Implementation Science

Proposal Submission Form

Please complete all sections below, save as a single PDF document, and email the document to us at: ssri-seed-grant@psu.edu. Proposals must be single-spaced, in Times New Roman font size no smaller than 12-point type, left-aligned with one inch margins. **The description for proposal items 4-9 below cannot exceed 5 pages** (suggestions for page use are provided below). Supplemental information requested in items 10-15 is not included in this 5-page requirement. Do not include appendices. Remember that many members of review committees will not have specific expertise in your area and that proposals should be written for a broad academic audience.

**Investigators are expected to receive approval from the IRB for human subjects or from IACUC for animal model studies before beginning their study.**

Your proposal should be sent as one PDF document including letters of support and biosketches. Proposals that do not conform to guidelines will not be considered.

**COVER PAGE**

**1. Title of Proposal and Name and Department/College Affiliation of PI(s):**

**2. 3-5 Descriptive Keywords:**

**3. Abstract:**

Provide a succinct overview of the proposal. Assume that the reviewers do not have technical knowledge in a specific field. Avoid or explain technical jargon, field-specific terminology, or acronyms (1 paragraph).

**PROPOSAL**

**4. Specific Aims/Purpose:**

List the aims of the proposed project. Priority will be given to projects that advance externally funded, interdisciplinary research programs to incorporate IS toward real-world impact (1 paragraph).

**5. Significance:**

Provide a brief explanation of the problem being addressed, why it is important, and the potential for IS to advance the research program’s real world impact (1 paragraph).

**6. Scientific Foundation:**

Summarize the IS framework/model <https://ssri.psu.edu/resources#implementation-and-dissemination-science-resources> and empirical evidence that provide the foundation for the proposed work (1-2 paragraphs).

**7. Ongoing Research Program**

Describe the research program that the proposed IS will build on; if funded, specify the source and dates of funding. Include names of key team members (1 page)

**8. Description of Activities/Methods:**

Describe the project methods including the implementation strategy/ies being tested and as relevant, stakeholder engagement activities, participants/participant recruitment, data collection approaches, measures and planned analyses (2-3 pages).

**9. Future Potential:**

Describe the anticipated outcomes in operational terms (1 paragraph).

* Describe the expected real world impact of the proposed IS.
* Describe how the IS may lead to future externally funding of the research program, including potential external funders.

**SUPPLEMENTAL INFORMATION**

**10. Timeline:**

Provide the anticipated timeline for accomplishing the project’s goals.

* The pandemic may interfere with some human subjects research; please factor potential issues into your proposed timeline
* SSRI staff will work with you on altering your timeline in this context of changing health and safety concerns.

**11.** Please list all pending and awarded **internally-funded** pilot/seed grant projects on which the PI(s) have been a PI or Co-I during the past 3 years.

 Title of project:

 Your role (PI, Co-PI, Co-I, etc.):

 PSU Funder:

 Title of project:

 Your role (PI, Co-PI, Co-I, etc.):

 PSU Funder:

 Title of project:

 Your role (PI, Co-PI, Co-I, etc.):

 PSU Funder:

 [Please add information on any additional projects in this section]

**12. Budget and Justification:**

Provide an itemized budget and budget justification that includes salaries, fringes, and other expenses.

Include:

Name and phone number of your department's budget coordinator:

Budget and fund number:

Administrative area number:

**13. Investigator Information:**

Describe the roles of the principal investigator(s), collaborating investigator(s), and any other personnel included in the proposal. For key personnel, include titles and brief descriptions of their expertise. Contact information should be included for all investigators using the following format for each investigator on the team:

 Principal Investigator:

 Name

 Title

 Department/Organization

 College/Campus

 Phone

 Email

 Tenure Track - Yes/No; if Yes, please include tenure home department.

 Expertise related to this project

 Collaborating Investigator(s):

 Name

 Title

 Department/Organization

 College/Campus

 Phone

 Email

 Tenure Track - Yes/No; if Yes, please include tenure home department.

 Expertise related to this project

 Role on this project

 [Please include complete contact information for all investigators in this section]

**14. Letters of Support from All Collaborators:**

Collaborating investigators should provide an email to the PIs that states their promised role in the project and **confirms that they have reviewed the full proposal prior to its submission**. These should be attached to this proposal.

**15. NIH or NSF Biosketches:**

Attach a NIH or NSF biosketch for each of the collaborators on this project. Please ensure the biosketch is relevant to the proposed research including by explaining, where relevant, the investigator’s involvement in the ongoing research on which the proposed project is based.