

Foundation of the American College of Healthcare Executives
Assessing Interpersonal Skills of Recent Entrants to Healthcare Management
Proposal Requirements

Each proposal must include the following:

- A. **Statement of the Issue**
A general background of the issue being investigated, including prior research.
- B. **Study Hypotheses or Research Questions**
A succinct statement concerning exactly what will be investigated.
- C. **Research Design**
How will the research address the study questions?
- D. **Source of Data**
Please specify whether you plan to collect qualitative and/or quantitative data. For example, researchers may wish to conduct in-depth interviews and/or distribute a survey to hospitals and systems. Please include a draft of your interview protocol and/or questionnaire in the proposal. If a survey is planned, specify the sampling strategy you intend to use and what efforts you will make to obtain a high response rate. ACHE will underwrite the printing and distribution costs of a survey if you work with our vendors.
- E. **Analytic Plan**
What will be the focus of the analysis? How will the study question(s) be answered?
- F. **Bibliographic References**
Key studies published or in process that relate to the proposed research.
- G. **Schedule and Deliverables**
Specify target dates for the key aspects of the research project. We require a final report and an electronic file containing all data collected (including a codebook) 12 months after the grant is awarded.
- H. **Qualifications and Experience of Investigator(s)**
Note: The principal investigator must be an affiliate of ACHE (i.e., Faculty Associate, Member or Fellow).
- I. **Associated costs**
Quote a maximum all-inclusive price for the research and itemize your expenses. In addition to the costs noted in section D above, ACHE will pay a maximum of \$25,000 for this project. Should your proposed research exceed this sum, it is understood that you or your organization will assume those additional costs. In addition, please be aware that ACHE will not reimburse for indirect expenses.

Proposal Submission and Deadline

A bidders' conference call will be held on **Wednesday, March 3, 2010** from 2 to 3 p.m. CST to answer any questions you may have. The procedures for dialing in are as follows:

Dial-In Number: 1-877-676-6548

Participant Code: 0444400

Proposals must be received no later than close of business **Tuesday, May 18, 2010**. Please provide an electronic Word file or PDF document. Selection will be made by the Higher Education and Research Committee in July 2010. Finalists may be invited, at ACHE's expense, to present their proposals to senior ACHE staff.

Please address your proposal to:

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