

Project Narrative Template

RAP Cycle 25

Application Due Date 12/02/24 5:00 pm EST

# Study Abstract

Provide a brief, non-technical summary of the study, including study purpose, methods, population(s) and expected outcomes. It should stand on its own and not refer to points elsewhere in the protocol.

# Background (Significance and Innovation)

Summarize background information about the research question(s). Tell why the research is needed and include the relevance of the research to contribute to this field of study. Provide references to relevant articles in the literature.

# Objectives/Specific Aims

State the research hypothesis or question(s) the research will answer. List the research objectives and expected outcomes. A primary outcome or objective must be identified. After the statement of the primary objective, secondary objectives may be listed. Objectives should be simple and specific.

# Study Design (Approach)

Begin with a brief description of any preliminary studies. Give a description of the research design, including the use of placebo, randomization, and an explanation of what is experimental. Include type of study: descriptive, retrospective, cross-sectional, longitudinal, prospective, observational, and experimental (controlled or non-controlled) or pilot. If you have already received Carilion IRB approval prior to submitting your RAP application, please indicate this.

# Study Population

Describe the subject population, including age, gender, ethnic characteristics, and health status. State the inclusion/exclusion criteria along with how this was determined and by whom. Please state whether pregnant women, children, or other vulnerable groups will be included or excluded. Provide rationale for using or excluding special populations. Address the feasibility of your recruitment and retention strategies.

# Methodology

List all activities or procedures that will be performed (e.g. pre-treatment tests and medications, tests and medications used during therapy, diagnostic tests, X-rays, laboratory tests, questionnaires and other forms, interviews, focus groups, chart reviews, etc.). Distinguish any standard processes from those that are for research purposes only. Please consult with Research and Development: research@carilionclinic.org to determine if fees are associated with any of these procedures/processes.

# Data Collection/Extraction and Statistical Analysis

List exactly what data is to be gathered during this research study. Include data collection methods and how data will be compiled for assessment. Please consult with Health Analytics: HART@carilionclinic.org to determine if fees are associated with your data collection/ extraction and /or statistical analysis plan.

# Research Dissemination Plan

Describe expected outcomes and how the findings will be used to inform future work. Indicate expected modes of dissemination of the study findings (publications, presentations, patents, etc.). Provide specific extramural directions you will follow should your hypotheses be supported and the directions you will take should the hypotheses not be supported.

# Budget Justification

Briefly provide justification for your submitted budget. List all personnel in this section that will be compensated for their effort. Salary funds may be requested for support positions. These include students, research coordinators, statisticians, and other support staff. As per guidelines of the RAP program, fringe benefits and indirect costs are not allowed.

Budget include categories:

* Personnel
* Equipment
* Supplies
* Travel
* Clinical Services
* Pharmacy
* Imaging
* Health Analytics
* Sub-Contracts
* Other

# In-kind Contribution (personnel and services)

If your project has any non-Carilion collaborators or team members, including students and faculty from other institutions such as VT (including VTCRI & VA-MD Vet Med), VTCSOM, VCOM, LTC/Nursing facilities, etc. **that are not being compensated** please list here. Also list any in kind services or supplies that are being used to support the project.

# Biographical Sketches

We will require the use of Science Experts Network Curriculum Vitae ([SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/)) to complete the Biographical Sketch. Students and support staff do not have to submit a bio-sketch. A sample biosketch is available on Carilion Clinic Research RAP Info and Forms webpage. Please refer to the RAP guidelines for more information.

## **Note: All documents should be saved as one combined PDF and uploaded in the Project Narrative section of the REDcap application.**

# Additional attachments including Letters of Support

If this project has a significant input from an external institution to be successful, please submit a letter on the institutional letterhead stating the form of support and/ or commitment to the project. Also include a statement of work that outlines what the institution’s personnel are responsible for on the project and a budget breakdown and justification of the requested costs.