**Sample Template**

1. **Set 1” margins.**
2. **Use Arial font 10;**
3. **Spacing should be 1.5 so you don’t need to use as much paper as you would if it were double-spaced.**
4. **Use this template. You do not need to retype the headings – just fill in your information after deleting directions within each section (such as these 4 and the words ‘Sample Template’ above on this page)**

**Title of Paper**

**Your name**

**Name of your Graduate Dental Hygiene Program**

**Program Location – City, State**

**Submitted on (date)**

**To**

**The National Center for Dental Hygiene Research & Practice, Inc.**

# I. INTRODUCTION

## Statement of the Problem (approximately 2-3 paragraphs at most)

a.  Actual Problem description

b.  Interventions currently used to address the problem

## c.  Interventions you’re proposing to investigate and their properties for addressing the problem so that the reader understands why you’re focusing on them in the Purpose of the Study.

## Purpose of the Investigation (1 paragraph, 2-3 sentences at most)

## The purpose of this investigation is to …

**II. LITERATURE REVIEW** (5-8 current references; 2 pages at the most)

### The Literature Review includes background information on the method/technique, material, product, behavior, etc., being investigated. It should lead the reader to understand why the study will be important.

### The literature review provides a synthesis of previous research on this topic, NOT a listing and summary of individual articles or abstracts.

**III. GOALS/AIMS OF YOUR STUDY, STATING THE SPECIFIC HYPOTHESIS BEING TESTED.**

**Overall Goal/Aim of the Study**

The goal of this study is to investigate / test / review / compare … (and stated in measurable terms)

**Hypothesis or Research Question**

The Hypothesis is clearly stated and is specific about what is being predicted

* 1. Relationship of Hypothesis to problem statement and literature is clear
  2. If you are not testing a hypothesis, then you must state your research

question(s) and objectives and label them as such. You will not have both.

**IV. OPERATIONAL DEFINITIONS**

**A. Definitions of Terms & Materials**

1.

2

3.

**B. Independent variable(s) [NA if conducting a qualitative study]**

1.

2.

**C. Dependent variable(s)** **[NA if conducting a qualitative study]**

1. variable 1; type of data (nominal, ordinal, ratio)

2. variable 1; type of data (nominal, ordinal, ratio)

**V. METHODS AND MATERIALS (**Presented in a very brief discussion format and listing the steps that you will follow once you’ve introduced what you’re doing. There MUST be enough detail so that someone else could replicate your study step-by-step without having to ask you any questions.)

**A. Purpose of the Study** (Restate the purpose of the study as previously stated).

The purpose of this study is to …

1. **Human Subject Considerations/IRB:** If your study is dealing with people, including surveys, you must first obtain IRB approval prior to starting your study and include the approval letter and assigned number. If the IRB says you do not need approval that letter should be included. **Documentation can be attached at the end of this proposal.** Should you have submitted your proposal and are waiting to receive approval, that should be stated along with the anticipated time you will hear back from the IRB. If you are not dealing with humans (or animals) then you should stateIRB approval is not required for this study. **Do not leave this area blank.**

**C. Study Methods Identify the following information:**

1. **Specific study design:** e.g., RCT, Systematic Review, Cohort study, Focus Group
2. **Investigator:** Your name **and that of a co-investigator if there is one**
3. **Calibration of examiner(s) if appropriate**

4. **Sample Selection:** (Identify how you will recruit subjects; or your test items/sample; or how a focus group will be selected, etc.)

5. **Sample Assignment**: (Identify the method, e.g., randomization technique for assigning to experimental and control groups; purposive sample)

6. **Data Collection Procedures:** (Identify the materials that are being tested and will be used to do the testing. If conducting a survey, validation of the survey should be included. If via a focus group, recording the session)

7, **Timetable** **for conducting and completing the study**

**8. Specific Procedures and Steps**: These must be detailed and in the exact order that they will be performed. Number and list each of the steps.

**1.**

**2.**

**3.**

**etc**

**VI. DATA TREATMENT/ANALYSIS**

**A. Dependent Variable(s)** List separately and identify the type of data and # of groups

1. Variable 1: type of data, # of groups

2. Variable 2: type of data, # of groups

**B.** **Statistical Procedure (**Identify based on type of data and # of groups)

1. Variable 1: statistical test

2. Variable 2: statistical test

**OR for a**

**C. Qualitative study,** e.g., review of recordings/tapes of focus group & themes identified

**VII. LIMITATIONS OF THE STUDY –** Discuss the limitations of the study. For example, these could be related to sample size, methods for measuring effects, participant drop-outs, etc.

**VIII. SIGNIFICANCE OF YOUR STUDY –** Discuss **t**he contribution your work will make in terms of the knowledge it will add to and advance dental hygiene.

**IX. REFERENCES – See Formatting**

Complete citations are provided to easily find the referenced articles:

* Numbers are used to refer to each reference, and appear in chronologic order of their appearance in the text, beginning with #1.
* References are complete and in the correct format
* References are current, within the past 5-10 years

**X. PROPOSED BUDGET –** List each line-item & its budget and justification**. See Sample of Proposed Grant Budget & Justification Template**

**References – Formatting (Delete these formatting guidance after using this)**

Complete references are provided and numbered in the order that they appear in the paper. References should be current, within the last 5-10 years. Use the National Library of Medicine (NLM) citation style. Citations with more than 3 authors should include only the first three authors followed by *et al.*

**For an Article**:

Last name First initial(s), Last name First initial. Title of article. Journal name, year month; vol(number):page numbers.

1. Lavigne SE, Forrest JL. An umbrella review of systematic reviews of the evidence of a causal relationship between periodontal disease and cardiovascular diseases: Position paper from the Canadian Dental Hygienists Association. *Can J Dent Hyg.* 2020; 54(1):32–41.

2. Gadbury-Amyot CC, Overman PR. Implementation of portfolios as a programmatic global assessment measure in dental education. J Dent Educ. 2018 Jun; 82(6):557-64.

**For an organization or a website, then use the following format:**

**Name of organization. Name of the publication. Available from: url. Date accessed.**

3. World Health Organization. *Global strategy on diet, physical activity, and health: childhood overweight and obesity*. Available from: <http://www.who.int/dietphysicalactivity/childhood/approaches/en/> Accessed February 6, 2021

4. Sorting out EBM Study Types (Formerly The Evidence Pyramid) Available from: <https://guides.downstate.edu/c.php?g=856794&p=6152125>

Accessed February 6, 2021

**For A Book and Book Chapter**:

1. Forrest JL, Miller SA. EBDM in ACTION: Developing Competence in EB Practice, 2nd ed. Cave Creek (AZ), 2020.

2. Forrest JL, Miller SA. “Evidence-Based Decision Making: Basic Concepts and Skills.” Darby and Walsh Dental Hygiene Theory and Practice, 5th Ed. (DM Bowen and J Pieren editors). Philadelphia, PA: Elsevier, Inc. 2020, p.25-33.

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| |  |  |  | | --- | --- | --- | | Proposed Grant Budget (**Replace these items with those of your Thesis/Project**) |  |  | | Line Item | Amount | Total | |  |  |  | | Computer time |  |  | | Statistical Consulting |  |  | |  |  |  | | Sub-Total |  |  | | Materials & Supplies |  |  | | Supplies (PPE, Patient bibs, headrest covers) |  |  | | Instruments (probes, mouth mirrors) |  |  | |  |  |  | | Sub-Total Materials & Supplies |  |  | | Other Costs |  |  | | Local Travel |  |  | | Recruitment Incentive (Star Bucks $10 cards x ##) |  |  | |  |  |  | | Sub-Total Materials & Supplies |  |  | |  |  |  | | Total Project Costs |  |  | |  |  |  |   Detailed Budget Justification (**Replace these items with those in your Budget**)  1. Computer time:  2. Statistical Consultation:  3. Supplies (PPE, Patient bibs, headrest covers):  4. Instruments (probes, mouth mirrors):  5. Local Travel:  6. Recruitment incentive (Star Bucks $10 cards x ##):  Have you started your Thesis/Capstone? [] Yes [] No If no, when is it scheduled to start?  When is your Thesis/Capstone project scheduled to end? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you received any funding from another organization for your project? [] Yes [] No  a. If Yes, what amount were you awarded and for what purpose: $  Purpose:    b. If No, are you applying to another organization for funding? [] Yes [] No  The money for grants is limited. In those instances when funding has been acquired through other means, eligibility for additional funding will be considered for aspects of the program not already covered. |  |  |

**Human Subject Considerations/IRB documentation can be attached here or sent as a separate document. Please save it using the same format, e.g.,** Your Lastname First Init, Human.

**Directions for Naming your file.**

[Delete these directions when submitting your Grant Proposal & Budget]

Ideally, save this as a pdf file and name the file as: Your Lastname First Init, Grant\_Budget, e.g.,

Forrest J, Grant\_Budget.

If you cannot save it as a pdf file, then save as a Word docx and name the file the same, Your Lastname First Init, Grant \_Budget, e.g., Forrest J, Grant\_Budget.