The Regenstrief Center for Healthcare Engineering (RCHE) requests the following documentation for all projects. Templates are available at Proposal template is available online at www.purdue.edu/rche > Research > Research Program > Report Templates.

1. Project Proposal - submit at the beginning of project (may be amended)
   A. Names and affiliations of research team members (include Purdue faculty, Purdue students, healthcare partners, etc.)
   B. Statement of need for project: What broad healthcare system challenge does this research address?
   C. Research questions: What are the specific goals of your research?
   D. Scope: What are the pertinent system elements to be addressed?
   E. Approach: What do you intend to do and how will you accomplish it?
   F. Systems-research tools: What methods do you expect to use to collect and analyze data?
   G. VALID - how will your research achieve the following: i) Visibility, ii) Activity with Healthcare Organizations, iii) Leverage, iv) Impact and v) Discipline.
   H. Milestones: What are the deliverables from your research project, and when do you expect to deliver them?
   I. Photo and one-page bio of each PI
   J. Please note: As your project is funded by RCHE, you will be listed as an RCHE Affiliated Faculty member.

2. Monthly Report - to be submitted to RCHE the first of each month
   A. Progress update: How has your project moved forward in the last month?
   B. Milestone update: Are you on target to meet your milestones? Have milestones and timeline been changed during the last month?
   C. Challenges: Have there been any significant hurdles to overcome in the last month? If so, would you like to request assistance from the Regenstrief Center?

3. Final Report - to be submitted upon completion of the project
   A. Format: Similar to the regular monthly report with the following additions.
      i. Use the final report template, or indicate that this is the final report at the top of the first page.
      ii. Address the following:
          ▪ Research Findings: What are the results of your analyses?
- Impact: How has this research project contributed to transforming the healthcare delivery system?
- Benefits: How has your healthcare partner(s) benefited from your work?
- Discipline Advancement: How has your research advanced the discipline of healthcare engineering (i.e., published manuscripts, manuscripts in development, national conference presentations, posters, funded follow-on research, submitted proposals, awards, dissertations/theses)?
- Industry Feedback: What do healthcare professionals have to say about your work? (Direct quote with name, title, and name of organization).

B. Submission
i. When electronically submitting the final monthly report, attach any manuscripts (published or in process), proceedings, working papers, reports and presentations supported by this project.
ii. Bibliography entries will be reviewed for possible inclusion in RCHE’s e-Pubs (http://docs.lib.purdue.edu/rche)

4. PowerPoint Presentation — to be submitted with final report

Slides may be used in RCHE promotional presentations.

A. Slide 1: Project title and a listing of all faculty and students involved with the project. Include pictures of the study site or anything of visual interest related to the project.
B. Slide 2: Project goals
C. Slide 3: Research findings (include graphs, charts, figures, etc.)
D. Slide 4: Conclusions
E. Slide 5: Impact - how did your study improve healthcare delivery?
F. Slide 6: Discipline Advancement
  - Manuscripts (published or in development)
  - National conference presentations
  - Grant proposals (won, submitted or to be submitted)
  - Awards
  - Dissertation/theses

5. Final Poster — to be submitted with final report

RCHE will print and mount the poster. Please submit a PowerPoint slide that can be sized to 24”x36”, to Mary Schultz, schultm@purdue.edu

A. Need/Study rationale
B. Mission
C. Impact statement — Answers the question “Now what?”
6. Business Office

A. Inform your business office that your project has completed.
B. Confirm all charges have been applied.
C. Work with Deb Hughes (dhughes@purdue.edu) in Discovery Park to close the account.