

Biomedical Research Advisory Council Research Grant Programs
Ed and Ethel Moore Alzheimer's Disease Research Grant Program
Andrew John Anderson Pediatric Rare Disease Research Grant Program
Work and Evaluation Plan Template
Fiscal Year 2025-26

Instructions for Completion:

1. **Complete all sections thoroughly**, providing specific and measurable details.
2. **Use the Strategy-Activity Framework:**
 - o Each Strategy should represent a major area of work (e.g., "Enhance Clinical Trial Enrollment").
 - o Each Activity should be a specific action under that strategy (e.g., "Implement patient screening protocols").
 - o Outcome Measures should be specific, quantifiable metrics for each activity.
3. **Process Measures:** Include specific metrics that track implementation progress (e.g., "Number of staff trained," "Percentage of protocols developed").
4. **Ensure all metrics are SMART** (Specific, Measurable, Achievable, Relevant, Time-bound).
5. **Align all activities with the Funding Opportunity Announcement's (FOA) research priorities.**
6. **Provide realistic timelines** and achievable targets with specific completion dates.

Section 1: Project Overview

Instructions: Provide a brief clear, concise overview of your proposal. The project or proposal title should be descriptive and for a general audience. The project summary should be 2-3 sentences that clearly state what you will do, who will benefit, and the expected impact.

Please use this template, if extra pages are needed, please add then pdf for upload to the application portal.

Project Title: _____

Proposal Lead/Project Lead: _____

Institution: _____

Total Requested Funding: \$ _____

Project Summary:

Section 2: Strategic Goals and Objectives

Instructions: Define the overarching goal that your proposal will achieve for Alzheimer's Disease care and treatment in Florida. Then list 3-4 specific, measurable objectives that support this goal. Objectives should directly address the FOA priorities.

Primary Goal:

Specific Objectives:

1. **Objective 1:** _____
2. **Objective 2:** _____
3. **Objective 3:** _____
4. **Objective 4:** _____

Section 3: Short-Term Outcomes (Year 1)

Instructions: For Year 1, define 4-5 major strategies that will launch your proposal. Each strategy should have 1-2 specific activities. For each activity, define a measurable outcome and complete the table with specific process measures, responsible parties, and completion dates.

Add extra strategies and activities as required using the same format as below.

Strategy 1: _____

Activity 1.1: _____

• Outcome Measure: _____

Activity 1.2: _____

• Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 2: _____

Activity 2.1: _____

- Outcome Measure: _____

Activity 2.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 3: _____

Activity 3.1: _____

- Outcome Measure: _____

Activity 3.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 4: _____

Activity 4.1: _____

- **Outcome Measure:** _____

Activity 4.2: _____

- **Outcome Measure:** _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 5: _____

Activity 5.1: _____

- **Outcome Measure:** _____

Activity 5.2: _____

- **Outcome Measure:** _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Section 4: Long-Term Outcomes (Years 2-4)

Instructions: Plan your strategies for years 2-4, as applicable, building on the foundation established in Year 1. Show progression and expansion of your work. Each year should build upon previous years while introducing new elements to achieve your project goals.

Add extra strategies and activities as required using the same format as below.

Year 2 Strategies and Activities

Strategy : _____

Activity 6.1: _____

- **Outcome Measure:** _____

Activity 6.2: _____

- **Outcome Measure:** _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 7: _____

Activity 7.1: _____

- Outcome Measure: _____

Activity 7.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Year 3 Strategies and Activities

Strategy 8: _____

Activity 8.1: _____

- Outcome Measure: _____

Activity 8.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 9: _____

Activity 9.1: _____

- Outcome Measure: _____

Activity 9.2 _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Year 4 Strategies and Activities

Strategy 10: _____

Activity 10.1: _____

- Outcome Measure: _____

Activity 10.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates

Strategy 11: _____

Activity 11.1: _____

- Outcome Measure: _____

Activity 11.2: _____

- Outcome Measure: _____

Strategies and Activities	Process Measures	Responsible Party	Timeline/Completion Dates