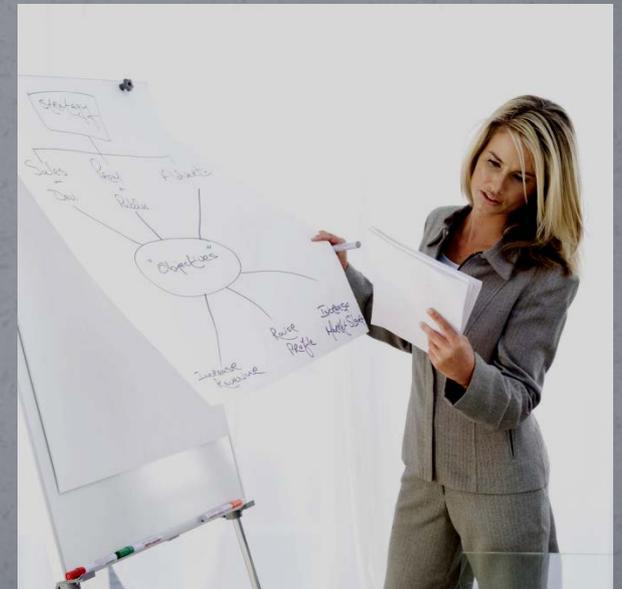


Capstone Project

Developing a Proposal

Overview of Presentation

- General Information
- Proposal Form
 - A. Contact information
 - B. Information needed if coordinating with a site
 - C. Project description & logistics
 - D. Narrative description
 - E. Responsibilities
 - F. Agreement & approval
- Proposal Submission



General Information

- Proposal development = iterative process
 - Usually 2 or 3 drafts
- Submission deadlines are important
 - Many people are involved
- Approval needed from
 - Faculty Advisor
 - IRB Consultant
 - Determine need for formal IRB review process based on whether activities involve human subject research
 - Program Coordinator
 - Second Reader does NOT need to approve, but could be involved in this planning process, if you'd like



Proposal Form

- Found on the Capstone Project Forms webpage
<http://www.mcw.edu/mphprogram/CulminatingExperiences/CapstoneProject/Forms.htm>
 - Samples also provided on webpage
- Submit at least 6 weeks prior to enrollment
- Consists of 6 sections
 - A. Contact information
 - B. Information needed if coordinating with a site
 - C. Project description & logistics
 - D. Narrative description
 - E. Responsibilities
 - F. Agreement & approval



Proposal Form – Sections A-C

- **A. Contact Information**
 - Fill out as completely as possible
- **B. Information Needed if Coordinating with a Site**
 - Provide contact info if appropriate
- **C. Project Description & Logistics**
 - Think carefully about last 4 questions
 - Grant funding, PHI, participant interaction, publishing
 - Used by IRB Consultants to determine need for formal IRB review



Proposal Form – Section D

- D. Narrative Description
 - Rationale
 - What are you studying? What questions are you trying to answer?
 - Why is this research/project important?
 - Project Design
 - How will you do the project?
 - What data will you collect? How will you collect it?
 - Will you be working with PHI/possible participants?
 - State either way: “I will . . .” or “I will not . . .”
 - Materials
 - Will you use a data collection tool? Which one?



Proposal Form – Section D (cont.)

- D. Narrative Description (continued)
 - Data Analysis or Evaluation
 - How will you analyze/evaluate the data?
 - Anticipated Outcomes
 - What will this research/project prove or provide?
 - What is this project's significance? How is it relevant to public health?
 - References
 - What resources have you used in the preparation of this proposal?
 - What resources do you intend to use for your project?



Proposal Forms – Sections D & E

- **D. Narrative Description (continued)**
 - Course Requirements
 - **Timeline**
 - Reference the Timeline of Responsibilities on the Capstone Project website
 - **Competencies**
 - List at least six you will enhance during the Capstone Project
 - **E. Responsibilities**
 - Review your responsibilities



Proposal Form – Section F

- F. Agreement & Approval
 - Submission = via email
 - You provide agreement by submitting proposal
 - Faculty Advisor emails agreement & approval to Program Coordinator



Proposal Submission

- Email proposal to Faculty Advisor & Program Coordinator
 - We will provide feedback & recommendations
- You will revise and resubmit to both
 - Process will continue until all are satisfied as written
- Program Coordinator will submit to IRB Consultants
 - IRB Consultant will notify of approval / need for formal IRB review



Questions?

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