

PAPERWORK BURDEN DISCLOSURE NOTICE

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**Fire Prevention and Safety Research and Development Application (Questions and Narrative)**

## **Research and Development Narrative**

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The narrative portion of the application should contain supporting information that allows for evaluation of your project(s). If you are applying for a grant in the **Research and Development** Activity, your Narrative Statement must address the following:

- Describe partnerships with other organizations or groups to enhance the development or delivery of the project.
- Provide a literature review, with citations in the text and references at the end of the application. The review should address the nature of the problem, what is known and what remains uncertain or unknown about the problem, what evidence exists to treat or resolve it, and how the proposed study will be responsive.
- Describe the study design, with focus on rigorous methods such as randomization, control or comparison group. Where this is not appropriate or feasible, best practices may call for quasi-experimental or case methods.
- Address the use of samples, including, as appropriate, use of local or regional samples or samples that are stratified by key factors; also, anticipated issues of sample bias (such as associated with type of department or individual preferences to participate) should be discussed. Describe potential for generalizing to the fire services, and limitations.
- Applicant should provide the power calculations used to determine the sample size, indicating that the sample will have sufficient power to observe key events or outcomes, if present.
- Describe measurement instruments, including their known validity and reliability, specificity and sensitivity, and any other established indicators that support selection; and describe test construction plans and specific methods, where such is necessary.
- Indicate the planned approach to analysis including statistical methods with rationales; sequence of analytic steps; and data tables, if feasible.
- If human subjects are included in the study, address in detail plans for recruitment and retention (especially with multi-year study), informed consent, and process and timeline for Institutional Review Board (IRB).
- Provide a dissemination plan for results to be made available throughout the fire service and to scientific audiences; address possible strategies for transfer of results into practice; where appropriate, describe possible dissemination and implementation research. Indicate here the need for Federal financial assistance and the anticipated cost-benefit to the Federal government.

- Provide a timeline that is at a minimum monthly and most frequent for first year with specific sub-items or milestones for each key task, area of activity, and/or product in the study.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative may **not** exceed **twenty-five** pages of text. You may either type your project narrative in the space provided below or create the text in your word processing system and then copy it into the space provided below. Images are **not** allowed. When you are finished, click the *Save and Continue* button below.

**PLEASE NOTE:** This narrative section is for the details of your **Research and Development** Activity project only. The information for Fire Prevention and Safety Activities should be included in the request details section. Any information on Fire Prevention Activities in this narrative area will not be given consideration during the application review.

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**Research and Development Narrative Statement**

