
UCM Innovation Grant Program 2016 Request for Proposals

Overview

The Innovation Grant Program seeks to support projects that use research-quality methods to design, implement, and/or evaluate innovative solutions to operational problems or areas in need of improvement at the University of Chicago Medicine. Recently, this emerging field where operational innovation and research intersect has been called *healthcare delivery science* in the literature [1, 2, 3, 4]. Through this grant program, UCM aims to identify and develop future innovators and create value for our patients.

Types of Projects Eligible for the Program

We are broadly interested in high-quality evaluation of operational innovation in the UCM community. Therefore, the proposed innovation may focus on any site of care or service formally associated with UCM, including for example outpatient areas, procedural areas, pharmacy, or the inpatient arena. Additional requirements and guidance:

- We are broadly interested in high-quality evaluation of *operational innovation* – by which we mean anything from patient-facing clinical pathways to innovations in the way we manage supplies, capital expenditures, etc.
- Projects must be clearly aligned with the operating goals and mission of University of Chicago Medicine. We strongly encourage all applicants to review the UCM Strategic Plan and the [2016 Annual Operating Goals](#)
- Projects must involve a multidisciplinary team. Projects whose team members are of a single discipline are much less likely to be funded.
- We are interested in healthcare delivery science: *high-quality science* in the operational realm. Therefore, proposals that do not interface with the operational realm (e.g. basic science studies, randomized controlled trials of experimental drugs) are not eligible for funding.
- Projects must include a strong evaluation plan that will clearly result in disseminating results in the peer-reviewed literature at the end of the project period.
- Projects must be feasible to conduct during a one-year period.

Eligibility

All University of Chicago Medicine and Biological Sciences Division employees and active medial and research staff with a credible track record of research are eligible to apply as individuals or as part of a team. Under most circumstances, research teams should include members of more than one discipline. One or more members of the team must have research experience that is adequate to design and carry out a rigorous evaluation of the targeted innovation. Trainees must work with a faculty mentor.

Awards

This program is generously supported by a private philanthropic donor, with matching support from the Office of the President. We will award 2 – 3 awards in the range of \$25,000 - \$50,000 each, for a one-year project period. Awards are contingent on receiving high-quality applications. Project funds may be used to provide salary support, supplies, assistance with data collection, or statistical expertise.

Key Dates

March 1:	Email expression of intent to apply due
April 1:	Proposals due
May 12:	Awards Announced at UCM Quality & Safety Symposium

Partnership with and support from existing UCM resources

If the success of your project depends on use of (or change in) existing UCM resources, we encourage you to reach out to those resources early in your preparation for this proposal. In many cases, you will find engaged and willing partnership in the work. If you have questions, please reach out directly to Michael Howell, MD MPH, Associate Chief Medical Officer (mdh@uchicago.edu).

What to submit

Intent to apply (Letter of Intent)

On or before **March 1, 2016**, please send us a brief email noting your intent to apply for this award. While not absolutely required, this will help us plan for the resources to appropriately review proposals.

- What to Include: (1) Project title (may be changed later)
(2) Known team members
(3) Up to 250 words describing the project (optional)

Send the email to: mdh@uchicago.edu (Michael Howell) **AND**
hlimper@medicine.bsd.uchicago.edu (Heather Limper)

Application

On or before **Apr 1, 2016**, submit the complete proposal as described in Proposal Instructions and Format, below. You will submit this by email.

- What to Include: (1) Project document (one pdf, details below)
(2) Detailed Budget Document (one pdf, details below)

Send the email to: mdh@uchicago.edu (Michael Howell) **AND**
hlimper@medicine.bsd.uchicago.edu (Heather Limper)

Questions

We are excited to help with the process. Please reach out to Heather Limper, MPH, Epidemiologist (hlimper@medicine.bsd.uchicago.edu) or Michael Howell, MD MPH, Associate Chief Medical Officer (mdh@uchicago.edu).

UCM Innovation Grant Program Application Instructions

Format of Proposal

The document should follow NIH standard formatting: 11-point Arial font, 0.5 inch margins, and single-spaced.

Proposal PDFs and filenames

Please submit two PDFs:

- (1) Submit one PDF document that includes items 1-7 outlined below. Name the file of your application: LastName_FirstName_CEGrant16.

- (2) Submit one PDF document that includes the Detailed Budget. This is the only file that should include specific salary information, and we ask for it as a separate file so that it may remain appropriately limited in distribution. Name the file of your Detailed Budget: LastName_FirstName_CEGrant_Budget16.

Proposal Format and Structure

1. Specific Aims – LIMITED TO 1 PAGE

- Provide a clear overview of the measurable problem your project intends to address, the measurable goals of your proposed innovation, and your plan for implementing and evaluating the impact of your innovation.
- Clearly list the specific aims of the project proposed (e.g., to create a novel design, solve a specific problem, challenge an existing clinical practice, address a critical barrier to healthcare or operations).

2. Project Narrative – 3 to 5 pages, not including references (sections a-e)

- Organize the Project Narrative in the order specified below.
- Start each section with the appropriate section heading – Significance, Innovation, Approach.
- Cite relevant literature in the project narrative and provide the full reference in the References Cited section.

(a) Significance

- Explain the importance of the problem or critical barrier to healthcare or operations that the proposed project addresses.
- Clearly articulate how this project aligns with the UCM Strategic Plan or [2016 Annual Operating Goals](#)
- Explain how the proposed project will impact that problem and the effects this will have on UCM patients and/or processes

(b) Innovation

- Explain how the project is original and innovative in addressing a hypothesis or key barrier to progress. Describe how the project will employ any novel theoretical concepts, methodologies, tools, processes, or approaches to addressing the problem.

(c) Approach

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Any preliminary data may be presented in this section but is not required.
- Describe the project team and each member's role in executing the proposed process. Include why that member is qualified for their role, providing their research experience and relevant accomplishments.
- Provide a plan for engaging stakeholders required to implement and evaluate your project

(d) Limitations

- Describe limitations you anticipate in achieving your desired aims through the implementation of your innovation. Explain how your approach addresses these limitations and evaluation strategies to minimize the impact of these limitations.

(e) Plan for Dissemination of Results

- Describe your plan for disseminating results from this project, including any plans of publishing in a peer-reviewed journal, presenting at specific national meetings, etc.

3. Budget Narrative- LIMITED TO 2 Pages

- Provide an overview of the total direct costs requested with a proposed use of funds to undertake planning, implementation, and evaluation of your innovation
- Describe your budget by category (i.e. supplies, personnel, services, etc.) and the assumptions used to allocate these funds
- Provide information about the role and FTE proposed for each individual supported through the budget. Do not include any salary information in the budget narrative. Include how each individual's role in the project relates to their position here at UCM

4. Timeline and Plan for IRB Approval- LIMITED TO 1 PAGE

- Provide a summary timeline for the project that includes key milestones around planning, implementing, and evaluating your innovation. This timeline should include a deadline for completing the analysis and preparing a manuscript.
- Include in this timeline the required submission of an interim project report no later than six-months into the project period as well as a final report due no later than 30 days after the end of the project period.
- Include your plan for acquiring IRB approval OR formal determination as quality improvement

5. Biosketches- LIMITED TO 4-PAGES PER PERSON

- Include a Biosketch for each team member and any key personnel to be supported through this project
- An NIH Biosketch format must be used

6. References Cited- NO PAGE LIMIT

- Provide references for any articles cited in the grant application or consulted when developing this project

7. Letters of Support- LIMITED TO 3 LETTERS, 1-2 PAGES EACH

- Include letters of support from any department heads, senior managers, or operational leads that will be impacted or involved in your project
- Include a letter of support from your supervisor or manager.
- Residents and Fellows should submit a letter of support from the faculty member overseeing their project as well as from their training program director.

8. Detailed Budget (Confidential)- LIMITED TO 1 PAGE

- Provide a short, detailed budget identifying proposed funding allocation to salary support, supplies, services, and other expenses.

Summary of Page Limits

SECTION	PAGE LIMITS *
Specific Aims	1 page
Project Narrative (sections a-e)	5 pages
Budget Narrative	2 pages
Timeline and Plan for IRB Approval	1 page
Biosketches	4 pages per person
References Cited	No limit
Letters of Reference	3 letters (1-2 pages per letter)
Detailed Budget (Confidential)	1 page

UCM Innovation Grant Program
Grant Evaluation Criteria

Your proposal will be evaluated based on the following criteria:

Significance

- Dose this project help improve an important problem affecting healthcare or operations at UCM?
- How strongly does this project align with the UCM Strategic Plan or [2016 Annual Operating Goals](#)?
- In what way will the project create value for UCM patients and/or the delivery system?
- How will our understanding of healthcare delivery be improved by achieving the aims outlined?
- How will your team's project increase the capacity for future innovation at UCM?
- Are the results of this project likely to be generalizable to other areas or institutions? Could they result in additional grant funding in the future to further explore the area?

Innovation

- Is the proposed project original and innovative?
- Does this project address an area where performance can and should be improved or expenses reduced?
- Does this project address an innovative hypothesis or key barrier to progress?
- Does this project propose to employ innovative concepts, approaches, processes or tools?

Approach

- Does this project incorporate high-quality evaluation of the proposed innovation, based on rigorous science and methodologies?
- Are the conceptual framework, design, methods, and analysis well developed and appropriate for the project aims?
- Are alternative approaches presented?
- Have limitations been adequately addressed?
- **Is the team compelling and able to carry out the project?**
 - Is the team multidisciplinary? (Teams that consist of only one discipline of provider/investigator are less likely to be funded.)
 - Do team members have a credible track record of successful implementation?
 - Do one or more team members have a credible track record of research experience, applicable to the proposed project?

Feasibility

- Can this project feasibly be completed in a one-year period?
- Is there evidence of support and a plan for engaging necessary stakeholders?
- Have members of the team received the endorsement of their respective chiefs and managers for the time commitment required to carry out the project, including preparation of a final report and publishable manuscript?