

Master of Science
Health Services Research, Policy & Administration
PLAN B PROJECT PROPOSAL APPROVAL FORM

Purpose of MS Plan B Master's Project:

The purpose of the final project is to demonstrate:

- familiarity with the tools of research, analytics, or scholarship in the field of health services research;
- the ability to work independently; and
- the ability to effectively present the results of research in written and oral form.

Purpose of the MS Plan B proposal approval:

- to ensure the student has a feasible project that meets the criteria for the degree; and
- to demonstrate that an advisor and two committee members are in agreement with the objectives and methods of the project

Registration for PubH 7894:

Students typically register for PubH 7894 in their final semester of the program. Students should discuss their project ideas with their MS Plan B Project advisor prior to registration for the Plan B Project credits, (PubH 7894). Permission is required to register, and the course section must correspond with the Plan B Project advisor. To obtain permission to register, contact the MS program coordinator at hpmgrad@umn.edu before the desired term of registration, indicating the name of your Plan B Project advisor. Students will register for 2 total credits of PubH 7894 on an S/N grading basis. When you have finished the project and orally defended it, your advisor will enter a grade for the Plan B Project credits of either pass or fail (S/N). If your project takes longer than the anticipated semester, a grade of K may be temporarily assigned while making satisfactory progress, to be updated once completed.

Committee:

- Project must be supervised by a member of the HSRP&A Graduate Faculty. Please see the [Graduate Education Faculty Role List](#) to determine eligible faculty members.

You can either enter the faculty member's name to see if they are eligible or enter the program name and see a list of eligible faculty members.

- In addition to the advisor, the committee consists of a minimum of two additional members. One of these members must be from HSRP&A graduate faculty and the other must be an 'outside' member. The outside member can be a faculty member from another department at the University of Minnesota, who is eligible based on the [Graduate Education Faculty Role List](#) . With approval, the outside member can also be from an external academic institution or from a community organization. In these cases, students should send an email request to the hpmgrad@umn.edu email address, including a justification of why that person should be included on the committee, the person's name, title and resume or CV. That person's qualifications will be reviewed for eligibility to serve on the committee.
- Consult with your project advisor to help you identify the other committee members. All the committee members are available to provide you with feedback about your project. To ensure a high quality project, providing at least one or two drafts to your committee members for feedback prior to the final oral defense is recommended. The advisor is the primary consultant on the project and he or she should review your progress on the project frequently. About three weeks prior to the final oral exam, the entire committee should get the final draft of the project.
- Students must record their final oral exam committee member assignments through the Grad School form (See [Degree Completion Steps for MS Plan B](#)) at least one month in advance of the date of the exam. Additionally, the Final Exam Form must be initiated at least one day prior to the exam.

Formatting and Template MS Project Title Page:

A template for how to format the title page of your MS Plan B project is provided on the [HSRP&A MS Student Resources page](#).

Sample projects from past submissions are available in the Graduate Program Coordinator's office.

Policies

Please refer to the following resources for complete policies and procedures for Master's Plan B students.

[HSRP&A Student Guidebook](#)

[Graduate School Degree Completion Steps](#)

[University Administrative Policy: Master's Degree Completion](#)

MS in Health Services Research, Policy and Administration (HSRP&A)
Project Proposal (2-3 pages)

Purpose of the proposal: This contract is meant to be a brief outline of the project that the student plans to complete in partial fulfillment of their MS degree in HSRP&A. It is intended to provide enough details so that the advisor and committee can judge whether the project will meet expectations for the MS degree and is reasonable in scope. The student and committee should be confident that this project can be completed as proposed in a reasonable time-frame. If the project substantially changes after the contract has been signed, a new project proposal must be submitted.

Type of Project:

Review of the literature

Policy Analysis

Secondary Analysis of Data. Specify Data Source:

Qualitative Interviews

Other (Please Describe)

I. Background and Objectives (maximum 200 words):

Provide a brief overview of the problem that you are studying. Describe the objectives of the project. What are the research questions you plan to answer?

II. Significance (maximum 100 words):

Describe the significance of the research to health services research and/or public health. How will the proposed project make a contribution to research, policy or practice?

III. Methods (maximum 200 words):

Describe the methods in sufficient detail so that it is clear that they are appropriate for answering your research questions and meeting your objectives. For example, what is the source of the data? If it is secondary analysis of existing data, does the dataset have the main dependent and independent variables you are studying? Is the sample size sufficient? If you are collecting data, provide enough details about procedures. For example, how will sample be recruited? What is the general information that will be collected from participants? If existing data are proposed, the student should specify if they are publicly available data and, if not, how they plan to access to the data.

IV. Human Subjects Protection:

The Institutional Review Board (IRB) at the University of Minnesota must review all research that meets the federal definition of human subjects' research or clinical investigation. Please review material on the IRB web-site to determine if our project needs an IRB review:

<https://research.umn.edu/units/irb/how-submit/new-study>. If a review by the University's Institutional Review Board (IRB) is unnecessary, describe why. Otherwise, describe steps that will be taken to address human subjects' protection before the project begins.

V. Authorship:

If this project is published in some form, such as an article, what are the authorship agreements for the individuals involved in this project (e.g., order of authors)? Both student and faculty roles must be clearly specified.

VI. Meeting/Timeline Expectations:

Talk with your advisor and committee members about their working styles. There will be many drafts of your project prior to completion. Are there deadlines at which they would like to see drafts? Do they want regular meetings? If so, how often? Do committee members want to wait to review the project until the final draft? Briefly summarize expectations about timelines/meeting schedules/expectations below.

VII. Additional Items:

Enter additional items you feel are necessary for evaluating this proposal.

MS Plan B Project Proposal Approval Form (to be completed after committee has agreed to student's proposal)

Student Name:

Project Title:

HSRP&A Faculty Advisor

Name:

Signature:

Date:

Email:

HSRP&A Committee Member

Name:

Date:

Signature:

Email:

External Committee Member

Name:

Date:

Signature:

Email:

****Please submit completed proposal with signatures to the hpmgrad@umn.edu email****