

**Indiana Minority Health Coalition
State Master Research Plan**

**REQUEST FOR PROPOSAL
TEMPLATE**

Community Partner:

Name
Title
Organization
Street Address
Telephone Number
Email address

Academic Partner:

Name
Title
Organization
Street Address
Telephone Number
Email address

Title:

- Provide the title of the research study

Study Overview:

- Describe the framework, partners, rationale, and strategic match for organizational mission
- Include the Problem Statement:
 - Describe the health issue(s) and the impact on the community
 - Provide background information
 - Include relevant literature and other research
 - Incorporate local and national data

Research Design:

- Describe the research question(s) and specific aims
- Include the following:
 - Goals
 - Describe what will be accomplished and the changes expected in the target population
 - Objectives
 - Describe specifically what will happen as a result of the study
 - Use SMART objectives format that are specific, measurable, achievable, relevant and time bound
 - Target population
 - Describe the intended audience
 - Detail how the target population was involved in the development of the study
 - List other agencies that were involved

- Research Strategy
 - Describe the research methods based on best practices
 - Provide the rationale for the number of participants involved and the location of study
 - Define the innovation involved in this study
 - Detail the study components
 - Outline the recruitment process
 - Explain how the community will be engaged in the study
- Study personnel
 - Provide the following details
 - Name
 - Title
 - Qualifications
 - Experience
 - Describe the roles and responsibilities of the study personnel

Available Resources/Capacity/Skills:

- Describe the capacity and credibility of the partnering organizations involved in the study
- Provide details about:
 - Existing resources
 - Prior collaborative efforts of the community and academic partnership
 - Other relevant collaborations

Management Plan:

- Describe the plan for managing the study
- Provide details regarding the 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).

Summary of Management Plan

Timeline	Activities	Responsible Parties	Performance Indicator

Evaluation Plan

- Describe the plan to evaluate the study
- Provide details regarding study:
 - Objectives
 - Activities
 - Points in time
 - Process
 - Outcomes
 - Future impact

Reference List:

- Include data sources
- Provide details about literature cited

Budget Plan:

- Describe the budget plan for the study
- 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

Budget

Study Period: From ___/___/___ Through ___/___/___		
Budget Categories	Amount	Explanation and Justification
<i>Community partner:</i>		
Personnel		
Travel		
Supplies		
Meeting expenses		
Other expenses		
<i>Academic partner:</i>		
Personnel		
Travel		
Supplies		
Meeting expenses		
Other expenses		