

HEALTH SERVICES RESEARCH PROGRAM

PROPOSAL GUIDELINES

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*SCHOOL OF RURAL PUBLIC HEALTH
3000 Briarcrest Drive, Suite 310, Bryan, TX 77802
979.845.2387*

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The Health Services Research Program's (HSRP) mission is to develop collaborative projects among faculty in the Health Science Center emphasizing health services research. Given the initial funding and support for the HSRP's activities, this document focuses on collaborative efforts involving College of Medicine (COM) clinical faculty affiliated with Scott and White in Temple and faculty from the School of Rural Public Health (SRPH).

Proposed structure for awards

Proposal due dates: March 15 and September 15. Proposals received after close-of-business on the due dates may be resubmitted for consideration in the next round of review.

General Requirements: The project must address issues related to cost, access, or quality in health services. The project team must include an investigator from Scott and White and an investigator from the School of Rural Public Health. Proposals for collaborative health services research efforts involving other units of the Health Science Center will also be considered, but the main focus at this stage in the Program's development will be on funding collaborative efforts involving SRPH faculty and Scott and White staff. Proposals should be sent to Dr. Charles Phillips at the address noted at the end of this document.

Proposals must be double-spaced and single-sided, use one-inch margins, and use a font size of 11 or larger. Proposals longer than five pages (exclusive of Sections V, VI, and VII) will not be reviewed, but they may be revised and resubmitted for review in a later round of review. Five copies of the proposal must be submitted.

General Proposal Structure

I. Specific Aims and Objectives (1/2 page suggested)

This paragraph should enumerate the specific aims to be achieved in the project

II. Background (1/2-1 page suggested)

This section should indicate why the research issues are important.

III. Preliminary Studies (1/2-1 page suggested)

This section should briefly describe any preliminary or related studies carried out by the investigators or the investigators' specific qualifications for carrying out the proposed study.

IV. Study Design (2 pages suggested)

This section should specify the major characteristics of the research design, including identification of subjects, subject recruitment, data collection strategies, measurement issues, and design for the data analysis.

V. Project Timeline, Milestones, and Products (½ to 1 page suggested)

This section should provide a timeline for each project task, milestones for each task, and the final products of the project. Projects must have clear milestones that allow evaluation of project progress. At the point when 50% of the project funds have been expended or 50% of the project period is completed, whichever comes first, a project progress report is required.

Appropriate final products must include drafts of professional publications and proposals utilizing study results as the basis for seeking external funding.

VI. Project Budget (1 page suggested)

The budget should indicate the proposed expenditures in each category and provide a short narrative justification for each expenditure. The average project will be a 12-month project, though projects of somewhat longer duration will be considered. We anticipate that the average project award will be between \$5,000 and \$15,000 for 12-months, though projects with either larger or smaller budgets will be considered. Project funds cannot be used for equipment purchases or travel to professional conferences. Project funds for these pilot studies should not be used to provide release time for investigators. Funds should be used to provide the support necessary to complete project activities, including support for students or other research staff. Support for S&W research staff or biostatisticians should only be included following discussions with the appropriate departmental administration. Budgets should indicate time commitments for all project staff, including investigators, even if no direct project costs are associated with those commitments.

Project budget categories should include, but not necessarily be limited to salaries, benefits, and other direct costs (e.g., publications, office supplies, phone, copying, shipping, consultants, and subcontracts). See the attachments for the budget format.

VII. Project Staff (2 page NIH biosketches)

This section should include an NIH-format biosketch for each investigator. See the attachments for the biosketch format.

For Further Information Contact:

Charles Phillips, Ph.D., M.P.H.
School of Rural Public Health
3000 Briarcrest Drive, Suite 310
Bryan, TX 77802
979.458.0080 voice
979.458.0656 fax
phillipscd@srph.tamu.edu

or

Edward Posvar, M.D., M.P.H.
S & W Research and Education
254.724.8875 voice
eposvar@swmail.sw.org