**GENERAL INSTRUCTIONS**

The HCH PBRN is interested in collaborating on research studies which contribute to the homeless health care field in one or more of the following ways:

* Promotes access, delivery or utilization of health services for individuals who are homeless
* Addresses health problems of concern in the homeless population, particularly those which represent disparities between people with or without housing, and those for which diagnosis and treatment are complicated by the homeless condition
* Provides information needed to support health policy decisions that are responsive to the needs of people who are homeless
* Enhances the quality of life for people who are homeless
* Produces results which are useful to homeless health care clinicians in carrying out their work

**Length Requirement**

Proposals should not exceed five pages in length.

**Review Process**

Each proposal submitted will be reviewed by the Research Committee: The RC is comprised of seasoned homeless healthcare researchers, representatives of the HCH PBRN membership, and consumer representatives from the National HCH Council. The RC members will initially review the proposal for its scientific soundness and its capacity to contribute to HCH practice and policy. The RC will also assess whether the project is feasible for implementation by existing PBRN sites.

**Dissemination & Publication Requirement**

All publications regarding this research study should include a statement about collaborating with the HCH Practice-Based Research Network.

**Submitting Proposals**

If you intend to apply for a research grant, please try to submit your HCH PBRN Research Proposal at least 4 months prior to the grant submission deadline. Submit proposal applications, and/or direct inquiries to:

Kimberly Chiaramonte, kchiaramonte@nhchc.org

or Lauryn Berner, lberner@nhchc.org

Phone: 615-226-2292 Fax: 615-226-1656

Please see [www.nhchc.org](http://www.nhchc.org) for further information about the HCH PBRN.

**PROPOSAL CONTENT**

1. **Applicant Information**
2. Principal Investigators and Contact Information (\*Append CVs)
3. Funding Sources for the Study
4. Brief description of experience conducting healthcare and/or homelessness research
5. **Background/Purpose of the Study**
6. What is the relevance and importance of this topic? (See selection criteria, above.)
7. Why is it necessary to research this topic with homeless populations?
8. Why is it necessary to research this topic in a practice-based research network?
9. Discuss how this study contributes to the current literature on this topic.
10. **Study Aims & Objectives**
11. Please list the study aims and objectives and research questions to be answered.
12. **Methods**
13. Describe the basic methods of the study (e.g., study design, sampling scheme, sample size, outcome variables).
14. How many sites will you attempt to recruit? How many homeless individuals or providers?
15. Please be as specific as possible. How do you intend to obtain the information necessary to respond to those study questions?
16. Please give an estimate of the time and resource burden for study participants associated with each step of the protocol.
17. Will you provide an incentive for study participation? If yes, please describe the incentive and how you will distribute it.
18. Please describe any inclusion or exclusion criteria that will be used for selecting study participants.
19. Which IRB will be responsible for reviewing this protocol?
20. How will participants be given the opportunity to provide informed consent for participation in this study?
21. **Site Requirements**
22. What are the criteria you will use to recruit and select participating sites? Why?
23. What specific costs can the participating sites expect? E.g. staffing (including type of staff) requirements over how long a time period? Other costs?
24. What staffing and other resources will you contribute to training, data collection, and project oversight?
25. Please include any timeline or due date requirements.
26. **Participant Risks & Benefits**
27. What are the benefits that sites and individual study subjects can expect to result from their participation in this study?
28. What are the potential risks to participating sites or individuals?
29. **Dissemination Plan**
30. How will the results of this study be shared with the broader health care for the homeless community?
31. How will the results of this study be shared with the broader scientific community?