



A PROPOSAL FOR:

## COLLABORATIVE RESEARCH RISK MANAGEMENT PROGRAM DEVELOPMENT COMMUNITY-BASED PROJECT (CR OR RMPD)

GRANT PROGRAM 2010

### GUIDELINES FOR PROPOSAL TEMPLATE

#### TITLE, PRINCIPAL INVESTIGATOR (PI), AND CONTACTS:

At least one of the Principal Investigators (Project Leads) must be a CMPA member. Include the CMPA membership number.

Include title of the project, and the credentials, title, office address and email address of the PI, and the PI's primary institutional affiliation as well as any other additional contacts.

#### PROJECT DESCRIPTION (MAXIMUM 300 WORDS):

A specific and concise Executive Summary that establishes the framework from which the rest of the proposal is constructed. Include a list of organizations with whom you may be collaborating and who have expressed an interest in your project.

#### BACKGROUND INFORMATION/STATEMENT OF PROBLEM (MAXIMUM 400 WORDS):

Cite previous projects and studies that are similar to the proposal. Position your project in relation to other efforts and show how your project:

- will extend the work that has been previously done,
- will avoid the omissions and/or commissions that have previously been made,
- will serve to develop stronger collaboration between existing initiatives, or
- is unique since it does not follow a path previously followed.

Include a well-documented statement of the need/problem that is the basis of the project. What are the pressing problems that need to be addressed? How do you know these problems are important? What other sources/programs support these needs in a similar manner?

Clearly indicate how the resolutions to the problems addressed in the project will help in fulfilling the goals and objectives. Is there a particular reason why you and/or your organization are uniquely suited to carry out the project? (geographic location, language expertise, prior experience in this area, established relationship with the project clientele, etc.)

**NOTE: The following four sections should not exceed five pages in total (Project Detail, Dissemination Plan, Evaluation Plan and Risk Assessment).**

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## PROJECT DETAIL

### GOALS AND OBJECTIVES

Include both your goals and your objectives.

Goals are the overall statements of what you hope to accomplish and are not usually measurable. They create the setting for what you are proposing.

Objectives are operational, and outline specific things you will be accomplishing in your project. They are always measurable.

### CLIENTELE

Provide specific information about the population or clientele on which the project is focused.

Who is the clientele? Who is included in the clientele group?

In what ways have you already had contact with the clientele group?

Can you demonstrate that you have the support of the clientele group to move ahead with the project?

In what ways have members of the clientele group been involved in the preparation of the proposal?

What other agencies are involved with this clientele group (and have these other agencies been included in your proposed project)?

### METHODS

State how the methods chosen will fulfill the project's objectives and help meet the needs or resolve the problems on which the proposal is focused.

Indicate how the methods used will enable the outcomes of the project to provide value for others beyond the project.

### METHODOLOGY

What methods will be employed to study the problem? Be as specific as possible without unnecessary detail, using the following headings:

RISK MANAGEMENT PROGRAM DEVELOPMENT (INCLUDES COMMUNITY-BASED PROJECTS)

#### 1. Educational objectives

Statements that clearly describe what a health professional can expect to know or do after he or she completes the program.

Objectives should be described as precisely as possible. They should be specific, measurable, attainable, relevant, and linked to a timeframe (give a timeframe for completion of the objective).

#### 2. Needs assessment

A process whereby the learning and practice needs of health professionals are determined. Most often accomplished by subjective survey methods, though the process may also include objective measures.

#### 3. Design / approach

A description of the process that details the methods and procedures related to the program's development, implementation, and deliverable (service or product that will be provided).

#### 4. Evaluation/ dissemination plan

Evaluation is a process of determining the effect of the program and its activities on a series of possible outcomes such as: the perception of the learner, participation rates, competency, health care outcomes and cost-benefits issues.

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Dissemination plan is the approach to be used to inform other groups and health professionals regarding the program and its evaluation.

#### COLLABORATIVE RESEARCH PROJECTS (INCLUDES COMMUNITY-BASED PROJECTS)

### 1. Subject material

The patients/physicians to whom the benefits of the research are meant to apply.

The group of patients/physicians addressed in this research should be described precisely. For patients: age, sex, clinical symptoms, severity and stage of the disease as well as relevant comorbid conditions should be taken into consideration. For physicians: specialty, context of practice, etc. should be taken into consideration.

### 2 Sampling scheme

The methods and criteria used for classifying and selecting the subject material to ensure validity and generalization of the results (e.g. randomised clinical trials, meta-analyses, etc.).

### 3. Measurement (tools and scales)

A description of the methods or procedures used (including the tools/instruments and their respective scales) as well as information on their sensitivity/specificity to assess outcomes.

### 4. Analysis / plan

The various analytical methods used to establish statistical evidence (e.g. analysis of variance, time series, meta-analyses, etc.) and the generalisability of the study findings.

#### ORIGINALITY/ INNOVATION

What is being proposed that may be new, unique or innovative? Present the innovative aspects of the idea.

#### COLLABORATIVE

Explain what collaborative relationships the project will be developing with other cooperating groups. How will the methods encourage groups to join together to deal with the issues/concerns the project addresses?

#### AVAILABLE RESOURCES

Describe the roles of the different people associated with the project and the importance of each role. Include name, title, experience, and qualifications. Include other information if it is important to the success of the project.

#### BUILDING FACILITIES

Provide a brief description of the facilities that will be needed or used for the project.

#### EQUIPMENT/SUPPLIES

Provide a brief description of the equipment/supplies that will be used for the project.

#### BUDGET

List the direct/indirect cost items associated with the project.

#### OTHER SOURCES OF FUNDING AND AMOUNTS

List all other sources for funding and amounts you have received or for which you have applied.

## DISSEMINATION PLAN

What channel(s) will be used to disseminate the results of the project?

What medium will be used for dissemination?

What is the timetable for the dissemination?

Who will be responsible for the dissemination?

## EVALUATION PLAN

How will the success of the project be determined? How will you evaluate whether or not the objectives have been achieved?

Include some information about activities following the conclusion of the funding period. How will the initiatives started as a result of the project be sustained? Have new things occurred that will be continued in the future? How will other cooperating agencies assist in continuing the project after the conclusion of the funding period?

## RISK ASSESSMENT

Provide a risk assessment of the project; include areas of vulnerability to the project's successful completion. Also include any risks to the CMPA, patients, or others.

| Risk              | Probability     | Impact          | Owner                                      | Mitigation strategy                                    |
|-------------------|-----------------|-----------------|--|--|
| Describe the risk | High/Medium/Low | High/Medium/Low | Principal Investigator/ Researcher, etc... | How do you plan to deal with the risk should it occur? |

## APPENDIX A – TIME LINE (ONE YEAR)

Provide a clear indication of the time frame for the project and the times when each stage of the project will be implemented and completed.

## APPENDIX B – RESUME

Include details of your resume in text form (resume of principal investigator not to exceed 2 pages), and a condensed biographical sketch of team (not to exceed one page).

**NOTE: The entire proposal, including CV, and biographical sketch, should not exceed 10 pages and must be submitted as one document.**