

AAPHP 2020 Public Health Practice Award Template

Purpose

We want to provide guidance to students and standardize the evaluation of the proposals.

Required documents (evaluation points)

- Abstract (10)
- Narrative – introduction (10), aims/purpose (10), methods (10), anticipated findings (10), potential implications (10)
- References (10)
- Timeline (10)
- Budget (10)
- Biosketch (10)
- Additional required documents:
 - Unofficial transcript (GPA highlighted)
 - Letter of Recommendation – the template provides guidance on what should be included
 - Total points (from the above list) is 100 and scoring suggestions are below
 - **Excellent** (8-10 points) – ideas and writing are clear; the writing of the section is logically connected to the overall purpose
 - **Acceptable** (5-7 points) – clarity of ideas, writing, and/or logical connections should be strengthened (but generally can be inferred and make sense)
 - **Problematic** (1-4 points) – serious flaws in explaining ideas, writing clearly, or making logical connections; missing specific descriptions requested in the red text guidance
 - **Missing** (0 points) – entire section is missing
 - Other required documents
 - These must be provided; if they are missing, the application will not be reviewed

The formatting for this document is single-spacing, 1-inch margins, 12-point font.

- Unofficial program transcript with your cumulative GPA highlighted
- Letter of recommendation from a faculty member
 - Letter(s) should be written on official letterhead and signed
 - Letter(s) should provide the faculty member's recommendation of you and your project, as well as identifying how she/he/they will provide mentorship for you during the proposed project (examples should be specific, and could include: facilitating your access to a community, assisting with data collection, providing instruction and guidance on the analysis)
- The application (abstract, narrative, references, budget, timeline, biosketch) for which a template is provided below

Abstract

Evaluation weight: 10 points

The abstract is limited to 200 words, and will appear on a single page (the narrative will start on the next page). The abstract is structured and should include the headings required in the narrative (see the headings that follow here, and add your responses following the headings).

Introduction:

Aims/purpose:

Methods:

Anticipated findings:

Potential implications

Narrative

The narrative should be limited to 2 pages, and includes introduction, aims/purpose, methods, anticipated findings, potential implications. References are required and should be listed on a final page (not included in the 2-page limit).

Introduction

Evaluation weight: 10 points

Provide sufficient background from the literature, previous research, and/or engagement activities with a community partner to identify why your project is needed (a gap in the literature, an evaluation of an existing program, a needs assessment for a community partner, etc).

Aims/purpose

Evaluation weight: 10 points

Provide 1-3 aims/objectives for the project that clearly describe the broad plan for the project. These may be relevant to research, evaluation, or community engagement.

Methods

Evaluation weight: 10 points

Provide a clear description of the methods/procedures to be used, citing references where appropriate. You should include information on the (1) research/evaluation/engagement design, (2) participants, (3) data collection and/or instrumentation, (4) independent and dependent variables and the planned analysis/evaluation/report, and (5) interactions with participants.

Anticipated findings

Evaluation weight: 10 points

Provide a statement of what you expect to find. Articulate how you will disseminate findings (reports to key stakeholders, conference presentations, and/or journal submissions) – be specific by naming the dissemination method (including names of conferences or journals, or the venue or timeframe for a stakeholder report)

Potential implications

Evaluation weight: 10 points

Provide a clear statement about what you expect will be different if your project findings were to be implemented. What would change, who would be affected, and how will that impact proposed outcomes?

References

Evaluation weight: 10 points

Citations are required and should follow style guidelines for either APA or ICMJE (see websites below). No more than 10 references should be included.

- APA (in text format is 1st author, year and cited alphabetically):
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_author_authors.html
- ICMJE (in text format is numeric and cited in order of appearance)
https://www.nlm.nih.gov/bsd/uniform_requirements.html

Budget

Evaluation weight: 10 points

Provide an itemized list of how funds will be spent (total allowable: \$500 for undergraduate or \$1000 for graduate students), using the table below. Examples of how funds can be used are: purchase supplies needed to conduct the project, travel needed to complete the project, provide incentives for research participation, pay for consulting or analytic services, or cover researcher time. You may add rows to the table, if needed.

Description of budget item	Budgeted amount (\$)
TOTAL:	

Timeline

Evaluation weight: 10 points

Provide a clear, realistic timetable that shows when activities will start and stop in your planned project (by filling in the appropriate months of the table with an X or colored fill). Activities should be organized by aim/objective. If portions of your project have already been completed, state that in a paragraph that precedes the table, so that the table clearly shows the work you will be performing. Activities should link back to your methods, and might include such activities as: engagement with stakeholders, IRB approval, data collection, data analysis, summarizing findings, and dissemination. An example is provided in the table below. You may add rows to the table, if needed; the columns represent months and shorter projects should remove unneeded months.

Activity	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
<i>Aim 1: focus groups about "parent leaders at school" curriculum</i>												
1. <i>Engage champions & recruit participants</i>												
2. <i>Conduct focus groups</i>												
Aim 1:												
Aim 2:												
Aim 3:												

Biosketch

The biosketch is a 500-word statement that describes why this project is of interest to you professionally, and your relevant preparation to undertake the project. Relevant preparation should relate to the work you propose, and could involve academic courses, work history, and/or volunteer experience.