



Indiana University Health



Request for Applications

Indiana University Health Values Fund Grant Pilot & Feasibility Program - Education

INDIANA UNIVERSITY HEALTH

FULL APPLICATION DUE ON MONDAY, January 8, 2018

**NOTE THAT IF THIS FUNDING IS AWARDED TO IU, IT IS CONSIDERED EXTERNAL FUNDING
AND THE APPLICATION MUST BE ROUTE THROUGH ORA PRIOR TO UPLOADING**

*Please note that you will be submitting through the Indiana CTSI's new grants management
software WebCAMP. Please allow enough time to be familiar with a new system.*

*The WebCAMP user's guide is also available under the funding announcement here:
<https://www.indianaactsi.org/funding/all-open-rfps/>*

Indiana University Health Values Fund Grant

Dear Applicant:

Applications will be judged on educational merit as well as the potential benefits to Indiana University Health. The Pilot & Feasibility Program is funded by the Values Fund for the support of the Indiana University Health values. Those values are:

- Total patient care, including mind, body and spirit
- Excellence in education for health care providers
- Quality of care and respect for life
- Charity, equality and justice in health care
- Leadership in health promotion and wellness
- Excellence in research
- An internal community of mutual trust and respect

To be funded, applications must demonstrate how the proposed project supports one or more of these values and provides benefits to Indiana University Health.

Indiana University Health's strength in providing excellent patient care is partially based on involvement in the continuous development of new, pre-eminent health care professionals throughout the entire workforce and innovative care delivery models. Without a continuous supply of new professionals, Indiana University Health will stagnate. For a wide variety of reasons, educational resources are stressed. Many departments feel they no longer have the time to develop and initiate new and unique approaches to educational programs. Necessary curricular changes will lead to a need for new didactic and clinical teaching tools. New programs based on competency training will be necessary to succeed. We seek unique solutions to complex educational processes. The solutions may increase costs at a time of decreasing resources. The Values Fund offers a unique resource, which will permit us to go forward.

SPECIFIC AREAS OF OPPORTUNITIES:

1. Educational efforts involving students, residents, or staffs.
2. Support for translation or dispersal of knowledge (e.g. library).
3. Education in Health Evaluation and Services, including outcomes evaluation and procedures.
4. Educational efforts especially with residents and staff which address medical, legal and cost containment, or other issues affecting medical practice, quality of life, and access to health care.
5. Educational efforts in an ambulatory setting and/or promotion of continuity of care across care settings.
6. Educational efforts involving delivery of chronic care.

7. Primary care education.
8. Education in research principles.
9. Education in the development of and delivery of health promotion projects.
10. Educational efforts in faculty, resident, professional and/or staff development as related to teacher/learner issues.
11. Education in quality improvement.

FUNDING PREFERENCE

- Collaboration between Indiana University Health campuses. Collaboration with partners of Indiana University Health is encouraged.
- Multidisciplinary educational programs which not only provide education to different disciplines, but also are presented by a multidisciplinary faculty.
- Experimental and unique teaching programs (i.e. "New delivery") models in education. Where feasible, the request should include a plan for assessment of program outcomes. Existing programs are not funded. Innovation not duplication will be stressed.
- Educational interventions targeted at trainees and or patients that test theory based hypothesis bearing on learner/patient outcomes.

Eligibility

Eligible applicants (1). IU Health employees or (2). Providers with medical staff privileges at Indiana University Health or (3). persons with significant teaching responsibilities or who hold a special assignment at IU Health.

IU Health wants to have confidence that funded projects will be completed. Research that is not completed is a wasted investment. With this in mind, fellows are eligible if their fellowship goes for the entire length of the project period and if they have a faculty mentor. The review process is slow so projects should have a start date no earlier than July 1, 2018 which complicates proposals from fellows but may work in some cases.

An applicant may submit only one application to each round of the competition in which she or he is the lead project director.

Award Amounts

Funding is limited to a maximum of \$50,000 per year for two years.

Grantor Expectations

The PI must submit two semiannual reports each year as well as the final report. In addition there should be grantor attribution in any and ALL peer reviewed and non-peer reviewed publications that result from the funded grant.

NIH Salary cap applies to this proposal. The 2017 salary cap is \$187,000.

Semiannual progress reports should include the project status by updating the project milestone/project timeline charts (please attachment A of the application form) to reflect completed tasks along with documentations of external grant submissions/awards, Intellectual Property (IP), peer reviewed publications, and/or presentations arising from the supported research. The milestone is crucial to tracking and monitoring your grant project and must be updated from the original submission and submitted with your semiannual progress report. Project support and budget management discussions will occur if applicable.

Applicants may submit only one IU Health Values Fund application to each round of competition in which he or she is the Program Director/Principal Investigator.

Applications in excess of 45 pages (including all form pages, proposal narrative, bio sketch/curriculum vitae, budget, references, letters of support, appendices and any and all other information) will not be reviewed.

Applicants with less than three years of experience as an educator must identify a senior educator as a mentor in the application.

In general, grant funds should not be used for travel, equipment, food or the purchase of laptop computers. No international travel is permitted.

INFORMATION SESSION

There will be a one-hour pre-application information session for those interested in applying. These open sessions will allow program staff to clarify application requirements and answer questions. These information sessions will review the:

- Program objectives;
- Eligibility requirements;
- Application procedures;
- Review process;
- Tips on preparing a strong application.

Attendance at the pre-application session is encouraged, but is not required. Pre-Application meeting will be held as follows:

- Thursday, November 16th at Methodist Conference Center, Room DG422C at 1:00pm

Application Deadline

Application deadline is Monday, January 8, 2018 via the Indiana CTSI website using the **Start a Submission** link found here: [IU Health Values Education CTSI link](#)

Proposal Format

Page 1. Face page should specify the title of the proposal, project director and his/her affiliation, as well as where the work will be performed, and the total budget.

Page 2. Project Summary A general description of the education program, including who will receive the education.

Pages 3 - 4 Budget page(s) listing the direct costs for all personnel using the NIH budget template PHS 398. In general, grant funds should not be used for food or the purchase of a laptop. Travel costs will not usually be funded but under special circumstances might be considered when it is necessary and reasonable for the successful completion of the project. A written justification must be sent to IU Health Grants Administration. No international travel is allowed. Supplies and other costs must relate directly to performance of the project. Indirect costs are not funded by the Values Fund grants.

Page 5. Significance page

1. What is the potential importance of the proposed work? Discuss any novel ideas or contributions that the project offers.
2. Make clear the potential importance of the proposed work for further educational efforts especially at Indiana University Health. Clearly and convincingly explain how this project supports the Indiana University Health values and is a significant benefit to Indiana University Health.

Page 6. Biographical sketch, please submit a recent NIH biosketch. If you prefer, you may substitute the NIH biosketch form located at <http://grants.nih.gov/grants/funding/phs398/biosketchsample.pdf>. Only the principal educator needs to submit a biosketch, not members of the entire project team.

Page 7. Other Support: List ALL active or pending grant support and pending external and internal applications (e.g. Showalter, IUSM Biomedical Research Grant, CTSI, Walther Cancer Foundation, etc.) If the applicant is awarded funding from another source following submission of this application, you should notify the IU Health Grants Administration GrantsAdministration@iuhealth.org or 317-962-2373 or 317-962-9653.

Page 8. Project Activities and Schedule.

Page 9 and following. Plan: Application narrative should be structured in accordance with the following format: The application should be typed on standard 8 1/2 x 11 white paper double spaced, a 12 point font with at least .5 margins and is not to exceed 10 pages. Type density, including characters and spaces, must be no more than 15 characters per inch.

The application must be single-sided. Consecutively number pages throughout the application. Use black ink that can be clearly copied.

References, Appendices and Letters of Support should be placed in that order behind the application narrative. Appendices and references should be as short and relevant as possible as reviewers do not have the time to review non-essential application materials.

If the request is a resubmission of a proposal previously reviewed by the Education Review Committee the applicant must include a detailed introduction showing what changes have been made to address the previous comments made by education reviewers assigned to the applicant's proposal.

The Plan should address the time period for which funding is requested. Relevant parts of an extramural proposal may be included, if desired, to show the scope of the overall project and to justify how the funding requested will aid in "jump-starting" a project or strengthening a planned or pending submission. It is to the applicant's advantage to focus and establish priorities. These priorities should be made clear in relevant sections of the Plan.

A. Introduction:

1. Objective: State the overall objective or goal of the proposed project.
2. Review the most significant previous work and describe the current status of the field. Document with references. Describe any preliminary work performed that led to this proposal.
3. Present the rationale behind the proposal's approach to the problem.

B. Specific Aims: List the specific aims

C. Methods of procedure: Provide details of the proposed plan, including a description of the training to be provided, the method of providing it, and to whom it is directed. The means by which the program will be analyzed or interpreted should be included. Include a discussion of pitfalls that might be encountered, and the limitations of the procedures proposed.

Insofar as possible, describe the principal actions to be undertaken, the sequence in which they will be conducted, and indicate a tentative schedule of the main steps of the program.

- D. Facilities Available:** Describe the facilities available (IU, IU Health, other) for this project including space if necessary. List major items of equipment available for this work.
- E. Collaborative Arrangements:** If the proposed project requires collaboration with other educators, describe the collaboration and provide evidence to assure the reviewers that the collaborators agree (letters of support in the addendum). Funding priority will be given to projects that include collaboration between Indiana University Health's main campuses. Collaboration with partners of Indiana University Health will be supported.
- F. Program Evaluation:** Program Evaluation is an essential component of a proposal in terms of scoring and review. Show how you will evaluate the project to determine if you achieve the program objectives.

- G. Letters of Support** will generally strengthen a proposal and are strongly encouraged.

Submission Procedures

Applicants must use the application forms provided and specified on PULSE or the CTSI website. Application forms can be accessed from the Indiana University Health PULSE Grants Administration website, or by contacting Peter Michael at 317.962.2373 / pmichael@iuhealth.org, however, the application must be submitted through the **Start a Submission** link found on the Indiana CTSI All Open RFAs website [IU Health Values Education CTSI link](#). You may also obtain application instructions and forms from the same website link: [IU Health Values Education CTSI link](#)

Applicants who are IU employees need to route their application through the IU Office of Research Administration (IU-ORA) before submitting it to the CTSI HUB grant system.

The Lead PI is responsible for submitting the application to CTSI on the CTSI website.

To submit an application use the **Start a Submission** link found here: [IU Health Values Education CTSI link](#)

Questions or difficulties accessing the WebCAMP grants management system please contact Julie Driscoll, CTSI: (317) 278-2822 | [judrisco@iu.edu](mailto:jdrisco@iu.edu).

PLEASE REMEMBER:

- Institutional Review Board (IRB), and/or Institutional Animal Control Utilization Committee (IACUC) approval, if required, must be completed prior to the release of funds/start date. If you cannot obtain IRB/IACUC approval for your project prior to the release of funds you must immediately notify IU Health Grants Development & Administration Office staff GrantsAdministration@iuhealth.org or 317-962-2373 or 317-962-9653.
- Please read the IUH Administrative Policies regarding, Conflicts of Interests, Misconduct in Science and Conflicts of Interest in Research to ensure you are in compliance with the policies. You can find these policies at: <https://pulse.iuhealth.org/depts/PandP/policies/admin/adm1-12.pdf>
- If you are an IU investigator, you will need to submit your proposal application to the IU-Office of Research Administration (IU-ORA) five business days before the deadline. You must allow enough time for your department chair approval signature on the application form. This includes all administrative forms, project budget, proposal narrative, or other material that is part of the grant application.

All Indiana University Health employees who submit grant applications must obtain their manager's signature (bottom on page 1 of the education application form) before submitting an application).

Review Process:

The Indiana University Health Grants Administration Office receives applications for educational programs support by the Values Fund. Applications are assigned to education reviewers. The members of Education Review committee then meet for discussion, evaluation, scoring, ranking and prioritization of the applications.

The Indiana University Health Values Fund for Education Review Team will make recommendations for funding to the two separate Indiana University Health Board of Directors subcommittees, one on Research & Education and the other on the Values, Ethics, Social Responsibility, & Pastoral Services. Once the review team's recommendations are approved by both subcommittees, awards are announced.

Post Award Requirements

All awards will be monitored for progress by the IU Health Grants Development & Administration Office as required by the grant agreement. All reports must be submitted by the required deadlines.

Semiannual progress reports should include the project status by updating the project milestone/project timeline charts (please see Project Schedule on the application form) to reflect completed tasks along with documentations of external grant submissions/awards, Intellectual Property (IP), peer reviewed publications, and/or presentations arising from the supported research. The milestone is crucial to tracking and monitoring your grant project and must be updated from the original submission and submitted with your semiannual progress report. Project support and budget management discussions will occur if applicable. Semiannual follow-up reports upon request for up to three years after the project ends, including, but not limited to the following data:

- i. External grant submissions and awards arising from the supported research
- ii. Intellectual property arising from the supported research including disclosures or patents filed
- iii. Publications arising from the supported research and education project
- iv. Additional impacts of the award on your research and the collaboration

Recipients are to acknowledge Indiana University Health (IUH) support in any presentation or publication of work funded by an IU Health Values Fund for Education as follows:

This publication was made possible by an Indiana University Health Values Fund grant.

Acknowledgment must be included in all publications, newspaper, social media, TV-Radio-Internet comments/posts etc.

No Cost Extensions are granted for up to six months due to unusual circumstances. The request should detail the specific reasons for the delay. No Cost Extensions will not be considered if the project director has not submitted progress reports.

Contact Information

For financial issues related to eligibility, budgeting, review of the proposals and project requirements, please contact: GrantsAdministration@iuhealth.org or 317-962-2373 or 317-962-9653.

SAMPLE