Impact Evaluation Analysis Plan Template for HMRE Award Recipients

Month, Day, Year

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Impact Evaluation Analysis Plan: "The Evaluation of [Intervention Name] in [Geographic Area]"

A. HMRE award recipient

HMRE award recipient name: [Name and location: e.g., ABC Organization, Princeton, NJ]

Project lead: [Name of project lead]

Email address: [Insert email address]

B. Evaluator

Evaluator's organization: [Name and location: e.g., XYZ Organization, Washington, DC]

Evaluator lead: [Name of evaluator lead]

Email address: [Insert email address]

Impact Evaluation Analysis Plan

The evaluation of [Intervention Name] in [Geographic Area]

A. Research questions

This section presents the primary and secondary research questions that will be assessed in the impact evaluation of [Intervention Name].

1. Primary research questions

[Start writing here.]

2. Secondary research questions

[Start writing here.]

3. Primary and secondary outcome measures

[Start writing here.]

[Modify tables below to reflect your plan. See instructions for examples of how to fill your tables.]

Table 1. Description of outcome measures used to answer impact analysis primary research questions

Research question #	Outcome name	Description of the outcome measure and its properties	Source of the measure	Timing of measure

Table 2. Description of outcome measures used to answer impact analysis secondary research questions

Research question #	Outcome name	Description of the outcome measure and its properties	Source of the measure	Timing of measure

B. Description of the focal population and the intervention and counterfactual conditions

This section provides a brief description of the focal population(s), the intervention being evaluated, and the services that are intended as the comparison to the intervention, including any service-as-usual resources available. In addition, it includes a description of the services actually received by the intervention and comparison groups.

1. Focal population(s)

[Start writing here.]

2. Intended intervention condition(s)

[Start writing here.]

3. Intended counterfactual condition

[Start writing here.]

[Modify tables below to reflect your plan. See instructions for examples of how to fill your tables.]

Table 3. Description of intended intervention and counterfactual components and focal populations

Compone nt	Curriculum and content	Dosage and schedule	Delivery	Focal population
Intervention				
Counterfactual				

Table 4. Staff characteristics, education, training, and development to support intervention and counterfactual components

Component	Staff characteristics, education, and initial training	Ongoing staff training
Intervention		
Counterfactual		

4. Services actually received by the intervention and control/comparison groups

[Start writing here.]

C. Study design

This section provides a brief description of the study design and the process for creating intervention and comparison groups.

1. Evaluation enrollment and assignment to study conditions

[Start writing here.]

2. Data collection

[Start writing here.]

[Modify table below to reflect your plan. See instructions for examples of how to fill your tables.]

Table 5. Key features of the data collection

Study group	Data source	Timing of data collection	Mode of data collection	Party responsible for data collection	Start and end date of data collection
Intervention					
Comparison					

3. CONSORT diagram

[Start writing here. Attach appropriate CONSORT diagrams as an appendix.]

D. Analysis

This section describes the plans for defining the analytic sample, assessing baseline equivalence, cleaning data and handling missing data, and addressing potential crossover and contamination. It also describes the analytic models for estimating program impacts and planned sensitivity analyses.

1. Data preparation

[Start writing here.]

2. Attrition and analytic sample

[Start writing here.]

3. Analytic approach

[Start writing here.]

[Modify table below to reflect your plan. See instructions for examples of how to fill your tables.]

Table 6. Covariates included in impact analyses

Covariate	Description of the covariate