

## **TobWell Research Project Proposal Guidelines**

All project proposals will be reviewed by the TobWell Director and the senior study leaders appointed by the TobWell Director. High ranking proposals will be funded by the TobWell and can be reviewed by the entire Tobacco Control and Wellness Research Working Group.

Proposals should not exceed 3 single-spaced pages and should be typed using Times New Roman 12 font. Proposals should address each of the following items thoroughly. Proposals that are not complete upon submission will not be reviewed.

Proposals should include the following information:

### **Investigator Information**

1. Name of primary project coordinator
2. Names of other students who would serve as co-coordinators (if any)
3. For each student listed in 1-2 above, provide the following:
  - Degree(s) received (e.g., B.A. in psychology)
  - Current degree program (e.g., PhD in Health Behavior)
  - Expected graduation date
  - Self evaluation of knowledge on statistics and/or research methods
  - E-mail address

### **Project Narrative**

4. Title of proposed project
5. Purpose and research questions: Provide a statement of purpose and the proposed research questions.
6. Need for study: Provide rationale why the proposed project should be conducted. Be sure to provide a brief overview of the current literature in this area. This section should document that you have done a solid preliminary review of the literature in this area and that your project will make a contribution that advances our knowledge of this topic. This does not have to be a comprehensive literature review; you can summarize the literature for the purposes of this proposal.
7. Proposed methods: Provide an overview of the study design and methods.

8. Research team: Provide a description of the structure of the team that will be necessary to conduct this project and the roles that these individuals will play. If the proposed project involves quantitative data analysis and you or your team needs statistical expertise from Dr. Seo, provide the extent to which Dr. Seo's involvement is needed.

9. Timeline: Provide an overview of the estimated timeline that is less than 10 months. The design and data collection/entering/cleaning period should not exceed 6 months, which includes completing the literature review, designing study protocols and instruments, acquiring IRB approval, and conducting preliminary data analyses. You should also include a less-than-4-month second period for conducting final analyses and drafting at least one manuscript to be submitted to a peer-reviewed journal.

10. Proposed budget: Include a budget that provides an overview of all estimated expenses. The budget should not exceed \$500 unless you have had a discussion with the Director of the TobWell and received approval to submit a proposal for a larger budget.

11. Dissemination plan: Include a description of the plans for disseminating the findings from this study. This description should include the following:

- The names of at least two peer-reviewed journals that you perceive to be appropriate venues for publishing this research
- The names and dates of at least two conferences that will occur within one year of completing the project that you feel are appropriate venues for the presentation of this research

By submitting this proposal to the TobWell, you acknowledge the following:

- If accepted as a project, all protocols, instruments, and data associated with the research will become the property of the TobWell.
- All publications, presentations, and other dissemination activities associated with the research project are subject to the approval of the TobWell Director.
- This proposal represents a preliminary conceptualization of the research project. Final decisions related to research questions and study design will be reached through consultation with the TobWell Director.

**Submit one electronic copy of the proposal to:**

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Director, Tobacco Control and Wellness Research Working Group  
HPER 028 (Mailing address: HPER 116)  
[seo@indiana.edu](mailto:seo@indiana.edu) or [tobwell@indiana.edu](mailto:tobwell@indiana.edu)