Children’s Healthcare of Atlanta

Dudley L. Moore Endowment

Research Funding Application

Title of Project:

Principal Investigator:

Name:

Phone:

Email:

Fax:

Mailing Address:

Dates of Proposed Project:

Direct Cost From Budget Page:

Are Human Subjects Involved? Yes  No

Where will Research Occur?

Scottish Rite Hospital

Egleston Hospital

Satellite Location (Specify)

Physician Office (Specify)

Other (Specify)

Co-Investigators

Institutions where funding will be applied for:

      Application Deadline      Funding Limit

      Application Deadline      Funding Limit

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Principal Investigator Date

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Manager/Director Date

All application should have the following general sections:

* **Study Overview**
* **Introduction**
* **Procedures/Methods**
* **References**
* **Appendices**

#### Budget

Some general guidelines and examples are provided to illustrate what is typically included under these headings. All elements will not apply in every proposal.

**STUDY OVERVIEW**

**Title:** Summarize the main idea under investigation. The title should be concise and able to stand alone as an explanation of the study.

**Project Abstract/Summary:** Give a brief overview of the project. Describe the purpose of the study, including the problem to be investigated , the research questions or hypotheses to be tested, the study population, and the methods that will be used. Avoid the use of acronyms and include the expected benefit of the study.

**Investigators/collaborators:** Include the names and credentials of all investigators and describe their specific role in the project.

# ***Principal Investigator’s CV (Attach)***

**INTRODUCTION**

**Literature review/Current state of knowledge about project topic:** Discuss relevant information about the subject of the study based on a review of the literature. Provide information about what is known about the topic of interest. In the reference section, attach a bibliography of the sources cited.

**Justification for study:** Explain the scientific importance or clinical relevance of the study. Describe the contribution this study will make in the context of the previous studies or review of current evidence.

**Intended/potential use of study findings**: Define the primary target audience and discuss the expected applicability of study findings.

**Study design/locations:** Describe the study design and the locations where the study will be conducted.

**Objectives/Aims:** Clearly and concisely list the objectives that the project will address, both for short term (one year) and for your continued program of research.

**Hypotheses or Research questions:** List the specific research question(s) that the study will answer. State the hypothesis(es) that will be explored or tested.

**PROCEDURES/METHODS**

**Design**

**How study design addresses hypotheses and meets objectives:** Explain the appropriateness of the study design for the questions and objectives previously described. Distinguish between procedures that are experimental and those that involve routine care. Identify specific design attributes that characterize the study design (e.g., cross-sectional, longitudinal, survey, case/control, cohort, focus group, retrospective chart review, etc.).

**Study time line:** Provide a calendar or timeline with estimated dates for implementing and completing key activities within the proposed 12 to 18 month length of funding support.

#### Study Population

**Description and source of study population:** Demographically and in terms of the specific health conditions to be studied, define the population from which the participants or sample subjects will be drawn..

**Participant inclusion criteria:** Describe conditions or characteristics necessary for identification and selection of eligible participants in the study.

**Participant exclusion criteria:** Describe characteristics that would disqualify otherwise eligible participants from the project.

**Estimated number of participants:** State the estimated number of participants for the study.

**Sampling, including sample size and statistical power:** Describe the sample (e.g., the sample will be one of convenience, a population-based representation or systematically chosen for some other purpose).State the sampling units and units of analysis. Estimate required sample sizes to answer the research questions and/or test statistical hypotheses (based on a power analysis or available information from pilot studies or previous reports). When appropriate include the statistical power estimate. If group-level or aggregate information will be collected (e.g., from focus groups), explain how the groups will be comprised, or what procedures will be followed to create appropriate groups.

**Enrollment:** Describe the manner in which potential participants will be contacted, screened, and registered in the study. Describe procedures for tracking the number of persons who refuse to participate or withdraw from the study. Explain the procedures for assigning participants to different groups. Include a discussion of how departures from the intended enrollment procedures will be handled and documented.

**Consent Process:** Describe procedures for informing participants about the study and methods for obtaining consent.

**Variables/Interventions**

**Variables:** List and briefly describe the categories, topics, or domains of information to be explored and variables to be collected. Explain how the variables will be utilized and the process by which variables will be defined.

**Study instruments, including questionnaires, laboratory instruments, and analytic tests:** Describe strategies to elicit information, including specific techniques and selected instruments, and explain how they will be used. Describe the attributes of those strategies/ instruments as demonstrated in other studies, including appropriateness, validity and reliability within the particular study populations, sensitivity and specificity of instruments, how well they yield reproducible results and whether any controversial methods are being used. Include a discussion of how any changes to the study instruments will be handled and documented.

**FDA Investigational New Device (IND) or Investigational Device Exemption (IDE) information:** If the study involves the use of an investigational new drug or investigation new device, provide the IND or IDE number and relevant information.

**Intervention or treatment:** Describe the types of interventions or treatments that will be tested in detail, including dosing, schedules of administration, etc.

**Outcomes and minimum meaningful differences:** List the possible results of exposure or intervention (i.e., the outcomes) and what clinical differences in measurement of the outcomes are important to detect.

**Data Handling and Analysis**

**Data analysis plan, including statistical methodology and planned tables and figures:** Describe the sampling methods, information collection procedures, and methods to maximize response rates, or test procedures. Include relevant information about planned statistical analyses (e.g., variance, confidence intervals and power based on data from the study) in sufficient detail to determine that the chosen analyses will answer the study questions. This includes calculation of relevant quantitative measures for tests and instruments, such as sensitivity and specificity. Provide the tables and figures planned to present study results.

**Data collection:** Describe data collection procedures, processes and documentation.

**Limitations of study:** Explain factors that might reduce the applicability of study results. Discuss potential weaknesses or anticipated criticisms of the study, including alternative methods.

**REFERENCES**

List bibliographic references cited in the proposal. Check links to Internet sources to insure current working order. Emphasis on current references within the past five years is encouraged.

**APPENDIX**

**Data collection forms**: Include any forms or documents used to collect data or from which data are abstracted. Examples of these are questionnaires, medical record review sheets and other abstraction forms.

**Proposed Tables and figures**: Provide tables and examples of figures for presentation of data and study results.

**Other relevant documents:** Include any other relevant supplementary materials.

**Budget Instructions and Guidelines**

***Personnel***

* Staff eligible for salary support includes study coordinator, research nurse or assistant, statistician, research lab tech.
* Note: Investigators are not eligible for salary support if the project directly relates to an educational requirement (i.e. PhD dissertation).
* Salary support for clinical staff should be expressed in a per subject cost.

Example: total hourly rate x time required per subject x number of subjects.

Scenario: If you are budgeting for a coordinators salary and that coordinators hourly rate is $25.00 per hour. You then estimate the time the coordinator will spend working on each subject enrolled, for example 2.5 hours per patient.

$25 x 2.5 hours per pt x 50 patients = $3,125 = total amount requested for coordinator.

* Include fringe benefits where appropriate. For example, Children’s Healthcare fringe benefit rate is 22.5%.

***Consultant***

* Salary support for statistician should be expressed in a per hour cost.

Example $150 per hour x 10 hours of statistical support required =

$1,500.

* Other: non-Children’s employee providing a service not available through Children’s.
* Children’s employees can not be paid as consultants or contract employees.

***Equipment***

* Computer equipment is not funded for Dudley Moore pilot studies
* Non patient care equipment becomes property of the institution not the PI.

***Supplies***

* Itemize all supplies by category.

***Patient Expenses***

* + Costs of all research procedures (for example: laboratory tests, MRI’s, EKG’s, ECHO’s, Chest X-ray)
  + Patient costs must include Children’s technical fee and professional fee if applicable (for example: if you are requesting an EKG, there is a technical fee from Children’s and a professional fee from Sibley Heart Center Cardiology for interpretation)
  + Pharmacy expenses
  + Compensation/Reimbursement for patient/parent (parking, time and travel compensation). Breakdown as per patient costs.
  + **Note: Complete a Department Approval Form and Proposal Information Form (located on the Office of Sponsored Programs website page on Careforce).**

**Sample Budget**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Children’s Personnel**  **Name** | **Role on**  **Project** | **# of Subjects** | **Time**  **per Subject** | **Hourly**  **Rate** | **Base**  **Salary** | **Fringe**  **(CHOA**  **Rate 22.5%)** | **Total Salary Requested** |
| Jane Smith | Study Coordinator | 50 | 2 hours | 25.00 | $2,500 | $562 | $3,062 |
| John Doe | Data Manager | 50 | 3 hours | 20.00 | $3,000 | $675 | $3,675 |
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| **Total Children’s Salary Requested** | | | | | | | **$6,737** |

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| **Consultant/Non-Children’s Personnel Costs** | | | | | | |
| **Name** | **Role on**  **Project** |  |  |  |  | **Total Salary Requested** |
| John Doe | Statistician ($150/hr x 10 = total cost) |  |  |  |  | $1,500 |
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| **Total Consultant/Non-Children’s Personnel Costs** | | | | | | **$1,500** |

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| **Equipment (itemize):**  None | **0** |
| **Supplies (itemize by category):**  Study Questionnaires and Surveys $850  Office Supplies $200  Specimen Shipping Supplies $500  UPS Charges $500 | **$1,950** |
| **Patient Expenses (Itemize by category)**  Patient reimbursement gift card (50 pts @ $25) =$1,250  Blood Draw and Specimen Processing (50 @ $23 )= $1,150 | **$2,400** |
| **Total Budget Requested** | **$12,787** |

**Budget**

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| **Children’s Personnel**  **Name** | **Role on**  **Project** | **# of Subjects** | **Time**  **per Subject** | **Hourly**  **Rate** | **Base**  **Salary** | **Fringe**  **(CHOA**  **Rate**  **22.5 %)** | **Total Salary Requested** |
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| **Total Children’s Salary Requested** | | | | | | |  |

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| **Consultant/Non-Children’s Personnel Costs** | | | | | | |
| **Name** | **Role on**  **Project** |  |  |  |  | **Total Salary Requested** |
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| **Total Consultant/Non-Children’s Personnel Costs** | | | | | |  |

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| **Equipment (itemize):** |  |
| **Supplies (itemize by category):** |  |
| **Patient Expenses (Itemize by category)** |  |
| **Total Budget Requested** |  |

Dudley L. Moore Nursing and Allied Health Research Fund

**Submission Guidelines**

All grants should be submitted by email to the Dudley Review Committee chair, Dr. Linda Riley, at linda.riley@choa.org.

The final deadline for Fall submission is the first Friday in October, for Spring, the first Friday in May.

1. The Dudley Moore Fund provides grant funding for research proposals which will enhance patient care. Accordingly, priority is given to proposals that demonstrate the capacity to change practice based on current evidence.
2. The submission of a proposal is a competitive process, each submission will be evaluated by the Dudley Moore Review Committee.
3. The **maximum** amount of funding available per study is $15,000.
4. Applications are open to all members of Children’s Nursing and Allied Health Staff that provide services on site in one of our facilities. Individuals who are employed by or hold regular Emory faculty appointments are excluded as PI.
5. Applications should fall into the following categories:
6. Applications for investigator initiated projects that can be completed within 6-18 months.
7. Applications for pilot studies needed to qualify for extramural funding. The granting agency should be specified and the proposed date of application included. Examples include calls for proposals from National Institute for Nursing Research (NINR) or other professional, national, or state organizations (e.g. March of Dimes, American Heart Association, Oncology Nursing Society etc).
8. Applications that have the potential to benefit patients and families at Children's will receive priority.
9. Applications from novice researchers who have not received Dudley funding are encouraged.
10. The application requires sign off by your clinical manager or your Director at Children’s indicating their support and approval of the time and effort required to complete the study. Their signature indicates they understand the time required to complete your study. Their support is important to get the work done in a timely fashion.
11. The application should also include letters of support from collaborating physicians, pharmacy, and other disciplines as needed to complete the study per standard of care.
12. Only projects approved by our IRB will receive funding. A copy of your IRB approval will be required prior to funding your grant. However, you may apply for funding while IRB approval is pending.
13. The grant funding may be awarded for a 6-18 month time period if required to complete the study. Requests for “no cost” extensions may be granted with appropriate justification of the need for study extension. The purpose of pilot funding, however, is not for long term studies but for initial work as a basis for evaluation of feasibility and sample size calculation for larger studies.
14. An annual progress report to the Nursing Research and EBP Committee will be required outlining project status to date, results of the research, summary of findings, budgeted expenses to date, posters or presentations completed and publications completed or in process. This information is also provided to the Moore family in an annual progress report. A template will be sent to the PI.
15. As described in #9 above, you are expected to use this pilot study to improve your success in obtaining external funding for your research. Think carefully about how to leverage the finding for your pilot for a subsequent study that aligns with national research priorities and funding opportunities.
16. Note: If at any time changes are made to the study protocol, it is the duty of the Principal Investigator to notify the Chair of the Dudley Moore Review Committee, Dr Linda Riley. Note: If any changes or modification of the study require IRB approval, they will also need approval through the Dudley Moore Committee. Examples include but are not limited to: changes in study staff, budget, changes in study tools, or changes in protocol.
17. If a project funded by the Dudley Moore Foundation cannot be completed for any reason, the Committee Chair must be notified immediately and unspent funds will be returned to the Dudley Moore fund.
18. Grantees must present their findings either to the Children’s staff, to the Foundation representatives, or to the community at large (including any professional meetings or conferences) on request.
19. The budget should not include purchase of computers or technology equipment such as video recorders, cameras, or printers. Reimbursement for travel may be considered on an individual basis to promote dissemination. Currently, the cost of poster creation is provided by Children's.
20. The budget may include salary support for yourself (PI) or Co-PI(s) and salary for support and ancillary services (i.e., diagnostics, statistician, etc.). For Children's employees, salary support is defined as money from the grant provided for your current salary + fringe to offset your particular cost center.

Note: No separate checks will be written. The salary support is provided to replace your effort during the study period and is not awarded in addition to your normal salary Please include the current fringe rate for all such salaries. If the project is a requirement for completion of an educational program, salary support will not be provided.

A mandatory meeting with Children's OSP is required prior to accessing your funding to learn the current process and forms required. This information will help you access the funding appropriately across the study time line.

16) A pre-submission review of the proposal is available by a member of the Nursing Research department prior to the submission deadline. Grants should be submitted to the Dudley Moore Research Committee Chair approximately one month prior to the proposal deadline for this review service. Requests for critique and design support in the past have been associated with greater success in funding. Consultation with our biostatistician for help with design and sample size calculation is also available.

17) The grants should include the completed Dudley Moore application form, the study protocol, and the PI’s curriculum vitae. Incomplete submissions will not be presented to the Committee for consideration.

18) Copies of previously funded grants are available upon request to use as a guideline.

For any additional questions, please contact Dr. Riley at **linda.riley@choa.org** or 404-785-9377.