Woo Mantra for Grants

All databased/research grants should be organized as follows (using these subheadings unless otherwise specified by the granting agency):

I. **Specific Aims**
   A. What is the problem? (1-3 sentences)
      1. must name the target patient population – BEST IF THIS IS IN THE FIRST SENTENCE
      2. must name the specific problem/dependent variable
      3. if possible, indicate the numbers/percentages of the target patient population who experience this problem
   B. Why is it (the problem you just named above) so important? (1-3 sentences)
      1. List the adverse clinical, economic, and social consequences of this problem
   C. What have others found? (review of the literature; 1-5 sentences/paragraph)
      1. must be succinct (avoid “book report” on each study)
      2. list their findings and gaps/flaws in reference to your study
      3. indicate/emphasize the GAPS which are important (and which you plan to answer with your study)
   D. What do you plan to do (list your specific aims)
      1. limit the number of specific aims to no more than 3 (THREE)
      2. include the target patient population, study dependent/outcome variable, study independent variable, and direction of relationship
      3. provide sufficient information in your specific aims so that the reader can identify the probable statistical test that you will use
      4. good idea to include the name of the instruments/questionnaires that you will be using to collect data on the dependent and independent variable
   E. Summary of introduction – 2-5 sentences/short paragraph
      1. briefly summarize the problem, review of literature, and gaps
      2. state how the findings of this study will impact clinical practice
   F. THINGS TO AVOID IN THE INTRODUCTION
      1. NEVER mention any topic/variable which you are NOT going to be measuring/studying

II. **Background/Review of the Literature**
   A. Description of the target population for the project
      1. demographics
      2. characteristics
      3. why the study problem is so important for this group/target population
   B. Description of the problem (your study dependent variable)
      1. Symptoms/definition of the problem
      2. What has been tried to solve the problem
      3. Disadvantages/why the current solutions to the problem are not good for this patient population
   C. Description of the study independent variable (why did you select the solution to be examined in this proposal?)
      1. What is the definition for this independent variable
      2. Rationale for why this solution/independent variable may be appropriate for this target patient population
      3. Advantages/what is known/has this solution/independent variable ever been used in this patient population and/or in similar groups?
4. indicate.describe the data collection tool for this variable which you plan to use for your proposed study - advantages

D. Summary of the Background section
   1. summarize problem and previously used solutions
   2. briefly summarize/list why the current solutions don’t work/are not appropriate
   3. briefly list why the study’s solution/independent variable would be good
   4. summarize how this new solution can positively impact practice

III. Preliminary Studies (if you have any prior research investigations which support your study’s hypotheses/specific aims and/or experience with any of the study components)
   A. Should be in format of a research abstract (i.e., less than ½ page long/study)
   B. Include: 1-2 sentence for each section: intro, specific aims, methods, results, and discussion
   C. Include WHY/HOW this abstract was included – it must support one or more of the following:
      1. demonstrates access/experience with the target patient population
      2. demonstrates experience with data collection instruments
      3. supports the study’s hypotheses/specific aims
      4. demonstrates that the research team has worked together on previous projects

IV. Methods
   A. Name of study design
   B. describe sample
      1. type/diagnoses of sample
      2. number of groups and how many in each group
      3. power analysis/justification for the sample size/number
      4. inclusion/exclusion criteria for each group
      5. recruitment site description(s)
   C. Data collection instruments
      1. describe the name and validity/reliability for each instrument used to collect data for your specific aims
      2. indicate operational definitions for each of your study variables (for example, if your dependent/outcome variable is that they have better sleep, you would tell the readers that they had to score > 18 on the Pittsburgh Sleep Quality Index Questionnaire)
   D. Data collection protocol
      1. list the data collection protocol/procedure sequence
      2. you should NOT describe the instruments in this section
   E. Statistical analysis plans
      1. indicate the primary statistical tests to be used to answer your specific aims/hypotheses
      2. follow the same sequence (parallel construction) in listing your stat tests to your hypotheses/specific aims sequence
   F. Study timeline