



## 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** Feb 20-22

**Duration:** 8 hours a day in three days

**Participants:** The participants are selected among teams of 3-5 people who have already developed a proposal idea. The application includes the submission of an application form and a one-pager description of the project. The one-pager project description should be outlined in a requested format. The proposal team should consist of at least three people, the Principal Investigator (PI), the co-investigator, and the methodologist (statistician/epidemiologist for instance). We will select only five teams to participate in the workshop.

### Schedule

#### Day one:

- 8:00-9:00 Presenting the minimal standard format of NIH proposals using an example
- 9:00-10:00 Groups' "Aims" presentation , Group I
- 10:15-11:15 Groups' "Aims" presentation , Group II
- 11:15-12:15 Groups' "Aims" presentation , Group III
- 1:00-2:00 Groups' "Aims" presentation , Group IV
- 3:00-4:00 Groups' "Aims" presentation , Group V
- 4:00-5:00 All groups improve their draft with troubleshooting

#### Day two:

- 8:00-9:00 What learned from the AIMS yesterday
- 9:00-10:00 Groups' inclusive presentation, Group I
- 10:15- 11:15 Groups' inclusive presentation, Group II
- 11:15-12:15 Groups' inclusive presentation, Group III
- 1:00-2:00 Groups' inclusive presentation, Group IV
- 3:00-4:00 Groups' inclusive presentation, Group V
- 4:00-5:00 All groups improve their draft with troubleshooting

#### Day three:

- 8:00-9:00 What learned from the AIMS yesterday
- 9:00-10:00 Trouble shooting the improved work of Group I
- 10:15- 11:15 Trouble shooting the improved work of Group II
- 11:15-12:15 Trouble shooting the improved work of Group III
- 1:00-2:00 Trouble shooting the improved work of Group IV
- 1:00-2:00 Trouble shooting the improved work of Group V
- 3:00-4:00 Wrapping up and next steps.

### **The design of the workshop**

After presenting the minimum standards of a typical NIH proposal, the instructor will ask the PI of each team to present the study with some slides. Each group has two hours to present the work in the requested format (see below). The Co-PI and the methodologist will help the PI with the presentation if needed but their primary task is to take notes. The instructor and other course participants will interactively provide comments to improve the proposals. The research groups will be mostly focusing on improving their work and re-presenting their proposal with incorporating the comments into the body of the proposal. All the research groups need to bring to the workshop is a power-point presentation of their primary idea written in a requested format (see below).

### **Instruction on how to submit the one-pager proposal idea**

- Title (in one line)
- Specific Aims (50 words per goal, usually three Aims)
- Significance: Why your research project is important? You should prove your idea is essential for funding (100 words)
- Innovation: What are the new aspects of your project that have not been touched in previous studies (100 words)
- Approach: How do you want to perform the study? (50 words)
- Data: Explain your data [set] (50 words)
- Method: Specific statistical method for each of the aims (50 words per aim)
- Analysis: How do you want to analyze your data given your methodology under each Aim (50 words per Aim)
- Power: How did you calculate the power (20 words)
- Limitations: Briefly explain your limitations (30 words)
- Future work: Your plan to extend this study in the future (30 words)
- 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

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

**Where to submit:** Send an email to [nimadiran@gmail.com](mailto:nimadiran@gmail.com)

**Deadline for submitting the documents:** Feb 6

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\*NIH stands for National Institute of Health

## Practicing NIH\*-standard proposal writing

### Application Form

**Project title:**

Name of Principle Investigator  
(First name, Sir name)

Academic rank  
Assistant, Associate, or Full Professor/ NA

Primary employer

Host University/Institution/Centre

Department/office

Academic degree(s)

Postal address

Telephone (fixed)/ Fax

Telephone (mobile)

Email address

#### People supporting this application (Co-investigators and Collaborators)

Name (First name, Sir name)	Affiliation	Role
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

For further information please visit <http://nimad.ac.ir/Forms/Workshops.aspx>