
APPENDIX A

Impact Evaluation Analysis
Plan Template for HMRF
Grantees

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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0970-0356; this number is valid through 6/30/2021. Public reporting burden for this collection of information is estimated to average 8 hours, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and revising it. This collection of information is voluntary for individuals, but the information is required from Grantees.

Impact Evaluation Analysis Plan: “The Evaluation of [Intervention Name] in [Geographic Area]”

Grantee

Grantee Name: [Name and location; ex. ABC Organization, Princeton, NJ]

Project Lead: [Name of project lead]

Email address: [Insert email address]

Evaluator

Evaluator’s Organization: [Name and location; ex. XYZ Organization, Washington, DC]

Evaluator Lead: [Name of evaluator lead]

Email address: [Insert email address]

IMPACT EVALUATION ANALYSIS PLAN

THE EVALUATION OF [INTERVENTION NAME] IN [GEOGRAPHIC AREA]

A. Research questions

This section presents the primary and secondary research questions that will be assessed in the impact evaluation of [Intervention Name].

1. Primary research questions

[Start writing here.]

2. Secondary research questions

[Start writing here.]

B. Description of the intended intervention and counterfactual condition

This section provides a brief description of the intervention being evaluated and the services that are intended as the comparison to the intervention, including any “business as usual” resources available.

1. Intervention condition(s)

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

2. Counterfactual condition

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

C. Study design

This section provides a brief description of the study design and the process for creating intervention and comparison groups.

1. Sample formation

[Start writing here.]

2. Data collection

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

3. CONSORT diagram

[Start writing here. Attach appropriate CONSORT diagrams as an appendix.]

D. Analysis

This section describes the plans for constructing outcomes, defining the analytic sample, assessing baseline equivalence, cleaning data and handling missing data, addressing potential

crossover and contamination, and finally the analytic models for estimating program impacts and planned sensitivity analyses.

1. Outcome measures

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

2. Data preparation

[Start writing here.]

3. Analytic sample

[Start writing here.]

4. Analytic approach

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]

E. Additional planned analyses

[Start writing here. Copy and modify tables from the instructions to reflect your plan.]