



## **EINSTEIN HEALTHCARE NETWORK SEED GRANT REQUIREMENTS AND APPLICATION PROCEDURES**

### **GRANT REQUIREMENTS**

These grants are to facilitate resident and fellow research projects and pilot studies. They are fast track funding for projects with a small scope and brief timeline.

#### **TYPES OF FUNDING**

##### **Physician Scientist/Early Career Researcher (ECR)**

Physician Scientist/Early Career Researcher grants support human and animal research projects. They require a specific research question and the collection of measurable data to test the research hypothesis. Projects may be of any research design including: randomized controlled studies, case series, or retrospective studies.

##### **Quality Improvement and Patient Safety (QI)**

Quality Improvement grants support projects that guide improvement in quality, patient safety, and patient care processes. These projects are conducted on a small scale but are designed to be implemented on a larger scale if the results are favorable. Proposals must align with the Einstein Healthcare Network Quality Improvement objectives and utilize the Institute for Healthcare Improvement Plan Do Act Study (PDSA) cycle. Proposals for 2018-2019 must focus on Reduction of Harm Events and Hospital Acquired Conditions, Reduction in Maternal Harm Events, Medication Safety, and Hospital Readmissions.

##### **Healthcare Disparities (HCD)**

Healthcare Disparities Seed Grants provide funding to conduct exploratory research or interventions to reduce healthcare disparities in the Broad Street Health Enterprise Zone. The Broad Street Health Enterprise Zone was established in 2016 by state and local government officials to reduce health disparities, improve health outcomes, and stabilize and reduce health care costs in North Philadelphia. Proposals for 2018-2019 must focus on reduction in Emergency Department Visits, Food Insecurities, or Surgical Disparities.

#### **APPLICANTS**

- Seed grants are restricted to residents and fellows who have at least two years of training remaining at Einstein Healthcare Network (EHN) (as of 7/1 of the academic year in which funding is received).
- Grant recipients may only serve as primary investigators on one grant at any given time. Individuals may serve as a Co-PI on unlimited seed grant proposals.
- Before drawing on grant funds recipients are required to attend a training on how to access their grant money. This training will include information on ordering, budgeting, and approval for all

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- expenses. No funds will be accessible until training is attended.
- Seed grant recipients are required to submit quarterly progress reports (within **five** business days of receiving them) to the Research Educator in the form of a completed “three-month update” form. At the end of the project they must complete the “annual/final progress report.” Projects are not considered complete until a manuscript has been written and submitted to a peer-reviewed journal with a PubMed ID and the outcome reported to the Research Educator.
  - Grant recipients are required to update the Research Educator within **10** days of any unforeseen delays (i.e., problems obtaining supplies, implementation issues) and receive **approval** for changes in the project (i.e., transferring of PI, and change of Mentor due to staff changes).
  - Prior to the end of funding period, grant recipients will be required to:
    - Submit the results to the resident/fellow research competition in May *and* complete a poster for EHN’s Research Recognition Week.
      - Any publications or printed material must include on it “This research was funded by the Albert Einstein Society, Einstein Healthcare Network, Philadelphia, PA”.
    - Write up the results and submit them to a journal with a PubMed ID.
    - Provide updates, to the Research Educator, on all scholarly activity related to the project (i.e., posters, manuscripts, abstracts, presentations, and acceptance letters).

### APPLICATION

- All applications must include an in-depth literature review demonstrating a problem or rationale for why the proposed project is important and how the proposed project will help solve or improve the problem. The proposal should also demonstrate why the project is innovative. This review must include in-text and end of proposal references using AMA formatting.
- An IRB or IACUC **application** must be submitted **PRIOR** to the grant application submission and evidence of submission must be provided.
- If you believe that your project is a QI project and does not require IRB approval you must provide evidence that the IRB office agrees.
- IRB applications or confirmation that a project is a Quality Improvement project must be done through the on-line application. For assistance, contact Roberta Costello at 215-456-7225 or [bcostell@einstein.edu](mailto:bcostell@einstein.edu)
- An IRB or IACUC **approval letter** must be received by the Research Educator within 60 days of award notice or funds will not be granted.

### TIMELINES

- The project should take a maximum of **one year** from the time of award. The Seed Grant Core Committee (SGCC) will review quarterly updates at the end of one year and decide on the status of the projects that are not completed. Award recipients will be required to indicate if they are applying for a **single** extension of time to complete the project at no additional cost.

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The extension may not exceed the grant award period (see below) and must include a new completion timeline.

- If the project is not started by the time of the first quarterly review, the project will be deemed abandoned and the award will be rescinded.
- If adequate progress is not being made at the first quarterly review, the Mentor, Program Director, and Chair will be notified. Funds will be frozen until the awardee submits a written attestation describing the current problems and how they will be resolved along with an updated timeline. The Mentor, Program Director, and Chair must sign this attestation and agree to help the awardee get the project back on track. The SGCC will review this and decide whether the project should be continued and the money unfrozen or the money forfeited and returned to the funder.
- If adequate progress has not been made by six months, awards will be rescinded unless the awardee, Mentor, Program Director, and Chair can convince the committee otherwise.
- After one year, the remaining time on the grant is to be used to produce a publication to be submitted to a journal with a PubMed ID.

### FUNDING

- The funding level is up to a maximum of \$10,000 for one year. The number of grants awarded each year will depend on funding availability.
- Funding will cover expenditures related to basic science, clinical research, educational or quality improvement projects, patient safety, and health care disparities. Examples of fundable expenses include:
  - Consumable expenses (e.g., Elisa assay, histology)
  - Tests related to the funding proposal not covered by insurance
  - Food related to patient health
  - Travel expenses for patients.
  - Office supplies related to materials for patient education that patients take home
  - Special equipment (e.g., retinoscope)
  - Software (related to research, not publication)
  - Subscriptions to national databases
  - Animals for research
  - Animal care expenses (these expenses must be included in the budget)
  - Cadavers for research
  - Surgical supplies
  - Participant compensation
  - Salary support for grant funded employees at \$25 per hour for no more than 25% of the total budget (\$2500.00 maximum)
- Non-eligible expenses include but are not limited to:
  - Overhead fees
  - Salary support for non-grant paid or salaried employees

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- Computers (including tablets and mobile devices)
- Food not directly related to patient health
- Medicare cost analysis
- Travel expenses for employees.
- Transcription services
- Office supplies (unless related to materials for patients to take with them)
- Continuing education
- Software related to research and publication (e.g., Endnote, SPSS)
- Proposed budgets must include quotes for **all** required materials/expenses, including but not limited to personnel and services from other departments and animal care and use. If other EHN employees will be doing work on the grant, the employees' supervisors must submit a document indicating the work the employees will do and the number of hours it will take (not to exceed the acceptable hourly fee). This will be considered a contract and the individual/department will not be allowed to bill for additional expenses. Furthermore, any staff member working on a grant will be required to submit a monthly "Seed Grant Time and Services Attestation Form".
- Funds left over when the research is finished will get reabsorbed back into the fund from which they were granted.
- Projects receiving seed grant funding are considered the sole property of Einstein Healthcare Network. Projects with potential for commercialization should be referred to the Einstein's intellectual property committee (Einstein Healthcare Network Policy and Procedure Manual, policy #: AO99.2)

## PROGRAMS

- Both the Program Director and Department Chair must sign the **grant application and award letter**. Signature will verify that the resident or fellow has 2 years of training remaining as of 7/1 of the academic year in which funding is awarded and that the Program Director and Department Chair have read the application and agree that the project and budget are feasible within the time constraints.
  - The Program Director also agrees to share oversight responsibility during the course of the project with the Mentor, the Research Educator, and the Seed Grant Core Committee.
  - Signatures indicate that the program will cover **ALL** expenses beyond the grant award.
- If a department does not cover overage fees, then they will not be awarded **any** AES money until the expenses are covered.
- Department track records for project completion and publication will be considered when additional seed grant funding applications are considered.
- All resident and fellow projects require an attending as a Mentor who must sign the **grant application and the award letter**. The Mentor agrees to be responsible for guiding the resident/fellow through the research and publication process, making sure milestones are met,

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and ensuring that the resident/fellow submits all required reports.

### **ADDITIONAL REQUIREMENTS FOR QUALITY IMPROVEMENT PROJECTS**

1. Each project must include a minimum of three members:
  - a. One resident or fellow enrolled in an accredited EHN residency or fellowship program with 2 years of training remaining as of July 1 of the academic year in which funding is granted. This resident or fellow will serve as **team leader**. Note: Project teams are encouraged to have other residents or fellows with no time restrictions.
  - b. AT least one nurse must be part of the team. The nurse **may not be a team leader or Mentor**.
  - c. One attending physician in an accredited EHN residency or fellowship training program who will serve as a project **Mentor**.
2. It is recommended that teams include additional members. Eligible team members may be any hospital employee with an interest in or job related to patient safety or quality improvement.

### **ADDITIONAL REQUIREMENTS FOR HEALTH CARE DISPARITIES SEED GRANTS**

1. Each project team must include a minimum of three members:
  - a. One resident or fellow enrolled in an accredited EHN residency or fellowship program with 2 years of training remaining as of July 1 of the academic year in which the funding is received. This resident or fellow will serve as **team leader**. Note: Project teams are encouraged to have other residents or fellows with no time restrictions.
  - b. At least one medical student assigned to EHN as a Core Clinical Campus student over the course of the grant. The student is expected to have at least two years of medical school remaining as of July 1 of the year the grant is awarded. The medical student **may not be a team leader or Mentor**.
  - c. One attending physician in an accredited EHN residency or fellowship training program who will serve as a project **Mentor**.
2. It is recommended that teams include additional members. Eligible team members may be any hospital employee with an interest in or job related to health care disparities.

### **SELECTION AND AWARD PROCESS**

Submitted proposals will be reviewed and scored by the respective Seed Grant Subcommittee (SGSC).

- Only applicants that have submitted a seed grant ideas submission form, met with the Research Educator to discuss the project and grant requirements, and submitted all required forms will have their applications scored.
- All applications will receive a written score from at least two SGSC members. At the conclusion of this process, seed grant applicants with the highest scores will be invited to give a timed 5-minute oral presentation with an additional 10-minute question and answer session before the respective SGSC. Any issues or concerns that were detected during the scoring of

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written proposals will be shared with the applicant in advance of the oral presentation and must be addressed in the oral presentation.

- During the oral presentation only the PI and co-PI's will be allowed to answer questions. Every team member listed in the proposal is invited to attend the presentation and **Mentors are required to be present**.
- The SGSC will discuss presentations in a round table discussion and then score them before leaving the session.
- Final awards will be granted to applicants with the highest combined written and oral scores. The SGSC may, on a case- by- case basis, recommend additional changes to the proposal before approving a proposal for funding.
- All applicants will receive notice of the outcome of their proposal and feedback on their submission.
- Recipients, their Mentors, their Program Directors, and their Department Chairs must sign a letter acknowledging receipt of the award and accompanying requirements within **five** business days. This letter will be considered a contract indicating that all parties agree to abide by the procedures set forth in this document.

## APPLICATION PROCEDURES

### WHEN AND WHERE TO SUBMIT

The submission deadlines will be as follows:

#### **PHYSICIAN SCIENTIST/EARLY CAREER RESEARCHER (ECR)**

*Idea Submission Form* – July 1 – August 1 (Complete REDCap form online and email idea submission form (found on EinsteinConnect) to [ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu) no signatures necessary. Schedule an appointment to discuss the proposal with the Research Educator)

*Grant application due date*– September 1 (Complete information in REDCap and mail required forms to [ehn-research@einstein.edu](mailto:ehn-research@einstein.edu))

#### **QUALITY IMPROVEMENT (QI)**

*Idea Submission Form* – September 1 – October 1 (Complete REDCap form online and email idea submission doem (found on EinsteinConnect) to [ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu) no signatures necessary. Schedule an appointment to discuss the proposal with the Research Educator)

*Grant application due date* - November 1 (Complete information in REDCap and mail required forms to [ehn-research@einstein.edu](mailto:ehn-research@einstein.edu))

#### **HEALTH CARE DISPARITIES (HCD)**

*Idea Submission Form* – December 1 – January 1 (Complete REDCap form online and email idea submission doem (found on EinsteinConnect) to [ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu) no signatures necessary. Schedule an appointment to discuss the proposal with the Research Educator)

*Grant application due date* – February 1 (Complete information in REDCap and mail required forms to [ehn-research@einstein.edu](mailto:ehn-research@einstein.edu))

Interested candidates **must** submit an idea submission form and meet with the Research Educator to discuss proposed projects. Idea submission forms and final proposals must be submitted through REDCap with attachments emailed to [ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu). An original signature page (for final applications) must be delivered in person to the Research Educator (Levy 8221), Office of Academic Affairs ([ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu)). An IRB application must be submitted to the IRB office at the time of the grant submission. For QI projects, proof that no IRB approval is required must be submitted no later than the time of grant submission. As of July 1, 2018, all IRB submissions will be electronic. **Late applications will not be accepted.**

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### FUNDING DATES AND TIMELINES

*November - funding start date* – Physician Scientist/Early Career Researcher (ECR) [20 months]

*January - funding start date* – Quality Improvement (QI) [18 months]

*April - funding start date* – Health Care Disparities (HCD) [15 months]

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Idea submission form												
Application due												
Grants to committee												
Written scoring due												
Oral presentations												
Award letter												
Funding date												



## Seed Grant Requirements and Application Procedures

### APPLICATION PROCESS SUMMARY

#### STEP 1:

Complete the REDCap application and email the idea submission form to the Research Educator ([ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu)). Schedule a time to discuss the idea with the Research Educator (see above for deadlines). **Applications that have not gone through the pre-application process will not be considered.**

#### STEP 2:

Submit an IRB/IACUC application. If it is believed the project is a QI project and does not require IRB approval, submit evidence that the IRB agrees. Use the electronic IRB system to receive a decision.

#### STEP 3:

Submit a grant proposal by the appropriate deadline (stated above). Use the checklist below.

<b>Application Requirements</b>	<b>Yes</b>	<b>No</b>
Seed Grant Idea Submission Form (REDCap and paper)		
Meeting with Research Educator to discuss proposal and grant requirements		
Seed Grant Application (REDCap and paper)		
Evidence of IRB or IACUC submission or QI project confirmation		
Evidence of IRB or IACUC approval		
Seed Grant Budget Form (Excel)		
Written quotes/proof of expenses/fee for service documents (for all items)		
Signature Page (original delivered to 8221 Levy by the grant deadline)		

The proposal should include the following sections:

**APPLICANT AND TEAM INFORMATION:** Contact information and/or background information for all individuals involved in the project (REDCap)

**ASSURANCE/ SIGNATURE PAGE:** Mentor, Program Director, Department Chair

**PROJECT ABSTRACT:** One page maximum

**PROJECT SIGNIFICANCE/BACKGROUND AND SUPPORTING SECTIONS:** See specific grant application for details

**CONCLUSIONS:** One paragraph

**LAY PERSON SUMMARY:** One paragraph synopsis, written in a manner that individuals not in the healthcare field should be able to understand. Explain why the study/project is necessary/important and the plan that is being proposed to address the study/project.

**TIMELINE:** Proposed timeline for project from initiation to completion. Proposed timeline **must** include plan for outcome/data analysis and formal manuscript completion and submission.

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**SEED GRANT BUDGET FORM (SEPARATE DOCUMENT):** Proposed line item budget and **quotes/ proof of cost** for all expenses and a justification page explaining each item and a rationale for it. Budget items must adhere to the list of acceptable and unacceptable items.

**PERSONNEL:** List of all key personnel who will work on the grant, their departments, and a brief statement about their qualifications and how they will support the project.

### **STEP 4:**

Written seed grant proposals will be distributed to the SGSC and each one will be scored by a minimum of two committee members.

### **STEP 5:**

PIs with the highest scores will be invited to give a 5-minute oral presentation with a 10-minute question and answer session before the SGSC. Mentors must be present.

Any questions or concerns about the written proposal will be forwarded to the applicant in advance and should be addressed in the oral presentation.

### **STEP 6:**

SGSC members will discuss presentations in a round table format and then score the oral presentations.

### **STEP 7:**

Written and oral scores will be tabulated. Written scores will count as one third of the total score. Oral scores will count as two third of the score. The top scoring applications will be awarded seed grants.

### **STEP 8:**

All applicants will receive written notification of the outcome of their submission. Feedback will be included with the notification.

### **STEP 9:**

Award recipients must sign and return the award letter within **five** business days.

### **STEP 10:**

Before accessing funds, awardees must attend a training session on ordering materials, budgeting, and the approval process.

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### **STEP 11:**

Awardees must submit quarterly progress reports, a final/annual progress report, and copies of all scholarly activity (i.e., papers, presentations, abstracts, manuscripts, and acceptance notices) that result from the awarded project to the Research Educator ([ehn\\_research@einstein.edu](mailto:ehn_research@einstein.edu)) within **five** business days of completing progress reports. Projects will be followed quarterly through manuscript submission and outcome.