**Seed Grant Research Protocol Template[[1]](#footnote-1)**

**INSTRUCTIONS**

* Full protocol should not exceed 12 pages, including budget and references;
* Double space; 1-inch margins; APA 7th edition format;
* Complete your research proposal using this template.

**TITLE PAGE**

* Title of proposal
* Principal investigator
* Co- investigators

**SUMMARY**

Provide a brief summary of the research study (200 – 250 words), including background, purpose, research method, participants, data collection method/instruments, proposed analysis of data, and anticipated outcomes.

**BIOGRAPHY OF RESEARCHERS**

Provide brief bios for each of the researchers, their qualifications and role in the proposed study.

**CONFLICT OF INTEREST**

Briefly state if any member of the research team has any conflict of interests.

**DEPARTMENTAL APPROVAL**

Please state if you have received Departmental Approval from UCQ. If yes, please attach.

**I. INTRODUCTION/BACKGROUND**

Provide an in-depth background and introduction of your topic, justification (rationale) for the study (what gap it will fill), why and how is it relevant and significant (e.g., alignment with UCQ priorities, Qatar’s strategies/priorities), how it will support creating research capacity at UCQ/in Qatar. End this section with your research questions and study purpose.

**II. STUDY OBJECTIVE(S)**

Provide a clear statement of primary and secondary objectives; clearly stated hypothesis, if any; anticipated outcomes.

**III. ETHICAL CONSIDERATIONS (if applicable)**

Provide ethics clearance(s) to be obtained (specify boards); informed consent to be obtained (also, what form will be used).

Describe how human subject protection will be in effect. Will you be using any inducements for recruitment/participation? If yes, would they place undue pressure for acceptance?

**IV. RISK ASSESSMENT**

Any anticipated risks (physical, psychological, emotional) to the participants ?

**V. BENEFITS OF PROPOSED STUDY**

Please describe what are the potential benefits to the participants, Qatar, and/or UCQ, if any.

**VI. METHODS**

* Study Design
* Study Population
* Settings and locations of study
* Sampling framework
* Sample size calculation
* Data collection tools, including information about their psychometric properties; translations, if necessary, and method used
* If interventions to be used, describe in detail

**VII. DATA COLLECTION PROCEDURES**

* Describe in detail what data will be collected, source(s), data collection procedures, and measures to ensure privacy, anonymity, and confidentiality.
* Study timelines
* Permissions to be obtained (e.g., from setting’s senior leadership)
* Measures to be used for the integrity of data collection
* If participants withdraw from the study, how will their data be managed?
* Describe how you will keep track of potential participants approached, numbers accepted to participate, and numbers refused (it would be helpful to keep track of some information about those who refused (e.g., gender and reason for refusal).

**VIII. DATA ANALYSIS**

Describe the data analyses you will perform to answer your research questions, including analyses of categorical and continuous data, level of statistical significance.

Software to be used.

**IX. DATA MANAGEMENT**

Describe in detail how collected data will be managed (how secured, storage, access to data; timelines for storage and destruction (and method).

**X. ADVERSE EVENT REPORTING**

* In the likelihood of any adverse event occurring, describe the measures to be taken for the safety and security of the participants.
* Describe how you will assess adverse events, track, interventions, and reporting.

**XI. STUDY LIMITATIONS**

Describe any anticipated limitations.

**XII. BUDGET**

Please complete the required budget template.

**XIII. PLANS FOR DISSEMINATION OF FINDINGS**

Describe how you will disseminate your findings. In addition to publishing in scientific journals, specify if the findings will be shared with the stakeholder community and how.

**XIV. REFERENCES**

APA 7th edition format for all sources cited in the body of the paper.

**XV. APPENDICES**

Attach copies of any applicable instruments, rating scales, consent forms, etc.

1. Adapted from HMC’s MRC and IRISS research proposal templates. [↑](#footnote-ref-1)