

## **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)

**Project Title:** A brief, clear, specific statement of the subject of the research. 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:** 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:** 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:** 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:** Briefly discuss the expected outputs, outcomes, and the impacts of the proposed activity.

**List of Participants:** Include a complete table of resources utilizing the format in Appendix E.

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

**Authorization:** Electronic signature of the Chair of the Regional Association, with the date.