# Project Plan Approval Template

## Certificate in Implementation Science and Community Outcomes Research

Submit to your certificate adviser a written project plan for her/his review and approval. Include the information outlined below.

This step is important to both you and your adviser. It documents that you both have agreed that your project, as described, is eligible to be considered as credit toward earning your Certificate.

Once you and your adviser agree on your project plan, have your adviser sign the plan. Then send a copy to: Deidre Vincevineus 750 Highland Ave.

[vincevineus@wisc.edu](mailto:vincevineus@wisc.edu) Madison, WI 53705

After that, if you need to change your project plan, make sure you keep records (e.g., e-mails) indicating that your adviser has approved the changes.

**Your name:** Click or tap here to enter text.

**Please have your project adviser complete the following.**

*I have agreed to serve as the project adviser and have reviewed and approve this project proposal.*

Signature of your Project Adviser (can be the same as your Certificate Adviser)

Date

# Please include the following information in your project plan.

1. Topic or title of your research project   
   Click or tap here to enter text.
2. Project objective(s)   
   Click or tap here to enter text.
3. Your research partner(s)   
   Click or tap here to enter text.
4. Community/end users of your research   
   Click or tap here to enter text.
5. Timeline

Click or tap here to enter text.

1. Explain how your project will apply at least three of the five principles and/or methods listed on the next page.

Click or tap here to enter text.

1. Include in your project plan the rubric for evaluating how well you applied and demonstrated your understanding of translational and outcomes research.
2. Explain how you will report your project to your adviser so he/she can evaluate it.  
   Click or tap here to enter text.

## Examples of skill applications

In your project plan, explain how your project will apply at least three of the following five principles and/or methods.

### Develop a research question about a health concern of an actual community.

*Examples of ways to apply the principles/methods:*

* + Involve community partner(s) in developing your research question.
  + Develop your research question with a focus on the *local* relevance of a public health problem and ecologic perspectives that recognize and attend to the multiple determinants of health.

### Select an evidence-based approach to addressing the health concern.

*Examples of ways to apply the principles/methods:*

* + Explain how your project seeks to solve problems in translating new and existing findings from efficacy studies into improvements in clinical practice and community health.
  + Cite several evidence-based approaches to the health problem and describe the factors that went into your decision to choose the one you did.

### Involve investigators from two or more disciplines and/or stakeholders from two or more sectors as partners in your project.

*Examples of ways to apply the principles/methods:*

* + Collaborate with researchers from two or more disciplines to design the study, e.g., medicine, engineering, pharmacy, nursing, social work, business, public policy, others.
  + Collaborate with community stakeholders from two or more sectors to design the study, e.g., from local government, education, commerce, faith-based and/or community-based organizations, others.
  + Incorporate the perspectives of your collaborators in the background/rationale section of your research proposal.
  + Document or report how the perspectives of various collaborators influenced the design of your study.

### Demonstrate an understanding of collaboration skills for sustainable partnerships, e.g., benefits to the community partner(s) are built into the project; evidence of partner input to project design.

*Examples of ways to apply the principles/methods:*

* + Write a research proposal that uses a collaborative approach that engages community members, organizations, and clinicians as partners in the research process, i.e.:
    - Recognizes community as a unit of identity;
    - Builds on strengths and resources within the community;
    - Facilitates a collaborative, equitable partnership in all phases of the research, involving an empowering and power-sharing process that attends to social inequalities.
  + Implement research that provides direct benefits for the community/organizational site, i.e.:
    - Fosters co-learning and capacity building among all partners;
    - Integrates and achieves a balance between knowledge generation and intervention for mutual benefit of all partners;
    - Focuses on the local relevance of public health problems and ecologic perspectives that recognize and attend to the multiple determinants of health;
    - Involves systems development using a cyclical and iterative process;
    - Disseminates results to all partners and involves them in the dissemination process; and
    - Involves a long-term process and commitment to sustainability.

### Employ data gathering and analysis methods that respect community partners’ organizational culture, values, staffing, and workflow.

*Examples of ways to apply the principles/methods:*

* + Design a plan for data gathering and analysis that reflects organizational culture, values, staffing, and workflow, and is responsive to the needs of residents and/or staff.
  + Develop a relationship with a community partner and begin collaborative work on consent, recruitment, retention, and compensation of study participants; data reporting; dissemination of results; and/or provision of sustainable resources and programming.