Indiana Minority Health Coalition
State Master Research Plan
REQUEST FOR PROPOSAL
TEMPLATE

Community Research Partner:
  Name
  Title
  Organization
  Street Address
  Telephone Number
  Email address

Academic Research Partner:
  Name
  Title
  Organization
  Street Address
  Telephone Number
  Email address

Title:
  • Specify the title of the research study

I. Research Study Overview:
  • Describe the framework, partners, rationale, and strategic match for organizational mission
  • Provide a Problem Statement section
    o Explain the health issue(s) and the impact on the community
    o Provide background information
    o Include relevant literature and other research
    o Incorporate local and national data

II. Research Study Design:
  • Define the research question(s) and specific aims
  • Include the following:
    o Goal(s)
      ▪ Describe what will be accomplished and the changes expected in the target population
    o Objectives
      ▪ Describe specifically what will happen as a result of the research study
Include objectives written in the SMART format = Specific, Measurable, Achievable, Realistic, and Time bound

- **Specific** = Who and What
  - Who – target population and research team doing the activity
  - What – action or activity that is being done
- **Measurable** = How much
  - How much change is expected during the research
- **Achievable** = Can it be accomplished
  - Accomplishment of the objective within the research limits
- **Realistic** = Related and Practical
  - Related to the research and practical within capacity and resources
- **Time bound** = Time frame
  - Time frame indicates when objective will be met within the research

- **Target population**
  - Designate the target population to be reached
  - Detail how the target population was involved in the development of the research study
  - List other agencies involved in the research study

- **Research Strategy**
  - Explain the research methods based on best practices
  - Provide the rationale for the number of participants involved and the location of research study
  - Define the innovation involved in this research study
  - Detail the research study components
  - Outline the recruitment process of the research study participants
  - Specify how the community will be engaged in the research study

- **Research study personnel**
  - Provide the following details
    - Name
    - Title
    - Qualifications
    - Experience
  - Describe the roles and responsibilities of the research study personnel

**III. Available Resources/Capacity/Skills:**
- Describe the capacity and credibility of the partnering organizations involved in the research study
- Provide details about:
  - Existing resources
  - Prior collaborative efforts of the community and academic partnership
  - Other relevant collaborations
IV. Management Plan:
- Detail the plan for managing the research study in a narrative format
  - Include these details regarding the research study:
    - Preparation
    - Implementation
    - Oversight
    - Follow-up
    - Reporting
    - Dissemination (for example plans for presentations or manuscripts)
- Document the management plan in a table format that summarizes the timeline, activities, responsible parties, and performance indicators (use the Summary of Management Plan table below).

<table>
<thead>
<tr>
<th>Summary of Management Plan</th>
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<tr>
<td><strong>Timeline</strong></td>
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V. Evaluation Plan
- Describe the plan to evaluate the research study in a narrative format
  - Provide details regarding research study:
    - Objectives
    - Activities
    - Points in time
    - Process
    - Outcomes
    - Future impact
VI. Budget Plan:
- Describe the budget plan for the research study in a narrative format
  - Provide details about the:
    - Utilization of funds that focus on operations and administration of the research study
    - Application of funding leveraged through other collaborations
    - Cost sharing
- Document the budget plan in a table format that includes the budget categories for the community and academic partner; dollar amount; explanation and justification by line item (use the Budget table format below).

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Amount</th>
<th>Explanation and Justification</th>
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<tbody>
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<td>Community partner:</td>
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VII. Reference List
- Include the Reference List in Appendix 1, which is considered to be beyond the 15 page limit
- Document the data sources and literature cited

Optional:
- Other Appendices may be included beyond the 15 page limit of the proposal