



**Center for the Study of
Healthcare Provider Behavior**

LOCALLY-INITIATED PROJECT PROGRAM

Instructions for Preparing Applications for LIP Funding

July 2005

Before applying for LIP funding, you must contact your local Site Director to discuss your project idea, proposed design and methods, and resource needs. After obtaining informal feedback from your Site Director, please draft a proposal following the suggested outline below. The proposal should be no longer than 2 pages, single-spaced, excluding the timeline and resource/budget request. (Provide these on a separate page.) You may attach a brief cover memo (directed to “LIP Proposal Review Committee, Center for the Study of Healthcare Provider Behavior”) and may provide any essential background materials in an optional Appendix. (Examples of materials you may wish to include are a draft or outline of your primary survey instrument or a description of the database you plan to analyze). Do not include an Appendix unless necessary to fully review your funding request.

Deadline for receipt of applications is three weeks before the next Steering Committee meeting. Contact your Site Administrator or Vera Snyder-Schwartz for meeting dates. (Site Administrator names and phone numbers are provided in the accompanying “Locally-Initiated Project Program” overview document.) Submit one copy (not faxed) of the application to your Site Director and one copy to Vera Snyder-Schwartz. VA Fellows may submit applications for review by the Site Directors Committee as well; contact your Site Director for information.

Proposal Outline

1. Project title
2. Names, titles, institutional affiliations and phone numbers of P.I. and Co-P.I. (if applicable).
3. The Center-affiliated institution submitting the proposal (e.g., WLA VA, UCLA).
4. Name, title, institutional affiliation and phone number of the PI’s mentor, if applicable
5. List of any approvals required if the proposal is funded (e.g., human subjects, VA R&D)
6. Research objectives
7. Background/context of the research
8. Methods: design, sample, sites, data sources (or data collection instruments), analysis plan
9. List of anticipated research products (e.g. papers, instruments, proposals, abstracts)
10. Timeline (separate page)
11. Resources needed to complete the project (e.g. personnel, data collection, survey costs).
Provide this information on a separate page, using the sample format below.

Resource	Description (role on project, specific items needed)	% time or days	Estimated funds needed
Personnel:			
Other costs:			
printing			
postage			
data purchase			
supplies			
etc.			