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**Health Behavior Capstone Project Proposal Form**

**Instructions**

1. Read the *Capstone Overview & Frequently Asked Questions* document in full.
2. Have a phone call or meeting with Meg Landfried ([landfried@unc.edu](mailto:landfried@unc.edu); 919-966-0057), Capstone course instructor, by **January 29, 2018** to discuss your ideas for a Capstone project.
3. Fill out this form. Please save your completed proposal as a Microsoft Word document using the following naming convention: Organization Name\_HB Capstone Proposal 2018-2019.
4. Collect a letter of support from your organization’s leadership. The letter of support should explain how the Capstone project goal will enhance your organization’s mission and demonstrate commitment to the resources and support (including staff time) needed to carry out the project work.
5. Email your completed proposal form and a letter of support to Meg Landfried (landfried@unc.edu) by **February 5, 2018**.

**Partner Organization**

Organization:

Organization’s Address:

Website:

Organization’s Mission/Overview:

**Preceptor(s)**

*Who will be the preceptor (i.e., organizational contact, supervisor, and mentor) to the student team?*

Name, Degree(s):

Job Title:

Email:

Phone:

*Based on past experience, we have found that it is best to have one preceptor per Capstone project. If, however, your proposed project would best be supported by more than one preceptor, please provide contact information for the other preceptor and a rationale for having more than one preceptor.*

Name, Degree(s):

Job Title:

Email:

Phone:

Rationale for having more than one preceptor:

**Partner Organization Consultants**

*Who else, if anyone, at the partner organization will have a significant role in the Capstone project work?*

Name, Degree(s):

Job Title:

Email:

Phone:

Description of Capstone project role:

**Capstone Project Goal**

*In one sentence, summarize the intended impact of the Capstone project.*

The goal of this Capstone project is to:

**Capstone Project Description**

*What is the* ***public health problem*** *that will be addressed through the Capstone project work?*

*Who is/are the priority* ***population(s)*** *(i.e., intended beneficiaries) associated with the Capstone project work?*

*In what* ***setting****(s) will the Capstone project work take place?*

*What is the partner organization’s* ***rationale*** *for using a Capstone team to carry out the proposed scope of work?*

*If you mentored a Capstone team in the past, please list the year(s) you had a team and describe how the proposed Capstone project work will build on, complement, or differ from past years’ work:*

**Capstone Project Deliverables**

*We expect each Capstone team to produce 4-6 major deliverables (i.e., products) for their Capstone partner organization. Please summarize the deliverables you would expect a Capstone team to produce by filling out the templates below. For each deliverable:*

* *Provide a deliverable title that clarifies the type of product students will produce (e.g., literature review, interview guide, evaluation plan, curriculum, funding guide, etc.). Deliverable titles should be nouns.*
* *Describe the purpose of the deliverable. That is, how will the deliverable be used?*
* *Describe the expected format of the deliverable. Here it is helpful to note the expected length and formality of the deliverable (e.g., an academic literature review vs. an annotated bibliography).*
* *List the audience(s) for the deliverable (e.g., organizational leadership, community members, policy makers, funders, etc.).*
* *Provide a list of the major steps students will follow to produce the deliverable as well as your best estimate of the month in which each step will be completed. When proposing a timeline, please account for the time that it will take students to become oriented to the project and key stakeholders.*

***Example:***

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| **Deliverable #1: Literature Review** | |
| *Purpose:* To identify evidence-based homelessness prevention and housing-related best practices answering the question, “What is the most effective housing strategy for DV victims and for children exposed to DV to reduce homelessness and DV victimization and/or perpetration?” to provide rationale for housing strategy recommendations. | |
| *Format:* 1 page executive summary and 10 page academic-style literature review | |
| *Intended Audience:* preceptor, organizational leadership, potential funders | |
| **Steps** | **Expected Completion Date** |
| 1. Consult with preceptors to finalize priorities for literature review of evidence-based homelessness prevention housing policies/practices and housing intake processes | September |
| 1. Develop search protocol and criteria for relevant articles | September |
| 1. Collect articles, refine for relevancy, read and memo | September |
| 1. Develop detailed literature review outline, send to mentors for feedback | October |
| 1. Draft report on literature findings, send to mentors for feedback | October |
| 1. Finalize report | October |
| 1. Draft executive summary, send to mentors for feedback | October |
| 1. Finalize executive summary | October |
| 1. Present/share literature review findings with preceptor and board | November |

*Please remove the above example from your finalized Capstone project proposal form.*

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| **Deliverable #1: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #2: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #3: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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| **Deliverable #4: Deliverable Title** | |
| *Purpose:* | |
| *Format:* | |
| *Intended Audience:* | |
| **Steps** | **Expected Completion Date** |
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**Orientation Plan**

*Please describe how the student team will be oriented to the public health problem(s), population(s), and setting(s) associated with this project as well as your organization and key stakeholders.*

**Sustainability Plan**

*Please describe how the Capstone project work will be sustained after the academic year ends.*

**Capstone Project Skills**

*Please list the skills that students should* ***have*** *prior to beginning the Capstone project work.*

*Please list the skills you would expect students to* ***gain*** *by working on this Capstone project.*

**Capstone Project Resources**

*Please describe the resources available to the student team to create the deliverables listed above (e.g., equipment, space, funding, technical support, etc.).*

**Special Considerations for this Capstone Project:**

*Please describe how the project stakeholders, including the project’s priority population, will be engaged in the Capstone project.*

*What are the major challenges that the Capstone student team will face in getting this Capstone project accomplished and how will the preceptor and Capstone partner organization support the team in navigating those challenges?*

*What are important timing considerations for the student team to be aware of when working on the proposed project?*

*Due to funding and timing constraints, we prioritize projects that fall within a one-hour drive from Chapel Hill, North Carolina. What travel considerations exist for students who will work on this project?*

*What language considerations exist for students who will work on this project?*

*What other important issues, if any, should the Capstone students, faculty adviser, and/or Capstone Teaching Team know about your proposed project?*

**Mentoring Experience**

*Please describe the Capstone partner organization and preceptor’s experience with mentoring graduate students.*

**Please return completed proposal forms to:**

**Meg Landfried, MPH**

*Capstone Course Instructor*

*Department of Health Behavior*

*UNC Gillings School of Global Public Health*

*CB# 7440, 358 B Rosenau Hall*

*Chapel Hill, NC 27599-7440*

*Phone: (919) 966-0057*

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