

PROPOSAL GUIDELINES

To qualify for an award, students must submit a brief grant proposal. Proposals must be well written, clearly defined, feasible, and integral to the student's career development in public health and research training. In other words, the intellectual and scientific merit of the proposal must be clear.

Each proposal should have the following sections in the order shown.

Section I Coversheet

Section II Abstract

Provide a one page abstract of your proposal (~ 250 words)

Section III Detailed proposal (Narrative must not exceed 3 pages)

- A. Essential background, context and motivation for the work that you will be doing. Please include information on the significance of the proposed work and why it is important to public health and your personal research development.
- B. Project objectives. Describe the objectives of your project. Be sure to clearly define your specific role and responsibility in the project. If these are embedded in a larger project or a team, show the relationship and where your discrete project fits in the larger project.
- C. Methods. What methods will you use to achieve the objectives of the project? Be specific.
Examples:
 - If you intend to conduct data collection, provide a copy of your instrument. It may be in draft form. Explain how you will complete the instrument, the data collection process and the report.
 - If you will conduct an evaluation or participate in an evaluation, provide the evaluation instrument or questionnaire.
 - If you are going to participate in developing a training program, provide a draft curriculum.
- D. Learning objectives and career goals statement. What skills, knowledge and experience do you want to gain as a result of the project? How does this project relate to your career goals? This is also the section where you would describe any previous qualifications (i.e. experience, language) and describe how this experience will utilize your public health practice and any additional perspective.
- E. Timeline. Describe your specific project plan for the time required to complete your research.
- F. Deliverables. Be sure to include plans for sharing your findings after completing the research and analysis process.
- G. Budget. Detail the budget for your project and the expected source of funds for each line item. Please note that the Graduate Research Fund awards may not cover all expenses.
- H. Letter of Support. A brief letter of support from academic advisor or dissertation chair should accompany the application.