**Public Health Research Award**

**Track 2 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 2: Community Engagement and the Application of Public Health Research.](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-2) 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-2#proposalinformation).

Applicants must submit their full project 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.

**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 engagement activities will advance knowledge of public health preparedness and response needs and actions in the U.S. Territories, tribal areas, and/or rural communities.

# Broader Public Health Impacts

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

# Project Context and Justification

The proposal should briefly describe the previous research project, including the hazard(s) and/or disaster(s) that the team studied, the study location(s), and the major findings and public health implications. This section should also describe how the research findings have informed the new engagement project’s objectives and design.

# Project Objectives

Project objectives should be [**specific, measurable, attainable, relevant, and time-bound (SMART)**](https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf). The project objectives should address specific public health needs identified in the previously funded research project.

# Literature Review

This section should demonstrate the authors’ knowledge of the community engagement or outreach activities being proposed and evidence supporting their effectiveness for addressing public health need(s).

# Community Partners

The proposal should identify and describe community partner(s) and their responsibilities and other roles in project activities.

# Project Activities and Outcomes

This section should include a detailed project plan that clearly identifies each project activity and its expected outcomes.

# Project Timeline

This section should include a clear description of the anticipated timeline for completing all project activities, including writing the Community Engagement Brief and other project deliverables. The project should also be designed to adhere to all due dates included in the [**Post-Award Project Deliverables and Recommendations**](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-2#postaward).

# Ethics Statement

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

# Sustainability Plan

A plan for ensuring that community partners have the capacity to support ongoing project activities or new organizational capacities after the project end date of **Friday, August 2, 2024.** This plan may also focus on ensuring that tangible deliverables (such as web-based training) remain available even after the project has ended.

**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 expenses associated with community engagement and outreach activities.
* Please carefully read the [**Funding Agreement**](https://hazards.colorado.edu/research/public-health/continuation-award-2#funding) statement, 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.

# Statement of Support from Community Partner(s)

*Required for all proposals.* All applications should include at least one statement of support from an organization, government agency, or other community partner. This statement should be brief—no more than one paragraph—and should describe the partner’s roles and responsibilities in supporting the new engagement project.

# 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 activities, 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 from an academic advisor, indicating that they approve of the project and support the students’ application for funding.

# 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
	+ Project Context and Justification
	+ Project Objectives
	+ Literature Review
	+ Community Partners
	+ Project Activities and Outcomes
	+ Project Timeline
	+ Ethics Statement
	+ Sustainability Plan
* **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)*
	+ Statement of Support from Community Partner(s) *(Required)*
	+ Supporting Document for Students *(Required only if lead investigator is student)*
	+ 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?