

## Appendix F: Format for A Rapid Response Research Activity

**Note:** To create a rapid response (Series-500), activity directors from two or more SAES must agree to form the activity. A proposal for a Series-500 activity is a report of intent which is submitted to the regional association's chair (usually through the ED's office.) The proposal should be limited to two pages or less not including appendices. These activities have two years from the date of initiation to convert to an association sanctioned activity.

<b>Please indicate what region you are submitting for:</b>			
North Central	Northeast	South	West
<b>Project or Activity Number:</b> (to be assigned by the sponsoring regional association)			
<b>Title:</b> A brief, clear, specific statement of the subject of the planned activity. This should not exceed 140 letters and spaces. Do not use terms such as "Research on...", or "Studies of...", or "Investigation of...".			
<b>Administrative Advisor:</b>			
Name: (last, first)		Email	
<b>Statement of the Issue(s) and Justification:</b> Include a brief statement of the nature and significance of the issue(s) for which multistate activity is proposed. (Be sure to limit this section to approximately one-half page).  Max characters = 4000. Single line breaks are not preserved, to separate paragraphs use a double line break.			

**Types of Activities:** A short description of the types of activities to be undertaken should be included here. The organization should fit the needs for forming the multistate research activity. For example, an activity may be organized as a Multistate Research Project with very specific objectives and agreed collaborative responsibilities, or it may be a very informal activity similar to Research Coordinating Committees or Information Exchange Groups.

Max characters = 4000. Single line breaks are not preserved, to separate paragraphs use a double line break.

**Objectives:** Give clear and succinct statements that describe what is to be done, against which the progress of the proposed activity can be measured. Max characters = 3950.

Objective 1

Objective 2

Objective 3

Objective 4

Objective 5

**More Objectives:** If you have more than 5 objectives, please use the text box below following the format (i.e. Objective 6;; Objective 7)

**Expected Outputs, Outcomes and/or Impacts:** Briefly discuss the expected outputs, outcomes and the impacts of the proposed activity.

Max characters = 4000. Single line breaks are not preserved, to separate paragraphs use a double line

break.

**List of Participants:** Include a completed table of resources utilizing the format in [Appendix E](#).

**Review:** In order to expedite implementation of this project, an interim review is conducted by the Multistate research Committee, but no formal peer review is necessary.

**Literature Cited:**

Max characters = 50000. Single line breaks are not preserved, use double line breaks instead or use a <p> tag to separate paragraphs.

**Attachments:**

- 1.
- 2.
- 3.
- 4.
- 5.

Please don't use files names with commas or spaces in them.

**Administrative Advisor's Authorization Code:**

Skip this if you are the administrative advisor. Skip this if you are only submitting the proposal as a draft.

Save as Working Copy: allows you to revise it and later submit as final  
Submit as Final: submits your proposal for review

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