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?

Contact:
Kim Contardi, MPH
kcontardi@mcw.edu
414-955-4806