

APPENDIX F

Format for A Rapid Response Research Activity

Note: To create a rapid response (Series-500) activity directors from two or more SAES must agree to form the activity. A proposal for a Series-500 activity is a report of intent which is submitted to the regional association's chair (usually through the ED's office). The proposal should be limited to two pages or less not including appendices. These activities have two years from the date of initiation to convert to an association sanctioned activity.

Project or Activity Number: (to be assigned by the sponsoring regional association)

Administrative Advisor:

Date of Submission: (month/day/year)

Title: A brief, clear, specific statement of the subject of the planned activity. This should not exceed 140 letters and spaces. Do not use terms such as "Research on...", or "Studies of...", or "Investigation of...".

Statement of Issue and Justification: Limited to 20,000 characters. Include a brief statement of the nature and significance of the issue(s) for which the multistate activity is proposed. (Be sure to limit this section to approximately one-half page).

Types of Activities: Limited to 4,000 characters. A short description of the types of activities to be undertaken should be included here. The organization should fit the needs for forming the multistate research activity. For example, an activity may be organized as a Multistate Research Project with very specific objectives and agreed collaborative responsibilities, or it may be a very informal activity similar to Research Coordinating Committees or Information Exchange Groups.

Objectives: Limited to 4,000 characters each. Give clear and succinct statements that describe what is to be done, against which the progress of the proposed activity can be measured.

Expected Outputs, Outcomes and/or Impacts: Limited to 4,000 characters. Briefly discuss the expected outputs, outcomes and the impacts of the proposed activity.

List of Participants: This section is generated automatically as the SAESs enter participants. Any non-SAES participants can be entered by the Administrative Advisor. Include a complete table of resources utilizing the format in Appendix E.

Literature Cited: Limited to 50,000 characters. List all references cited within the proposal.

Review: In order to expedite implementation of this project, the Multistate Research Committee conducts an interim review, but no formal peer review is necessary.

Attachments: Attachments to the proposal such as charts, tables and other materials to better clarify the information within the proposal are allowed such that the proposal does not go over the 15-page limit.

Authorization: Submission by an AES or CES director or administrative advisor through NIMSS constitutes signature authority for this information.