

**Health Sciences Center
Strategic Planning Initiative**

**Pilot Research Grant Program
In Patient Safety**

2004-2005 Guidelines for March 28, 2005 Submission

Please note that all applications must be **received on or before 03/28/2004** to be considered for 2005 funding.

PURPOSE

The Health Science Center Pilot Research Grant Program in Patient Safety is part of the HSC Patient Safety Strategic Planning Initiative. This program is aimed at developing research capacity, and interdisciplinary teams of researchers in patient safety who can successfully compete for federal funding. The Pilot Research Grant Program is designed to provide support for development of research studies focusing on patient safety by funding pilot projects that will lead to National Institute of Health (NIH)-level proposals.

For the purposes of this Pilot Grant Program, "patient safety" is consistent with the Report of the Quality Interagency Coordination Task Force (QulC) to the President (February 2000) "Doing What Counts for Patient Safety: Federal Actions to Reduce Medical Errors and Their Impact." Patient safety encompasses both medical errors and adverse events, such as falls, pressure ulcers, medication-related adverse events, etc.

The Agency for Healthcare Research & Quality (AHRQ) in a recent research solicitation defined patient safety as, "...the absence or reduction of injury associated with healthcare delivery to patients. Patient safety can result from the avoidance of medical errors as well as from taking action to prevent errors from causing injury. Essentially patient safety improvement is the reduction of the probability of an adverse event resulting from health care. AHRQ patient safety activities involve four major components: identifying threats; identifying and evaluating effective practices; education, dissemination, and implementation interventions that enhance patient safety; and maintaining vigilance." (See AHRQ RFA Number: RFA-HS-04-011, <http://grants.nih.gov/grants/guide/rfa-files/RFA-HS-04-011.html>)

University of South Florida (USF) faculty and doctoral students from a wide range of disciplines are urged to apply. Preference will be given to faculty and doctoral students interested in developing a fundable proposal for a National Institutes of Health (NIH)-level study in the area of patient safety. All faculty, including faculty beginning their research careers or developing new lines of research, as well as doctoral and post-doctoral students interested in research related to patient safety are encouraged to apply. Those projects that are likely to result in proposals for external funding will be given preference.

ELIGIBILITY REQUIREMENTS

Faculty: All USF tenured, tenure-earning, and non-tenured or non-tenure-earning faculty are eligible, subject to the restrictions below. Ineligible applicants include:

- (1) Faculty who intend to terminate employment or leave USF, or faculty who have been notified by the University that they are on terminal notice and will not receive a contract during the next academic year.
- (2) Non-tenure-earning faculty on a visiting appointment or other time-limited contract whose appointment will end before end date of the research project.
- (3) Faculty whose assignments do not include responsibility for conducting independent research.

Doctoral and Post-doctoral Students: Doctoral and post-doctoral students are eligible if they are enrolled in a USF Health Sciences Center (HSC) College, or a USF-Florida Board of Education approved Institute or Center affiliated with the USF Health Sciences Center, are doctoral candidates or post-doctoral fellows, and are endorsed by their doctoral/post-doctoral supervisor. Doctoral and Post-doctoral students in other Colleges can apply if, in addition to approval by their supervisor, Department/Division Chair and Dean, they also have the endorsement and will have the supervision of a HSC faculty member. The proposed research project may consist of part or their entire doctoral or post-doctoral research program.

FUNDING

Funds for the Pilot Grant Program are derived from the HSC Patient Safety Initiative budget. The maximum amount that will be awarded to any applicant is \$5,000 - \$7,000 for up to a one-year period. For the first year of the program (2004-2005), we anticipate awarding 3-4 grants.

REVIEW PROCEDURES

Each proposal will be reviewed by members of the Patient Safety Research Committee. If an additional review is required, an external reviewer who is an expert in the subject area could also review the proposal(s). These reviews will be used by the Patient Safety Research Committee to make the final determinations as to awards and award amounts. The Patient Safety Research Committee reserves the right to make awards for amounts less than requested. In the event that proposals of equal merit are submitted, preference will be given to new applicants and to those who have had few or no previous awards from the Patient Safety Research Committee.

Applicants will be notified approximately **04/18/2005** regarding the award status and amount. Funding will commence as soon as possible after **05/01/2005** for a period of up to one year.

SUBMISSION PROCEDURES

There is more than one cycle of funding each year. Incomplete proposals and those received after the deadline will be returned to the applicant. All originals must be typed, double-spaced, and submitted along with SIX COPIES, **by no later than 5 pm on 03/28/2005** to the Patient Safety Committee, c/o Dr. Andrea M. Spehar and Dr. Audrey Nelson, VA Patient Safety Center, 11605 North Nebraska Avenue, Tampa, FL 33612. **It is the responsibility of the investigator to ensure and document delivery by 5 pm on 03/28/2005. Late submissions will not be reviewed.** Only the original need have original signatures. Limit specific portions of the text to the space provided on the enclosed forms.

For questions about guidelines or submission, please contact: Dr. Andrea M. Spehar at 813-558-3920, aspehar@hsc.usf.edu; or Dr. Audrey Nelson at 813-558-3902; Audrey.Nelson@med.va.gov.

Applicants are reminded that some faculty outside their immediate discipline may read their proposal. Thus, it is essential that the applicant use language that can be understood by these reviewers and persons outside his or her discipline. Clarity of language in purpose, research design, and methodology is essential. The investigator should make clear how the proposed pilot project will lead to a fundable NIH-level study.

It is important that applicants follow the specified submission procedures closely and provide the requested information. Review of otherwise meritorious proposals may be hampered because the applicant failed to provide: (a) complete information on current and pending support (b) an up-to-date biosketch, (c) a project timetable, (d) a detailed, itemized budget, and /or (e) specifications of the role of each person to be paid by the project.

Only one proposal may be submitted per cycle by any faculty member or doctoral student.

Format Specifications:

1. Helvetica or Arial 12-point are the NIH-suggested fonts. In no case may the text font be less than 11 point.
2. Margins, in all directions, must be at least ½ inch.
3. The application must be double-spaced.
4. Figures, charts, tables, figure legends, and footnotes may be smaller in size but must be readily legible.

Small type size makes it difficult for reviewers to read the application; consequently, the use of small type will be grounds for rejecting the application. Adherence to type size and other requirements is also necessary so that no applicant will have an unfair advantage.

Provide the following information in the order specified below. (Application forms are attached to these guidelines.)

1. **Acknowledgment-of-Receipt form** (self-explanatory)

2. **Cover page:**

Title of Proposal: Title should be as descriptive and concise as possible.

Name of Principal Investigator: The P.I. is the one person responsible for completion of the grant project.

Social Security Number and Payroll Envelope No.: Required in order to set up the grant account if an award is made. Please consult the departmental official in charge of payroll to obtain the payroll envelope number.

Faculty Rank and Start Date at USF: The rank and date of employment should be recorded here. If no faculty rank, please indicate status (doctoral or post-doctoral student) and start date of doctoral or post-doctoral program at USF.

Department and Campus: Self-explanatory

Email Address: Self-explanatory

Total Funds Requested: Total amount requested (from budget page).

Desired Starting Date: Requested date for starting project.

Clearances: Check any appropriate entries. For explanations, see section on Conditions of Receiving Grant.

Endorsement Signatures: Along with the Principal Investigators signature, the appropriate department, division, and/or college officials must also endorse the application. If a co-P.I. is involved, he/she must sign the cover page also.

3. **Project Summary** (not to exceed one page, single-spaced or double spaced):

The Project Summary should briefly describe the overall goal and specific objectives of the proposed research. This one-page summary should be written so that a reviewer can rapidly grasp the essential elements of the proposed pilot project. Without going into excessive detail, the investigator should describe, in relatively non-technical language, the specific aims of the proposed project in the overall research context, how those aims will be accomplished, how the results from this study are important in developing a NIH-level study, and how the proposed pilot fits with the goals of the Pilot

Research Grant Program in Patient Safety. Greater detail in background and methodology of the project should be provided in the Proposal Narrative section. Suggested format for Project Summary:

Specific Aims: This section should very briefly describe the broader, long-term goals of the research project, and the specific research aims of this pilot project. Numbered or bulleted aims, or research questions, or hypotheses are appropriate formats.

Background & Significance: This section should briefly establish the research context, orient the reviewer, demonstrate the investigator's knowledge of the field, and explain how the proposed research will fill in gaps in the research.

Research Design & Methods: This section should very briefly describe the research design and particular methods to be used in data collection and analysis. Analyses should be appropriate for the study design. The design should be linked to the specific aims/research questions/hypotheses outlined.

Anticipated Benefits and/or Products: Describe the probable benefits of the proposed project in a realistic and simple manner. In the case of products, describe the anticipated method of dissemination of the results of the project. Include a description of how this pilot will be used to support the investigator's intended NIH-type proposal application, to which agency it will be submitted, and the submission time frame.

Key Words: Include three to five key words that best describe the project.

4. **Project Narrative (not to exceed five typed, double-spaced pages):**

The Project Narrative section should include an **Introduction, Specific Aims, Background and Significance, and Research Design and Methods. Research Design and Methods** should include a detailed plan, including sources of data, variables, outcome measures, and methods of measurement and analysis of results. The design should be linked to the specific aims/research questions/hypotheses outlined. This section should also include a **Project Timetable** for implementation of the research, as well as any figures, tables. **References** of the literature cited should include at least first author, title, source and year.

Be sure that the study design and methods of analysis are presented with sufficient clarity and detail to judge their merit. Analysis methods should be appropriate for the study design. Future direction of the project following pilot funding should also be described in this section.

The applicant must adhere to the five-page limit with no addenda (e.g., additional details on methodology, letters of recommendation, manuscript submissions or reprints).

5. **Proposed Budget:**

Salaries: List the names and positions of all personnel to be funded by the project. Faculty summer salary is allowable, but overload or extra compensation is not. Fringe benefits must be included in any salary amount requested; the choice between OPS and line item calculation should be made in consultation with the Division of Sponsored Research. The basis for salary computation should be included. You may wish to take into consideration that graduate students supported on a HSC Patient Safety Pilot Research Grant may be eligible for a tuition waiver. Consult your academic department and the Graduate School for details.

Equipment: List separately each piece of equipment requested.

Supplies: Itemize expendable supplies to be used by the project.

Travel: Travel will be funded only if necessary to conduct the project. Travel to meetings, conferences, etc., will receive low priority for funding under the Pilot Grant Program.

Computer Costs: Itemize expenses for computer use associated with the project, and justify below why a computer or software is required to perform the project.

Operating Expenses: Itemize all expenses, including copying, postage, animal maintenance, etc.

Other: Any additional costs not listed above. Provide specific descriptions.

Endorsements: P.I., chair and dean (when applicable) must endorse the budget. Doctoral and Post-doctoral students in other Colleges can apply if, in addition to approval by their supervisor, Department/Division Chair and Dean, they also have the endorsement and will have the supervision of a HSC faculty member. This can be signified by a letter from the HSC faculty member.

6. **Budget Explanation and Justification:**

ALL BUDGET ITEMS MUST BE CLEARLY JUSTIFIED ON THE SHEET PROVIDED.

7. **Other Support:**

List all support, from any source, received by the P.I. in the past two years. For each item of support, list title, granting source, date and amount of award. Also list applications that are pending. List all HSC or USF (Graduate or Undergraduate) awards received to date, describing the project that was supported and listing any results from that project, including publications, presentations, etc.

Projects requesting support from sources other than the HSC Patient Safety Committee will be considered, but **can only be funded from one source**. If the investigator receives funding from another source for the pilot project, or the pilot project is funded as part of another project, the investigator must decide which funding source will be used. The HSC Patient Safety Research Committee should be informed as soon as possible if the investigator chooses to receive monies from the other funding source.

9. Biographical Sketches:

Attach biographical sketches for the Principal Investigator and key personnel, including graduate assistants if applicable. Each biographical sketch should not exceed two (2) pages, and should include any funding or publications related to the subject area of the proposed pilot project.

10. Evaluation Form:

Provide the name and department of the principal investigator. This form will be used for scoring by the reviewers.

**CONDITIONS OF RECEIVING AN AWARD THROUGH
THE HSC PATIENT SAFETY COMMITTEE PILOT RESEARCH GRANT PROGRAM:**

1. Acceptance of Award

Within seven (7) days of notification of award, the awardee must notify the HSC Patient Safety Committee of acceptance or rejection of the award. Notification can be by email or letter.

2. Reporting Requirements

Within two months after the grant completion date, the awardee must submit to the HSC Patient Safety Committee the following information: (a) a final progress report summarizing the project and stating the final outcome and products; and (b) a list of all personnel funded by this grant.

3. Dissemination of Project Results

The awardee is expected to submit a federally funded grant application as a result of this study. The awardee is strongly encouraged to publish or otherwise make publicly available the results of the work conducted under the grant. This should include a poster presentation of the findings at the Health Sciences Center Research Day following the completion of the grant year. A copy of each publication must be sent to the HSC Patient Safety Committee clearly marked with the grant number. All publications resulting from this grant must include the following acknowledgment: "This

work was supported, in part, by the USF Health Sciences Center Patient Safety Research Grant Program.”

4. Clearances

If any of the following are involved in the supported project, the appropriate entry should be checked on the cover sheet and the appropriate procedures must be carried out:

Human Subjects

IRB approval is not required prior to submission, but applicants are advised to adhere to USF IRB guidelines in the study design submitted. If human subjects are involved in the project, the Institutional Review Board (IRB) approval must be secured prior to commencing the work. IRB approval is required for interviews, surveys, and questionnaires, as well as for invasive procedures. If there are questions as to whether the study requires IRB approval, the investigator should consult with the USF IRB.

UNIVERSITY OF SOUTH FLORIDA
HSC PATIENT SAFETY COMMITTEE
PILOT RESEARCH GRANT PROGRAM

ACKNOWLEDGMENT FORM

(ONLY ONE COPY OF ACKNOWLEDGMENT FORM TO BE RETURNED)

PLEASE NOTE:

The submission package should contain the original and six copies and a copy on disk in Microsoft word format of the entire proposal. One copy of the Acknowledgment should be placed on top. The Acknowledgment form will be returned to you noting date of receipt and a proposal number (DO NOT include cover letters or outside covers. The first page of the proposal should be the cover page).

PROPOSALS SHOULD BE FIRMLY STAPLED AND THE SUBMISSION PACKAGE SECURED BY A RUBBER BAND. NO PAPER CLIPS!!

PROPOSALS SHOULD BE DELIVERED OR MAILED TO
The Patient Safety Committee
c/o Dr. Audrey Nelson or Dr. Andrea Spehar
VA Patient Safety Center
11605 North Nebraska Avenue
Tampa, FL 33612.

NOTE: ALL FIELDS MUST BE COMPLETED

NAME OF PRINCIPAL INVESTIGATOR: _____

CAMPUS ADDRESS & TELEPHONE NUMBER: _____

ALTERNATIVE ADDRESS/TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

To be completed by the HSC Patient Safety Committee:

DATE PROPOSAL RECEIVED: _____

PROPOSAL NUMBER ASSIGNED: _____

COVER PAGE

TITLE OF PROPOSAL: _____

PRINCIPAL INVESTIGATOR: _____

SOCIAL SECURITY NUMBER: _____ PAYROLL ENVELOPE NO. _____

FACULTY RANK: _____ START DATE AT USF: _____

DEPARTMENT AND CAMPUS: _____

EMAIL ADDRESS: _____

TOTAL FUNDS REQUESTED: _____

DESIRED STARTING DATE: _____

CLEARANCES NEEDED (Check all that apply):

HUMAN SUBJECTS:

MEETS ALL ELIGIBILITY REQUIREMENTS:

ENDORSEMENT SIGNATURES (Must have all endorsements that apply in your setting):

By signing below, the Chair acknowledges that the applicant has contractual responsibility for individual research.

PRINCIPAL INVESTIGATOR:

DATE

CO-P.I. _____
DATE

DEPT/DIVISION CHAIR _____
DATE

COLLEGE DEAN _____
DATE

DATE

PROJECT SUMMARY
(Not to exceed one page)

(Suggested format):

Title of Study:

Specific Aims:

Background & Significance:

Research Design & Methods:

Anticipated Benefits and/or Products:

Key Words:

PROJECT NARRATIVE
(not to exceed five typed, double-spaced pages)

(Suggested format):

Introduction

Specific Aims

Background and Significance

Research Design and Methods, including Project Timetable

References

PROPOSED BUDGET

SALARIES & WAGES (List each individual or position separately):

NAME OR POSITION	TIME OR % EFFORT	\$ AMOUNT	\$ FRINGE BENEFITS*	\$ TOTAL
Name or Position	Time or % Effort	Salary or Pay Rate (\$)	Fringe Benefits (\$)	Total (\$)

*(It is the responsibility of the P.I. to consult a Grants Administrator in the Division of Sponsored Research to determine the current fringe benefit rates for each type of personnel.)

EQUIPMENT: (List each piece separately.)

IT SHOULD BE NOTED THAT ALL EQUIPMENT PURCHASED WITH USF HSC PATIENT SAFETY COMMITTEE FUNDS REMAINS THE PROPERTY OF THE UNIVERSITY.

Item:

Item:

SUPPLIES:

TRAVEL:

COMPUTER COSTS:

OPERATING EXPENSE:

OTHER:

TOTAL AMOUNT REQUESTED: \$

BUDGET EXPLANATION AND JUSTIFICATION
(All budget items must be clearly justified)

OTHER SUPPORT
 (All support received by P.I. in past two years)

Title	Granting Source	Dates of Award	Amount of Award	Results: Pubs, Presentations

Pending Applications

Title	Granting Source	Dates of Award	Amount of Award Requested	Amt. Overlap with Proposed Project

Note: Projects requesting support from sources other than the HSC Patient Safety Committee will be considered, but can only be funded from one source. If the investigator receives funding from another source for the pilot project, or the pilot project is funded as part of another project, the investigator must decide which funding source will be used. The HSC Patient Safety Research Committee should be informed as soon as possible if the investigator chooses to receive monies from another funding source for the same project.

BIOGRAPHICAL SKETCHES
(Insert after this page)

EVALUATION FORM

P.I.:
P.I. Department:
Title of Study: