty. You have little things here and there that you can say, okay. Well this isn't exactly what I need. But I know what I need to change in order to adjust it for the project that I'm currently working on.

Now the other places where I thought this was kind of interesting definitely for articles if you especially are working in a field where you have a standard way of writing up your research. If you always do for example, a methodology section and a results section and a discussion section. It may be that you want to include a kind of template that includes some.

Turns of phrase that you typically use when you're describing those things and of course, you don't want to plagiarize yourself. You don't want to have anything be too similar between these articles, but it's always a good place to start if you have a brief outline or something that you might be able to draw from when you're first getting started and not wanting to look at that blank page.

Now I also thought that this might be useful for things like emails. This comes up in my office a lot because we have programs that we run kind of throughout the year. We have little advertisements and things that we send out to our campus community and having templates for these things is really great.

We don't want to have to recreate the wheel every time we're putting something out that we've already done before. So anything that you're doing kind of cyclically would be a great place to look for templates to see if it could be a good fit for you. And then the other thing speaking of things that are kind of cyclical that I was thinking about was reference letters.

And this is something especially we're nearing the time of the year is that record this where we start getting asked for a lot of reference letters and this would be a great time to think about putting together words and phrases and even kind of short paragraphs that you've already written for other reference.

That you think could be broadly applicable to other people. Of course, you want to personalize it and revise it in the point here is really not to be replicating exactly through these templates. It's really meant to just give you an outline a place to start so that it doesn't look so daunting if you're diving into some of these tasks.

So this is something that I found to be really helpful throughout my career in a range of ways as I am doing more and more research and kind of similar areas. And also as I just gained more experience and breath across the different kinds of projects that I've done I have more templates and things to draw from.

And it's really helpful when I can go to a conference proposal for example and realize that I've already kind of drafted something up for you know, like a small Grant proposal and I can kind of look at those things together and have some things that are already drafted that can be tweaked and changed for something else.

So even if you don't want to do a formal template, this is also kind of great time to look in your files make sure they're organized so that you can find the kinds of things that would be kind of in. Into each other and in my Research Unit, we always kind of put anything that's related to a research project in the folder of that research project.

So it's easy to find even if it's a different kind of modality like it's a conference proposal versus a grant proposal versus the IRB documentation. We want to make sure that all those things are tied together so that we can reference them. As we're working on new things that are related to that project.

Okay, so hopefully this gave you some ideas that could be more efficient for you or time-saving in this busy time of the year. I would love to hear if you're using any kind of templates in your work or if you found this to be useful you can always email me at contact KD Leonard artwork. You can tweet to me at Katie double underscore Linder.

You can connect with me on Instagram KD underscore lender, or you can write me a letter at Katie Linder po. 16:21 in Albany, Oregon nine seven, three two one. I always love to hear from you. Thanks for listening. Thanks for listening to this episode of think right revised show notes and a transcript for this episode can be found at Katie Leonard outwork It's think right revised is part of the radical self-trust podcast Channel a collection of content dedicated to helping you seek self-knowledge nurture your superpowers playfully experiment live your core values with intention practice loving kindness towards yourself and others and settle into your life's purpose learn more about the rst channel at Katie lunar dot work podcasts.

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