

Proposal Template

Most research funding agencies will provide a template to submit your research idea. They often have their own particular requirements, and you should check with the funding agency for any specific instructions.

This template is provided for those agencies that may not have their own submission documents.

Differences between a research proposal and a research protocol*:

	Proposal	Protocol
Purpose	Obtain funding	Regulatory document describing study in detail; Required for ethics applications
Focus	Describes research questions/hypotheses, study objectives, basic methods and analyses plan.	Describes details of how the study will be conducted based on the research questions/hypotheses and study plan developed in a proposal (if there is one)
Tone	Persuasive	Informative; focused on details

* <http://research.fraserhealth.ca/research-support/research-toolkit/>

TITLE:

ABSTRACT: State your research objective in clear, concise terms, and how you will go about achieving this objective. Keep the abstract to less than a page.

BACKGROUND: An overview of the literature relevant to your research question. You should be able to demonstrate a thorough knowledge of the problem, where the gaps are, and how your question relates to the knowledge published to date. If you have any earlier research, or preliminary research, include this here.

RESEARCH QUESTION: This section should state specifically what you will study and on what population. If there are specific objectives for this project, include them here.

The following is a useful format for developing a research question, and thinking about the specific methods for a study.

PICOT criteria*

P Population (patients)	<ul style="list-style-type: none"> • What specific patient population are you interested in?
I Intervention (for intervention studies only)	<ul style="list-style-type: none"> • What is your investigational intervention?
C Comparison group	<ul style="list-style-type: none"> • What is the main alternative to compare with the intervention?
O Outcome of interest	<ul style="list-style-type: none"> • What do you intend to accomplish, measure, improve or affect?
T Time	<ul style="list-style-type: none"> • What is the appropriate follow-up time to assess outcome

**<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2912019/>*

METHODS: State how you will collect the data, on what population, including analytical technique, type of intervention, controls.

REFERENCES: List all publications referenced in your proposal.

ATTACHMENTS: include previous publications, CV, references and/or data collection tools used in the project.