Locally Driven Collaborative Projects (LDCP) Program

Project Proposal Development Tips

Each LDCP project proposal is submitted in the form of a Project Charter – a document similar to a general research grant application that displays your research plans, relevance and alignment with PHO's cycle-specific priority areas. The following are best practices when developing each section of your team's proposal.

General Information

Before completing this section, please ensure that you have read the project eligibility criteria. Project Charters that satisfy eligibility criteria are reviewed and appraised based on three categories:

1. **Scientific Merit:** evaluate the consistency and appropriateness of the study question, design and methodological approach, and the overall soundness and rigor of the proposed study design.
2. **Feasibility:** ensure that the project is achievable based on the project timelines, available resources, and expertise of the project team.
3. **Potential Impact:** ensure that the proposed project is relevant to public health, and appropriately designed to produce findings that are applicable and transferable to public health settings and populations across Ontario.

Project Information and Plan

The Project Information and Plan section is where you should describe your study methodology. You should be sure to include specific details when completing this section, as reviewers will be evaluating your proposal's soundness and scientific rigour. Importantly, the content in this section should clearly align with one of the LDCP priority areas while including the following:

- A clear study rationale (e.g., detailing specific knowledge gap(s) your project will address)
- A strong research questions and well-articulated and measurable objectives
- Clear descriptions of exposure and outcome variables (if applicable)
- Well-defined study participant groups and clear recruitment plan (if applicable)
- Definitions for all variables
- Descriptions of data sources and collection methods
- Justifications for your methodological choices
- Awareness of ethical implications and plans to deal with these appropriately
- Well thought-out feasibility considerations (i.e., potential challenges/opportunities)
- Acknowledgement of limitations and plans to mitigate these

Knowledge Exchange and Dissemination Plan

The purpose of this section is to articulate how you will share the results of your work, particularly with audiences for whom they may be most useful to, in a way that is accessible and impactful. Strong proposals will clearly identify key stakeholders and audiences, as well as key factors that may promote or hinder the team's ability to have their work

both accessed and understood by these recipients. When filling out this section, you may wish to consider the following:

- Who your findings are intended to impact
- What the implications of your findings will be
- Barriers and facilitators to sharing your findings and having them be understood by your intended audience(s)
- Specific ways you can share your findings (e.g., conference presentations, policy briefs, research papers, workshop, etc.)

Evaluation Plan

The Evaluation Plan is a space for you to discuss how you intend to assess the extent(s) to which you and your team have answered your research question and stated objectives. You can refer to a range of indicators and measures, such as those for processes, outcomes, and impacts. Your evaluation methodology should be clearly described; for instance, indicate when and how you will evaluate your project.

Timelines and Activity Reporting

Here, project teams should be as specific as possible when describing their envisioned timeline of activities. Strong proposals will appear realistic and specific, rather than vague and overly ambitious.

Funding

In this section, teams should clearly account for all the expenses they anticipate incurring to complete their proposed project. These should be clearly justified, should accurately reflect the content from other parts of the proposal and be eligible according to the eligible expenses listed in Guidance Section 6.0 – Acceptable Use of Funding.

LDCP Staff Support

This section is teams' opportunity to pre-emptively list areas for which they could benefit from PHO support(s). The LDCP program aims to increase PHUs' capacity to perform public health research, and thus a diversity of supports, such as the following, may be offered. Kindly note that the supports listed will have no impact on the likelihood of your project being selected for funding.

- **Research and partnership facilitation** *(e.g., resources to support the development and implementation of projects, access to an external collaboration platform)*
- **Communication and project administration** *(e.g., project promotion via PHO communication channels)*
- **Skills development and training** *(e.g., skill transfer workshops and webinars on topics such as research methodology, knowledge exchange, research ethics, etc.)*
- **Infrastructure** *(e.g., Zoom meeting lines, physical meeting space)*
- **Library services** *(e.g., literature review support, referencing support)*

Wrap-Up

Thank you for your interest in the LDCP at Public Health Ontario! Our team looks forward to receiving your Project Charter. Should you have any questions, please do not hesitate to connect with ldcp@oahpp.ca.

Ontario ☥