

# Developing an implementation research proposal

Session 5  
Supplements

# Learning objectives

## **By the end of this session you will be able to:**

- Develop a Summary for your proposal
- Develop a Table of Contents for your proposal
- Identify which Appendices need to be included in your proposal
- Develop a template for your team's CVs
- Prepare a 20 minute presentation summarizing your proposal

# Project summary

- Briefly describes the entire proposal
- Although read first, it's often written last
- Includes a description of the implementation problem, the rationale for the proposed study, the participants, the methodology, and the implications of the research
- Is your 'first impression' with reviewers and may influence whether reviewers choose to fund the proposal
- Makes it very easy for reviewers to comprehend and evaluate your proposed project according to the review criteria

# Project summary checklist

## **A summary typically will include the following:**

- The problem
- A rationale
- Sites and participants
- How the data will be collected and analysed
- How the proposed research is innovative
- The expected results or impact
- How the findings will be disseminated
- The implications

# Table of contents

- Organizes the IR proposal by outlining 'what' is in the proposal and 'where' in the proposal each item can be found
- Presents a convenient list of the proposal topics and sections in a logical sequence 'at a glance'
- Word processors automatically place the headings, subheadings and page numbers for you in a professional manner

# Appendices

- Include those aspects of your IR project that are of secondary interest to the reader
- Assume the reader can obtain all the necessary information from the body of the proposal
- May include things such as investigators CVs, research instruments, or letters of support
- Can provide a place to put additional information you would like the reviewers to have access to but the length restrictions prohibit

# CVs of investigators

- Can have an influence on the reviewer's assessment of your proposal
- Ensure that at least one member of your team has IR experience, a good track record and a strong publication record
- Complementary qualities such as credibility in the community can be equally important
- Agencies usually have a limit of 1-3 pages for an investigator's short curriculum vitae
- Develop a template to highlight the most relevant aspects of team member's CVs to align with the scope of the funding agency

# Write-shop

## **Develop the following components of your proposal:**

- Project Summary (one page)
- Title page
- Appendices
- Researchers' CVs (create a template)
- Review all components of your proposal and update and align



# Group activity: Presentation

**Prepare a 20-minute presentation including the following aspects of your proposal:**

- Title/Problem/Rationale/Research Question(s)
- Research method/design/participants
- Data collection and analysis
- Quality standards and monitoring strategies
- Dissemination and evaluation plan
- Research team/Budget and rationale
- Expected outcomes and impact



- Present your proposal in plenary for 20 minutes. This will be followed by 20 minutes of comments, questions, suggestions and comments from the large group and facilitators.