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| **FRASER HEALTH DEPARTMENT OF EVALUATION AND RESEARCH SERVICES (DERS)****Template for Writing a Research Proposal** **When to use this template:** when applying to a research grant competition, when the funding organization does not provide a proposal template.Note: most research funders have specific instructions on what to include in the proposal, number of pages allowed, etc. In some cases, the funder provides their own proposal template or form to fill out. **\*\*\*Please check the instructions provided by the funding organization.\*\*\*****Differences between a research proposal and a research protocol:**

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|  | **Proposal** | **Protocol** |
| **Purpose** | Obtain funding | Regulatory document describing study in detail; Required for ethics applications |
| **Focus** | Describes research questions/hypotheses, study objectives, basic methods and analyses plan.  | Describes details of how the study will be conducted based on the research questions/hypotheses and study plan developed in a proposal (if there is one) |
| **Tone** | Persuasive | Informative; focused on details |

A protocol template for research ethics submissions can be found on [www.fraserhealth.ca/research](http://www.fraserhealth.ca/research) |

**Title:**

**INTRODUCTION (1 page)**

* *State the problem/issue, including relevant statistics (e.g. prevalence, incidence, cost to health care system). Include the extent of the problem in Canada. Clearly state the gap in the research literature that your project will address. (~1 paragraph)*
* *State the goal of the research. Clearly indicate if the study is concerned with describing the magnitude of a health issue, comparing between groups, testing an intervention, exploring relationships between variables or testing a cause-effect relationship. Use the following wording: to describe, associate, predict or compare. (1-2 sentences)*
* *State the research question (must be stated in a question format.) (1 sentence)*
* *State the hypothesis (if applicable). It is an explicit statement of the results that you expect to see. (1 sentence)*
* *State the study objectives. They should be written as action items (e.g. to investigate, to examine) describing what your research is going to do. Objectives should be specific, measurable and achievable. (up to 4 bullet points)*
* *State the study significance: What will this study achieve? What will the contribution be to the literature? To health care? To what extent will the research results be generalizable and of use to others outside of Fraser Health? (1 paragraph)*

**BACKGROUND AND LITERATURE REVIEW**

*Provide a summary of the literature review relevant to this proposal. Provide persuasive evidence for the need to conduct the proposed study, including a persuasive argument that the proposed study will contribute significantly to the specific field. Identify gaps in the literature and highlight how your study will address these gaps/limitations and contribute to new knowledge. Examples of gaps: population, design, analysis, data collection tools. Describe the strengths and limitations of major studies contributing to current understanding. Additionally, this section should provide the reader with the background required to understand the problem and any clinical / discipline-specific context. This should not include a listing of all literature on the general topic. Please note, the study is not likely to be funded if it is already published in the literature, unless proposing to look at a different population or published studies are flawed / insufficient. Please also note that simply saying that a study was not done locally is not sufficient to explain why a published study should be repeated. There must be other relevant characteristics or variables not included in the published study that may be reasonably expected to affect results / outcomes. (~2 pages)*

**METHODS**

**Study Design**

*State the overall approach for answering the research question (e.g. randomized controlled trial, cohort study, retrospective chart review). (1-2 sentences)*

**Sampling Design**

*Describe what approach will be used to sample study participants or data. Include sampling frame (e.g., outpatient clinic, hospital) and method (whether non-probability or probability sampling and the specific sub-type). (1-2 sentences)*

**Study Participants**

*Include a description of the subjects / participants, including any inclusion or exclusion criteria (can be listed as bullets). (1 paragraph)*

**Sample Size, Justification and Feasibility**

*State the sample size and how you arrived at that number. Explain how you know it is feasible to attain this sample size in the time allotted (for example, has a preliminary assessment been done to determine how many patients fit the inclusion / exclusion criteria in the study clinic / unit?).*

*(1 paragraph)*

**Intervention (if applicable)**

*Describe the intervention that the patients will receive. Include timeline and intervals when applicable. Identify what is standard and non-standard care. (1-2 paragraphs)*

**Measurements and Data Collection Tools**

*Describe what data you will collect and identify the data that is most important to answer the research question (ie. the primary outcome measure). Be specific in defining your outcome measure: for example, when using renal failure, be specific what constitutes renal failure. As the reviewers may not have your clinical background, be sure to explain what this data will tell you. For example, if using a blood test, explain what physiological state it measures. Describe any tools that may be used to collect the data, such as surveys / questionnaires, charts, interviews or focus group, etc. (the actual surveys, data collection forms, and lists of interview or focus group questions should be included in the appendices to the propsal). Include information about the tool’s reliability and validity (this information should be available in the literature). (2-3 paragraphs)*

**Procedure for Recruitment**

*Describe the procedures for recruitment of participants. For example, this may describe that front-line clinicians will approach patients to inform them about the study and that a study coordinator would follow-up to consent the patients.*

**Procedure for Data Collection**

*Describe how and when data will be collected. For example, this may include how participants will be contacted to participate in interviews or fill out surveys, whether the surveys will be filled out in-person or via the internet, whether the same individuals will be asked to provide data at different times, etc. Specify whether multiple points of follow-up will occur and their relationship to any intervention. (2-3 paragraphs)*

**Analysis Plan**

*Describe how the data will be analyzed, including any thematic analysis plans (for qualitative data) or statistical analysis plans (for quantitative data). Include the type of statistical test to be used and how you will adjust for confounders (if applicable). (1-2 paragraphs)*

**KNOWLEDGE EXCHANGE PLAN**

*Describe how results from the proposed research will be disseminated and to whom, and how the results will be used to impact health care, policy, etc. (1 paragraph)*

**FUTURE DIRECTIONS**

*Describe plans for future research, including future grant applications. (1 paragraph)*

**TIMELINE**

*Insert or attach a timeline table that demonstrates graphically when all major activities will occur during the research project. Include ethics application, recruitment, data collection, data analysis, and knowledge exchange activities. A Gantt chart is highly recommended to display this information, as it is preferred by reviewers.*

**APPENDICES**

*Attach, in the following order:*

*• References (APA format is popular)*

*• Figures or Tables from the proposal*

*• Data Collection Tools*