

Regenstrief Center for Healthcare Engineering
Project Documentation Requirements

The Regenstrief Center for Healthcare Engineering (RCHE) requests the following documentation for all projects. **Templates are available at *Proposal template is available online at* www.purdue.edu/rche > *Research > Research Program > Report Templates.***

1. Project Proposal - submit at the beginning of project (may be amended)

- A. Names and affiliations of research team members (include Purdue faculty, Purdue students, healthcare partners, etc.)
- B. Statement of need for project: What broad healthcare system challenge does this research address?
- C. Research questions: What are the specific goals of your research?
- D. Scope: What are the pertinent system elements to be addressed?
- E. Approach: What do you intend to do and how will you accomplish it?
- F. Systems-research tools: What methods do you expect to use to collect and analyze data?
- G. VALID - how will your research achieve the following: i) Visibility, ii) Activity with Healthcare Organizations, iii) Leverage, iv) Impact and v) Discipline.
- H. Milestones: What are the deliverables from your research project, and when do you expect to deliver them?
- I. Photo and one-page bio of each PI
- J. Please note: As your project is funded by RCHE, you will be listed as an RCHE Affiliated Faculty member.

2. Monthly Report - to be submitted to RCHE the first of each month

- A. Progress update: How has your project moved forward in the last month?
- B. Milestone update: Are you on target to meet your milestones? Have milestones and timeline been changed during the last month?
- C. Challenges: Have there been any significant hurdles to overcome in the last month? If so, would you like to request assistance from the Regenstrief Center?

3. Final Report - to be submitted upon completion of the project

- A. Format: Similar to the regular monthly report with the following additions.
 - i. Use the final report template, or indicate that this is the final report at the top of the first page.
 - ii. Address the following:
 - Research Findings: What are the results of your analyses?

- Impact: How has this research project contributed to transforming the healthcare delivery system?
- Benefits: How has your healthcare partner(s) benefited from your work?
- Discipline Advancement: How has your research advanced the discipline of healthcare engineering (i.e., published manuscripts, manuscripts in development, national conference presentations, posters, funded follow-on research, submitted proposals, awards, dissertations/theses)?
- Industry Feedback: What do healthcare professionals have to say about your work? (Direct quote with name, title, and name of organization).

B. Submission

- i. When electronically submitting the final monthly report, attach any manuscripts (published or in process), proceedings, working papers, reports and presentations supported by this project.
- ii. Bibliography entries will be reviewed for possible inclusion in RCHE's e-Pubs (<http://docs.lib.purdue.edu/rche>)

4. PowerPoint Presentation — to be submitted with final report

Slides may be used in RCHE promotional presentations.

- A. Slide 1: Project title and a listing of all faculty and students involved with the project. Include pictures of the study site or anything of visual interest related to the project.
- B. Slide 2: Project goals
- C. Slide 3: Research findings (include graphs, charts, figures, etc.)
- D. Slide 4: Conclusions
- E. Slide 5: Impact - how did your study improve healthcare delivery?
- F. Slide 6: Discipline Advancement
 - Manuscripts (published or in development)
 - National conference presentations
 - Grant proposals (won, submitted or to be submitted)
 - Awards
 - Dissertation/theses

5. Final Poster — to be submitted with final report

RCHE will print and mount the poster. Please submit a PowerPoint slide that can be sized to 24"x36", to Mary Schultz, schulm@purdue.edu

- A. Need/Study rationale
- B. Mission
- C. Impact statement — Answers the question "Now what?"

6. Business Office

- A. Inform your business office that your project has completed.
- B. Confirm all charges have been applied.
- C. Work with Deb Hughes (dhughes@purdue.edu) in Discovery Park to close the account.