**Public Health Research Award**

**Track 1 Proposal Narrative and Appendices**

**Template**

This template is intended for applicants preparing [Continuation Award 2](https://hazards.colorado.edu/research/public-health/continuation-award-2) proposals for [Track 1: Additional Data Collection and Analysis](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-1). The template describes the requirements for the proposal narrative and appendices sections of the proposal only. Additional proposal requirements for the call are described [here](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-1#proposalinformation).

Applicants must submit their full research proposal through the online submission form by no later than **5:00 p.m. MDT on Friday, September 29, 2023.**

# Formatting Requirements

The proposal narrative should be **a maximum of 8 single-spaced pages** and **use all section headings** in the template. Additional pages are allowed for the appendices, which include the references, budget, and other supporting documents. Prior to submitting your proposal, please review the [checklist](#Checklist) at the end of the template to make sure that you have included all required information.

# Using the Template

Start by saving a copy of this Word document to your computer and renaming the file. The [proposal narrative](#Narrative) template consists of pre-formatted headings for each section that you are **required** to write about in your proposal. Prompts are provided to guide your writing. You are welcome to add subheadings.

The [appendices](#Appendices) template describes each of the five appendices. Please read the instructions closely to identify which appendices are required for your team.

Upon finalizing your draft, **combine and save the proposal narrative and all required appendices as a single PDF, no larger than 4MB.** Only one pdf can be uploaded to the online proposal submission portal. Please delete this page of instructions and the checklist at the end of the template prior to saving your final document.

# Assistance

We are here to support you and your team in developing and submitting your proposal. The [Proposal Q&A session](https://hazards.colorado.edu/research/public-health/continuation-award-2#requirements) is an opportunity to learn more about this funding opportunity and how to write a successful proposal. [Attend the session live on September 12, 2023, from 2:00 to 3:00 p.m. MDT](https://cuboulder.zoom.us/meeting/register/tJEscOyspzMrGN3EttT5vpHxoXe64QD68Gsm#/registration)or watch the recording later.

We are also available to answer questions by email at [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu).

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

# Intellectual Merit

Briefly describe how the proposed study will advance knowledge of public health preparedness, response, or recovery needs in the U.S. Territories, tribal areas, and/or rural communities.

# Broader Public Health Impacts

Briefly explain how the proposed study will benefit public health practice through the achievement of specific, desired public health applications.

# Research Question(s)

Identify your study’s research questions in this section. Research questions should be clear, concise, specific, and answerable.

# Literature Review

This should demonstrate the authors’ knowledge of the topical area of research being proposed as well as state the gaps that this study will fill.

# Study Context

The proposal should clearly specify the study context including the hazard(s) and/or disaster(s) that the team plans to study, the location(s) where they plan to work, and the people(s) they plan to engage in the study.

# Local Collaborators

In this section of the proposal, researchers should describe their existing relationships with local professionals, agencies, or organizations in the project area and how these relationships will facilitate access to their research sites or populations, for example.

# Study Design

The proposal should clearly describe all elements of the research design, including data collection methods, sampling strategy, expected number of participants, and data analysis procedures. In this section of the proposal, researchers should also clearly identify whether the project involves the use of existing data, the collection of [**perishable data**](https://onlinelibrary.wiley.com/doi/full/10.1111/disa.12592), and/or the creation or evaluation of existing tools or other resources. The connection to the prior study and the expansion of its study design should be clarified as well.

# Study Timeline

This section should include a clear description of the anticipated timeline for IRB approval, data collection, data analysis, and report writing, making sure to adhere to all due dates included in the [**Post-Award Requirements and Recommendations**](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-1#postaward).

# Ethics Statement

This should describe how the investigator(s) will ensure the ethical conduct of research for the benefit of the communities where they work. All applicants are strongly encouraged to complete both the [**IRB Procedures for Extreme Events Research**](https://converge.colorado.edu/resources/training-modules/) and the [**Broader Ethical Considerations for Hazards and Disaster Researchers Trainings Modules**](https://converge.colorado.edu/resources/training-modules/) in preparation for writing this statement.

# Dissemination Plan

A plan for returning data and/or results to locally affected people, public health agencies, and/or communities no later than the project end date of **Friday, August 2, 2024.**

**Appendices**

# References

*Required for all proposals.* The list of references should be complete and consistently formatted in [**APA 7th edition style**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). There is no page limit for the reference list.

# Budget and Budget Justification

*Required for all proposals.* The budget and budget justification should be no longer than **500 words** in length and provide a breakdown of anticipated expenditures within the predetermined range of up to $10,000.

* Proposals less than $10,000 will be accepted, but proposals over that amount will be returned without review.
* Funding should be used for expenses associated with the proposed project. Funds may be dedicated to fieldwork expenses, the purchase of research equipment or datasets; payments to data collectors, methodologists, statisticians, translators, other collaborators, or team members; participant compensation; and/or dissemination activities including for conference travel, registration expenses, or article publication fees. In terms of budget needs for field equipment, please consider exploring options available through [**NSF-supported RAPID facility**](https://rapid.designsafe-ci.org/) before making requests.
* Please carefully read the [**Funding Agreement**](https://hazards.colorado.edu/research/public-health/continuation-award-2#funding), as it provides details for how many investigators can be included in the budget, the tax ramifications associated with receiving award money, and how and when the award funds will be issued.

# Supporting Documents for Students

*Required only for those proposals whose lead investigators are students.* Master’s and PhD students are welcome to apply for this continuation award. If a student is listed as the lead investigator they will need to submit:

* A one-page statement explaining qualifications and ability to implement the proposed methods, a plan for managing a project team (if applicable), and a timeline for completing the proposed work during their degree program.
* A brief one-paragraph statement of support from an academic advisor, indicating that they approve of the project and support the students’ application for funding.

# Human Subjects Approval Letter

*Optional at proposal stage but required for all accepted proposals.*An official letter from the applicant’s human subjects committee approving the research, or waiving the need for approval, is required before an award is activated and funds are released. The proposal may be submitted before approval is obtained, but we strongly encourage all applicants to seek **human subjects approval as early as possible** given the short five-month timeline for completing data collection, analysis, and submitting the final report. Please see this article for additional guidance on receiving [**Institutional Review Board pre-approval for disaster research**](https://onlinelibrary.wiley.com/doi/full/10.1111/risa.13740). Data collection may not begin until a letter of approval or waiver from a university or other organization is submitted to the Natural Hazards Center.

# Certificate of Completion

*Required for all proposals (lead investigator only).* The **lead investigator** for each proposal **must** submit a PDF certificate of completion for the [**CONVERGE Public Health Implications of Hazards and Disaster Research Training Module**](https://converge.colorado.edu/resources/training-modules/). Proposals missing this certificate will be returned without review.

**Proposal Narrative and Appendices**

**Requirements Checklist**

Prior to submitting your proposal, please review the checklist below to make sure the proposal narrative and appendices include all required information and adhere to formatting requirements.

* **Proposal Narrative**– Does your proposal narrative include all the required sections listed below?
  + Intellectual Merit
  + Broader Public Health Impacts
  + Research Questions
  + Literature Review
  + Study Context
  + Local Collaborators
  + Study Design
  + Ethics Statement
  + Dissemination Plan
  + Study Timeline
* **Proposal Narrative Formatting and Length** 
  + Is the proposal narrative a maximum of 8 pages?
  + Is the narrative single-spaced?
* **Proposal Appendices** – Does your proposal include all the required appendices listed below? (Note: There is no page limit for the appendices.)
  + References *(Required)*
  + Budget and Budget Justification *(Required)*
  + Supporting Document for Students *(Required only if lead investigator is student)*
  + Human Subjects Approval Letter (*Optional at the proposal stage but required for all accepted proposals)*
  + Certificate of Completion for the [**CONVERGE Public Health Implications of Hazards and Disaster Research Training Module**](https://converge.colorado.edu/resources/training-modules/) from the lead investigator *(Required)*
* **Final PDF Document** 
  + Are the proposal narrative and all appendices combined and saved as a single PDF document, no larger than 4MB?