

Guide to Writing a Research Proposal

PREFACE

- Write the necessary documents in **English** or **French** regarding the targeted population while respecting linguistic equivalency.
- The research proposal is suggested to contain between **10 and 15 pages**, excluding the front page, the list of references, the tables, the figures and the annexes.
- Indicate **the date** and **the name of the principal investigator** on the bottom and the top of the page respectively.
- All persons having a significant role in the project need to be indicated on the front page under the title **principal investigator, co-investigator** or **research coordinator**.

COMMON MISTAKES

- Identification of inclusion and exclusion criteria must be consistent in the research proposal and the consent form (e.g., list of selection criteria).
- The research proposal and the consent form must contain detailed explanations of the patient's implication and the role of the supporting professionals.
- The consent form must reflect the research proposal (e.g., Similarly elaborate on the implications of the participants in both documents.)

LINGUISTIC OBLIGATION

If the research project targets patients / clients of the Vitalité Health Network or members of the general public:

In accordance with the *Official Languages Act* and the *Regional Health Authorities Act*, Vitality Health Network is responsible for ensuring that all communications and signage are provided in both official languages for its' patients / clients or members of the general public. This applies to all documents given to research subjects (consent forms, advertisements, questionnaires, etc.) in the context of a research project conducted within the Vitality Health Network.

If the research project targets employees of the Vitalité Health Network:

In accordance with the *Regional Health Authorities Act*, documentation for employees must be provided in the operating language of the zone, hospital or other establishment of the Vitalité Health Network. Therefore, the operating language that prevailed in the former Regional Health Authorities 1B, 4, 5 and 6 before September 1, 2008 remain in effect, meaning that:

- the operating language for Zone 1B is French;
- the operating language for Zone 4 is French;
- the operating language for Zone 5 is French and English;
- the operating language for Zone 6 – Acadian Peninsula is French;
- the operating language for Zone 6 – Chaleur is French and English.

The only exception to the aforementioned rules is in cases where the object of the research project target's a specific linguistic group.

PROFESSIONAL APPROACH REQUIRES THAT A RESEARCH PROPOSAL AS WELL AS ALL ATTACHED DOCUMENTS BE WELL WRITTEN (SPELLING, GRAMMAR AND SENTENCE CONSTRUCTION). THE SAME APPLIES TO DOCUMENTATION IN FRENCH. TRANSLATIONS MUST BE PROFESSIONAL AND RESPECT THE PRINCIPLE OF EQUIVALENCE. OTHERWISE, THE ORS AND/OR THE REB WILL RETURN THE PROPOSAL TO THE INVESTIGATOR.

Incomplete submissions will be returned to the principal investigator. A complete submission evaluated by the ORS for its scientific content and administrative feasibility. Research proposals which require modifications will be returned to the principal investigator to make the necessary modifications before submitting the proposal to the Ethics Office. If the proposal is accepted without any conditions, it is forwarded directly to the Ethics Office.



Title of the research proposal

Study: (retrospective or prospective)

PRINCIPAL INVESTIGATOR:

Name
Title
Address
Tel.
Email

CO-INVESTIGATOR:

Name
Title
Address
Tel.
Email

RESEARCH COORDINATOR:

Name
Title
Address
Tel.
Email

RESEARCH PROPOSAL SUMMARY

1. A paragraph that introduces and underlines the importance of the field of research in question. This paragraph should also summarize in a few sentences what is not known within the field and relate it to the proposed research project;
2. A paragraph that presents the general goal for the research and sets out the specific research objectives or questions. These should be underlined. Example: Objective 1: To determine the incidence of X in populations Y and Z. For each objective, provide a brief description of the methodology to be used;
3. A paragraph that describes the expected findings, discusses the positive contribution of these findings to Vitalité Health Network, and proposes a timeline for the whole research project.

RESEARCH PROPOSAL

The research proposal must present a clear and concise description of the research plan and discuss the following, in this order:

- **Review of literature and relevance of the proposed research**
Present a review of the literature related to the proposed research field. This section should provide an overview of the current knowledge while identifying major issues and what remains unknown in the field. Demonstrate the scientific reasoning behind the research and explain how the proposed project could contribute to the advancement of the field;
- **The goal of the research and the objectives and/or research questions**
Present in detail the goal of the proposed research and the specific objectives or research questions that will allow this goal to be reached;
 - Goal: The goal must be concise and general.
 - Objectif: The objective must be specific and associated to a single measured effect.
 - Ex.: Measure the effect of the diet on cytokine expression in synovial fluid in rheumatoid arthritis patients.
- **Methodology**
The methodology must include the following information:
 - Study type (retrospective or prospective)
 - Target population
 - Justification of the sample size
 - Detailed study design
 - Patient recruitment and consent
 - Inclusion and exclusion criteria
 - Actions and time required by participants
 - Data collection and analysis method (conduct of the study)
 - Dissemination of results

Note: Indicate the role of each individual in the project (e.g., Data will be collected via Meditech by the research coordinator, Marco Doucet.)

- **Expected findings**
Describe the expected findings and the anticipated difficulties. Complete with a short paragraph that describes the importance of the proposed research and explains **how the project will make a positive contribution to Vitalité Health Network;**
- **Project timeline**
By utilizing a figure, illustrate the complete timeline proposed for the project.

Example:

Processus	Durée	2018				2019				2020			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Dispositif expérimental	6 mois												
Approbation du comité d'éthique	3 mois												
...	...												

- **Detailed budget**
By using a table, indicate the complete budget for the project.
- **List of references**
- **Supplementary tables and figures**