Practicing NIH*-standard proposal writing for clinical, epidemiological, and health services/policy/economics research

Goals
a. Introduce the required minimum standards for writing a proposal set by the NIH.
b. Shape up the proposal ideas into a draft that can be further developed into a standard proposal

When: August 20-22, 2016

Participants: They should have already developed a proposal idea. Among the submitted proposals, 5 will be selected and from each, 3-5 people (proposal core team) will be invited to participate in the workshop. The proposal core team should consist of at least three people, the Principal Investigator (PI), the co-investigator, and the methodologist (e.g. statistician/epidemiologist). Only people having proposal ideas with clinical, epidemiological, health services/policy/economics, or implementation sciences aims are eligible to apply for the workshop.

Requirements: The participants have one month from the time of announcing the workshop by NIMAD to apply. The application includes the submission of an application form and a one-page description of the project. The one-page project description should be outlined in a requested format.

Teaching methods: The workshop includes lectures, working groups, peer-reviews and troubleshooting. Pre-workshop materials will be shared with participants to familiarize them with the workshop content in advance. After presenting the minimum standards of a typical NIH proposal, the instructor(s) will ask the PI of each team to present their proposal. Each group has one hour to present the work in the requested format (see below). Other proposal team members will help the PI with the presentation if needed but their primary task is to take notes. The instructor(s) and other workshop participants will interactively provide comments to improve the proposals. The proposal teams will be mostly focusing on improving their work and re-presenting their proposal with incorporating the comments into the body of the proposal.

Refreshments and lunch: Tea, coffee and light refreshments will be provided all time during the workshop, and lunch will be served at noon.

Language: the speaking languages are Farsi and English and writing language is only English.

Documents to submit: One-pager proposal idea + application from + CV of the research team

Where to submit: Send an email to nimadiran@gmail.com

Deadline for submitting the documents: August 10

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*NIH stands for National Institute of Health

Schedule

Day 1	Topics	Lecturer	
08:00	Welcome, opening remarks	TBD	
08:15	Introductions, learning objectives, and ice breaker	TBD	
08:30	Minimal standard format of NIH proposals	TBD	
09:30	Groups' "Aims" presentation	Group I	Group VI
10:30	Groups' "Aims" presentation	Group II	Group VII
11:30	Groups' "Aims" presentation	Group III	Group VIII
12:30	*Lunch*		
13:30	Groups' "Aims" presentation	Group IV	Group IX
14:30	Groups' "Aims" presentation	Group V	Group X
15:30	Working groups: Improve their draft with troubleshooting	All groups	All groups
17:00	Recap/homework review	TBD	
Day 2	**Topics**	**Lecturer**	
08:00	What we learned from yesterday?	TBD	
09:00	Groups' inclusive presentation	Group I	Group VI
10:00	Groups' inclusive presentation	Group II	Group VII
11:00	Groups' inclusive presentation	Group III	Group VIII
12:00	*Lunch*		
13:00	Groups' inclusive presentation	Group IV	Group IX
14:00	Groups' inclusive presentation	Group V	Group X
15:00	Working groups: Improve their draft with troubleshooting	All groups	All groups
17:00	Recap/homework review	TBD	
Day 3	**Topics**	**Lecturer**	
08:00	What we learned from yesterday?	TBD	
09:00	Troubleshooting and further improve the draft proposal	Group I	Group VI
10:00	Troubleshooting and further improve the draft proposal	Group II	Group VII
11:00	Troubleshooting and further improve the draft proposal	Group III	Group VIII
12:00	*Lunch*		
13:00	Troubleshooting and further improve the draft proposal	Group IV	Group IX
14;00	Troubleshooting and further improve the draft proposal	Group V	Group X
15:00	Workshop evaluation and closing remarks	TBD	

One-page proposal format

- **Title** (one line)
- **Significance** (100 words - Why your research project is important? You should prove your idea is essential for funding)
- **Innovation** (100 words - What are the new aspects of your project that have not been touched in previous studies)
- **Specific Aims** (50 words per aim, usually three aims)
- **Approach** (50 words per aim - How do you want to perform the study?)
- **Data** (50 words - Explain your dataset)
- **Analysis** (50 words per aim, Explain your hypothesis and analysis approach for each aim)
- **Power/Sample size** (20 words, How did you calculate the power/sample size?)
- **Limitations** (30 words - Briefly explain your limitations)
- **Future work** (30 words - Your plan to extend this study in the future)
- **The minimum and maximum number of words:** 700 and 1000 words.
- **Margins of the page**: 2 mm from all sides
- **Font:** Calibri 10, Spacing: no space

Proposal title: ……….

Complete this table for at least four persons who have key role(s) in the proposal.

	Applicant Name	Degree(s)	Position(s)	Institute(s)	Email	Cell Phone	Previous grant-writing experience	Role in the proposal
1								☐ Principal Investigator (PI) ☐ Co-PI ☐ Co-investigator ☐ Statistician ☐ Methodologist
2								☐ Principal Investigator (PI) ☐ Co-PI ☐ Co-investigator ☐ Statistician ☐ Methodologist
3								☐ Principal Investigator (PI) ☐ Co-PI ☐ Co-investigator ☐ Statistician ☐ Methodologist
4								☐ Principal Investigator (PI) ☐ Co-PI ☐ Co-investigator ☐ Statistician ☐ Methodologist
5								☐ Principal Investigator (PI) ☐ Co-PI ☐ Co-investigator ☐ Statistician ☐ Methodologist

Where do you want to submit your grant proposal (NIMAD, NIH, WHO etc.)? …………………………………………………………………….

Is there any deadline for this submission? ……………………………………………………………….

Instructor

Ali Mirzazadeh, MD, MPH, PhD is an infectious disease epidemiologist, an assistant professor at department of Epidemiology and Biostatistics, University of California, San Francisco (UCSF). He has a background on medicine, public health and epidemiology with expertise in reaching hidden populations at high-risk for HIV and HCV infections, and behavioral and cohort studies of people who inject drugs. He authored several peer-review journal articles and awarded many scholarships and grants from CDC, NIH, WHO, UNAIDS, UNICEF, UCSF and others. His second affiliation, as the education manager and senior research specialist, is with the Regional Knowledge Hub for HIV/AIDS Surveillance (a WHO Collaborating Center) in Iran. He is a fellow and board member of SAPHIR.