

## CPQCC/CMQCC Research Collaboration

# APPLICATION INSTRUCTIONS

The mission of CPQCC and its sister organization CMQCC is to improve the quality of care and outcomes for mothers and newborns. Any investigator wishing to pursue collaborative research to advance this mission utilizing CPQCC (including the CCS HRIF) and CMQCC data must submit a research collaboration application. Please refer to this document for instructions on filling out the application form.

The research collaboration application consists of a cover page, research proposal, biosketches, and any supplementary materials, such as letters of support, if applicable. Please submit the application in a **single document** (in Word or PDF format).

Applications for research collaboration are accepted on a rolling basis. To submit your application for review, email your application to [research@cpqcc.org](mailto:research@cpqcc.org).

Please note that a request for research collaboration using CPQCC/CMQCC data will only be approved if a member of the CPQCC/CMQCC Executive Committee serves as a co-investigator on the project. If this person has not been identified prior to submission of the application, one will be assigned after the proposal has been accepted.

### Page 1: Research Collaboration Application Form

The research collaboration application form can be filled out as follows:

1. List the title of the project.
2. List the name, position/title, degree, institution, and contact information of the principal investigator.
3. List any alternate contact information, such as administrative assistant, and/or alternate email or phone number, if desired.
4. List all co-investigators and corresponding institutions. A biosketch will be required for each investigator – instructions for biosketches are below.
5. List the CPQCC or CMQCC investigator, if one has been identified.
6. List the date of submission (i.e. date you submit the research collaboration application).
7. List existing or pending support: If elements of this proposal are currently being funded or are under consideration for funding by another program or institution, please list in this space, including the following:
  - Name of organization awarding funds
  - Principal investigator on the grant
  - Amount of funding
  - Dates of funding
  - Whether the funding is awarded or under review
8. List contact for invoicing (name, phone, email). If your application is approved, we will send an invoice to this person to request payment of the research collaboration fee. Payment is due 60 days from the date of invoice. Late charges will be applied if payment is not received within 60 days of invoicing so plan your budget accordingly.

## **Pages 2-5: Research Proposal**

Pages 2-5 will consist of the research proposal. The information in this document should be succinct – please do not exceed four pages for this section. Use 11 or 12 size font with 1 inch margins on top, bottom, and sides. The proposal should consist of the following sections:

1. Background
2. Goals and aims of the study
3. A discussion of the project's pertinence to the improvement of perinatal health
4. Health outcomes of interest
5. Study design and statistical techniques (or other research methodology) to be used
6. Methodology for measuring and adjusting for confounding variables, if not stated above
7. Data of interest
  - List the type of data needed for the study and whether they are essential, desired, or nice to have
  - Include what type of personally identifiable information (PII) and/or protected health information (PHI)<sup>1</sup> is needed
  - Provide a justification for why PII/PHI is required for your research
8. The timetables and feasibility for completion of the study
9. The level and sources of funding for the study and/or proposal for how that funding will be obtained
10. Status of IRB submission(s) and approval

## **Pages 6 and on: Biosketches and any supplementary materials**

Page 6 and on will serve as an appendix including biosketches for the principal investigator and each co-investigator. You may submit biosketches in the NIH standard form, a 2-4 page abbreviated CV, or similar type of format. Do not exceed 4 pages total for each investigator. Please ensure that the following are included:

- Name
- Position title
- Education
- Personal statement outlining qualifications for research and role in current research proposal
- Positions and Employment
- Honors
- Selected peer-reviewed publications and note total number
- Existing or pending research funding support
- If relevant, other prior experience, memberships, previous funding, etc. can be listed

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<sup>1</sup> For information on PHI, refer to <https://privacy.stanford.edu>