

## APPENDIX C

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# Descriptive Evaluation Analysis Plan Template for HMRF Grantees

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## **Descriptive Evaluation Analysis Plan Template for HMRF Grantees**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0970-0356; this number is valid through 6/30/2021. Public reporting burden for this collection of information is estimated to average 6 hours, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and revising it. This collection of information is voluntary for individuals, but the information is required from Grantees.

**Descriptive Evaluation Analysis Plan:** “The Evaluation of [Intervention Name] in [Geographic Area]”

Grantee

**Grantee Name:** [Name and location; ex. ABC Organization, Princeton, NJ]

**Project Lead:** [Name of project lead]

**Email address:** [Insert email address]

Evaluator

**Evaluator’s Organization:** [Name and location; ex. XYZ Organization, Washington, DC]

**Evaluator Lead:** [Name of evaluator lead]

**Email address:** [Insert email address]

DESCRIPTIVE EVALUATION ANALYSIS PLAN

THE EVALUATION OF [INTERVENTION NAME] IN [GEOGRAPHIC AREA]

A. Description of the intended intervention(s)

This section describes the intended experiences of those receiving the intervention.

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

B. Outcomes study

This section describes the research questions, sample formation process, data collection procedures, outcome measures, and analytic approach for the outcomes study.

**1. Research questions**

[Start writing here.]

**2. Sample formation**

[Start writing here.]

**3. Data collection**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

**4. Outcome measures**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

**5. Analysis**

[Start writing here.]

**6. Attrition**

[Start writing here.]

C. Process/implementation study

This section describes the research questions, the data used to answer the research questions, and the methods used to analyze the data and describe the findings of the process / implementation study.

**1. Research questions**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

**2. Sample formation**

[Start writing here.]

**3. Data sources**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

**4. Analysis approach**

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]