
2020 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_CEGrant20.
- (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_Budget20.

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 – LIMITED TO 3 PAGES, not including references (sections a-e)

- Organize the Project Narrative in using the following headings - Significance, Innovation, Approach, Limitations, and Dissemination.
- 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 [2020 Annual Operating Plan Goals](#) or the Clinical Effectiveness Priority Metrics.
- 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.
 - Center for Research Informatics (CRI) data requests: [Julie Johnson, PhD, MPH, RN](#) Associate Director of Clinical Research Informatics, Center for Research Informatics
 - Research methods and analysis: [John Fahrenbach, PhD](#)
 - UCM IT(formerly CBIS): [John Moses](#)
 - Quality improvement project ideas: [Samantha Ruokis](#)

(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) Results Dissemination

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

3. Budget Narrative- LIMITED TO 1 PAGE

- Provide an overview of the total direct costs associated with planning, implementing, and evaluating of your healthcare innovation.
- Describe your budget by category (i.e. supplies, personnel, services, data fulfillment, analysis, 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. CV, Resume, or Biosketches (preferred)- LIMITED TO 5-PAGES PER PERSON

- Include a Biosketch for key personnel (Co-Principal Investigator and Co-Investigator) to be supported through this project.
- An [NIH Biosketch](#) format must be used.

6. List of all Team Members- LIMITED to 2 PAGES

- Provide a list of all team members participating in proposal.
- Include their Name, Title, Role, and Discipline (e.g. John Doe MPH, Senior Quality Analyst, Project Analyst, Data & Analytics).

7. References Cited- LIMITED to 2 PAGES

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

8. Letters of Support- LIMITED TO 3 LETTERS max 1 PAGE 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.

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

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

Summary of Page Limits

SECTION	PAGE LIMITS *
Specific Aims	1 page
Project Narrative (sections a-e)	3 pages
Budget Narrative	1 pages
Timeline and Plan for IRB Approval	1 page
Biosketches	5 pages per person
List of Team Members	2 pages
References Cited	2 pages
Letters of Reference	3 letters (1 pages per letter)

Detailed Budget (Confidential)

1 page
