**Proposal Format**

Title

Principal Investigator

Key Personnel: Include a numbered list of key personnel-their school, department and rank. Under each person describe their role in the study.

Abstract: The abstract should not exceed 250 words.

Proposal – Address All Elements Below

(**3 PAGES MINIMUM; 7 PAGES MAXIMUM, EXCLUDING REFERENCES**):

1. Specific Aims
   1. First paragraph identifies problem
   2. Second paragraph identifies research completed to date and how your research adds the next step.
   3. Specific Aims and hypotheses
   4. Impact of this proposal-final paragraph
2. Significance
   1. Why is your proposal important? How will this work further the health of people?
   2. Why is this a necessary step in solving the problem you have identified?
3. Innovation
   1. How is your proposal different from what has been done before?
   2. How does your proposal open a different way of approaching the problem?
4. Approach
   1. Conceptual or theoretical framework
   2. Design
   3. Preliminary data (if any)
   4. Subjects
   5. Recruitment procedures
   6. Sample Size & Power Estimates (if possible)
   7. Analytic Approach
   8. Study Limitations
   9. Study Timeline
5. Next Steps – Describe specifically what external grant mechanism(s) you will pursue based on your study and the focus of your next application(s).
6. For those seeking Indiana Biobank COVID-19 samples only:
   1. What sample types are needed for your research? What quantity of sample is needed?
   2. What de-identified data is needed to accompany these samples? Please note each sample is linked to a subject’s electronic medical record.
   3. You will be asked to return data resulting from the use of these samples. This data will be shared with other researchers. What type of data will you return?
7. References