

PROJECT PROPOSAL

Provide a clear outline of your research proposal using the following headings:

1. Background
2. Purpose
3. Significance
4. Research Design and Methodology
5. Analysis and Evaluation
6. Knowledge Transfer and Exchange
7. Sustainability and Capacity Building
8. Project Feasibility

This document may contain a maximum of 8 pages. Please use Arial font, 12 point.

Note to applicants: The following questions and examples are provided to assist you in preparing your submission and need not be addressed formally as sub points. Reviewers will use the information to assess the methodology, feasibility and capacity of your organization and team to successfully complete the project and contribute to enhancing client health experiences and self-care practices.

1. Background

Based on your assessment and existing literature, why is this work needed?

How will the proposed applied research project address your selected ACT Research Grant Program theme: Client Self-Care Strategies and Programs; Information Communication Technology; or System Approaches to Client-Centered Care?

[TIP](#) See the Guidelines section for the 2008 RFP.

2. Purpose:

Please describe the purpose of your research project.

What is the planned impact for the clients, including informal and family caregivers, or health care in terms of service delivery or system change?

3. Significance

How is your proposed project important to your organization/client group/community, and why are you the most appropriate team to carry out this applied research?

Please describe the services provided by the decision-maker partner as well as the populations served.

4. Research Design and Methodology

Please describe the design and methodology of your applied research project along with justification.

How are clients, stakeholders and target audiences involved in the project?

5. Analysis and Evaluation

If the ACT Research Grants Program funding time frame does not allow for outcome evaluation on your project, you must still provide an evaluation plan that establishes mechanisms to collect information in order to capture measurable results.

Project teams are encouraged to use a client based outcome approach in developing their program logic model (Logic Model Attachment) and evaluation framework. Highlight how the impact on the client health experience and/or effective self care practices will be measured?

6. Knowledge Transfer and Exchange (KT&E)

Implementation KT&E

Describe your planned KT&E activities during the applied research or implementation stage of your project including:

- The learning anticipated, and application potential within your organization and with other organizations, jurisdictions and the broader health system.
- Communication and dissemination plan including key audiences and stakeholders and how you will communicate with them.
- Plans to transfer learning to practice within and outside your organization. (e.g. policy, standards, funding, practice supports such as manuals, etc.)

End of project KT&E

Describe your end of project KT&E activities, for example:

- Key audiences
- Planned formal exchanges (conferences, workshops, speakers)
- Publish findings
- Final reports for decision and/or policy makers, other clients and/or providers

7. Sustainability and Capacity Building

How will the impact of the project be sustained after the Care to Know Centre's funding ends? This includes not only the specific project, but findings and impact achieved as a result of the project. For example, capacity to maintain change may be built into staff training, incorporated into ongoing programs and program changes, as well as incorporated into policy and funding.

8. Project Feasibility

Who will be accountable for managing the project? Which organization(s) and key team member(s) have responsibility over or ownership of the project?

***TIP** To manage risk, what would happen if key members of the team or organizational changes affect the administration and/or implementation of the project?*

If you are requesting the maximum of 18 months, include justification based on strong potential to achieve planned results and the likelihood of making a meaningful and sustainable contribution to positive change for the client.