



Rural Research and Quality Improvement Grant Funding Program Application

Legal Name of Partner Organization:	
Project Name:	
Executive Lead:	
Project Leader:	
Mailing Address:	
Project Lead's contact information	Alternate's contact information
Landline:	Landline:
Cellular:	Cellular:
Email address:	Email address:
Website: <i>(If applicable)</i>	

Proposal approved by Chair of the Board / Senior Executive in the organization:

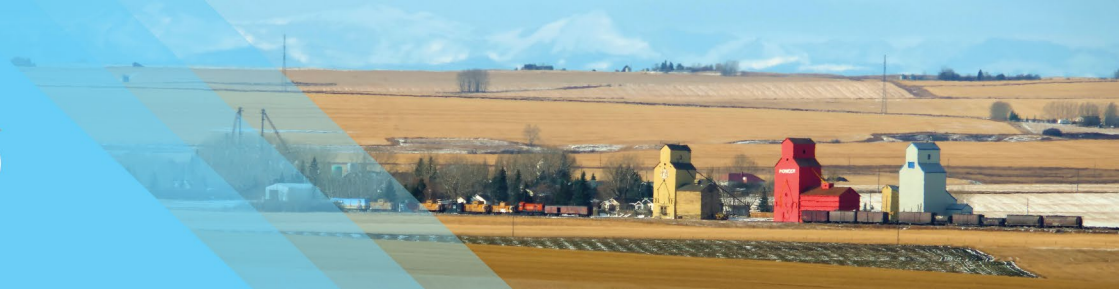
Letter of support from Chair of the Board / Senior Executive in the organization attached *(check if applicable and attach letter of support as an appendix).*

OR

Signature: _____

Name: _____

Date: _____



PROJECT DESCRIPTION

Provide a one-sentence description of the initiative.

Section 1 - SUMMARY OF PROPOSED PROJECT OR RESEARCH

Include:

- Project description; key actions and/or goals.
- Benefits of the project to rural health.
- How the project supports the strategic actions of RhPAP.
- Funding required from RhPAP.

Section 2 - CONTEXT

Provide the reader with context in which to understand the initiative. The initiative should fit within RhPAP's Strategic Plan. (<https://rhpap.ca/resources/>)

Include:

- The relevance and need for the project.
- How the project supports the strategic action of RhPAP.
- How the project is innovative and different from existing initiatives, and how the project will avoid duplication of other initiatives.
- How the project will benefit rural Albertans health care.
- A preliminary sample of the intended literature to be drawn upon, if applicable.

Section 3 - GOALS, OBJECTIVES AND DELIVERABLES, AND SCOPE

Provide a clear definition of what the project will accomplish, what are the expected results for rural Alberta health workforce / health care.

Include:

- Defined actions/goal(s) of the project.
- An impact analysis of the direct and indirect implications on rural health professionals / rural health care.
- Defined SMART (specific, measurable, achievable, realistic, timely) objectives (deliverables, outcomes) that will be achieved by the project.
- Defined success (i.e. what will success look like) and how it will be measured (i.e. key performance indicators).
- The scope of the project, with a clear description of what is out of scope.
- Longer-term outcomes [i.e. beyond the project horizon] that are not in your work plan.
- A strategy for completing an evaluation of this research (if applicable).



Section 4 - APPROACH or RESEARCH METHODOLOGY

Outline the research methodology with defined activity(ies) of research, process(es), and progress measures.

Include:

- What research will be undertaken.
- How stakeholders have been and/or will be engaged.
- What the sources of data will be, if applicable.
- How the evaluation process will be managed, if applicable
- How information is to be managed, shared, and stored.
- A dissemination plan for the completed research.
- Provide evidence that ethical considerations have been addressed.
- Provide evidence that privacy of information meets appropriate legislation and standards.
- List all partners in this research.

Section 5 - PROJECT PLAN

Include:

- A description of the project structure.
- The roles and responsibilities of the various individuals and/or groups.
- A description of who will be accountable for ensuring the project is managed successfully.
- A *high level* work plan that identifies the major tasks that will be undertaken to achieve the project goals, timelines and milestones.
- Major assumptions that might significantly impact the project timeline.

Section 6 - PROJECT BUDGET

Include:

- Details of the funds required by type of expenditure and by fiscal quarter.
- A description of the project in sufficient detail to demonstrate there is confidence in the estimates and that all of the significant elements of the project have been considered.
- Details of funds provided from other sources.
- Please note: RhPAP does not provide funding for indirect administration fees.

Section 7: RISKS and MITIGATION STRATEGIES

Include:

- Details of any risks or assumptions made that might impact the project budget or timelines.

APPENDICES

Include:

- Letter of support from senior executive of your organization
- Detailed budget
- Certificate of incorporation must be submitted with the application
- Proof of liability insurance (AH expects organizations to maintain a minimum of \$1 million liability coverage)
- List of partnering organizations and their contact information
- CVs for investigators involved in research initiatives (maximum 3 pages per CV).