Advancement to Candidacy Proposal Format
Doctorate in Health Informatics

DHI Students should propose a focused translations project question and describe the project plan. The plan should be explicit - do not assume the reader understands your thoughts without a good written explanation. Please use 11 pt Arial font, double-spaced, and 0.5" margins. The suggested format is as follows below. Alternative formats may be used if approved by the Primary Advisor/Chair.

Abstract

1/2 page - Describe the problem being addressed (WHAT), its significance (WHY) and your overall approach to achieve your goals (HOW).

Introduction

3 - 5 pages - In this section, you must demonstrate, solid breadth and depth of knowledge and integrate information from multiple sources to describe the problem. You must describe, discuss, and critically evaluate relevant background information.

Evidence-Based Review

7 - 10 pages - In this section, students should provide sufficient background, in a clear, concise manner. Tell the reader what has been accomplished, what has not, and point out what is novel and technically and/or conceptually innovative. In doing so, set up the context for what needs to be accomplished in your particular area of interest. Student should document significant and novel PICO/SMART Statement questions that supports the Organizational Problem. The student must provide strong, clear rationale for the project questions and validate the project problem.

Methodology (Setting and Project Design)

10 - 20 pages - Describe the translational project plan and clearly explain the "rationale" behind the activities. Be sure that the project design and analytic approach proposed will address the goals outlined in the abstract and introduction. In cases where innovative technologies will be used, describe the plan in sufficient detail so that the reader can evaluate it. Identify potential limitations of your project approach and propose alternate strategies to help overcome these limitations. You must be able to identify and logically discuss strengths, weaknesses and limitations of the project design and methods. Students should understand the theory and practice of the methods and appropriately compared and discussed alternative project design and methods.

Students must include a theoretical or conceptual framework that informs the project design. Include a project plan and project schedule showing what tasks will be accomplished per a detailed timeline.

References

Cite key references for the background and project plan. Include the entire author list of each citation, full titles of papers, year of publication, journal, volume and inclusive pagination. Original research articles are generally preferred over review papers and textbooks. Use a standard journal style for your field (please note in proposal what style you are using).

If you are proposing to use the article format, then you should also include (in addition to the above):

- Copies of any completed articles (published or not),

- Outline of articles in progress,

- List of proposed journals, and

- Timeline for completion of the work.

In summary, the proposal should be of sufficient length and detail for the Translational Project Committee to be able to assess the plans for the Translational Project and comment on its importance to the field and feasibility.

Note: Advance to Candidacy proposals often necessitate a submission to the Institutional Review Board. Documentation of submission and approval is a recommended inclusion within the proposal.

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