2018 Pilot Grant Program Request for Applications

Pilot Grant Program Overview

The Center for Implementation and Improvement Sciences (CIIS) pilot grant program seeks to fund studies aiming to improve the processes and outcomes of health care delivery within safety net settings. The pilot grant program supports multidisciplinary, collaborative, and innovative implementation and improvement sciences research with awards of up to $15,000 for study-related expenses.

Applicant Eligibility

Applicants must have a primary academic affiliation with Boston University and be a current faculty member at any of the university schools. Researchers new to the fields of implementation and improvement sciences are encouraged to apply.

Application Process

Deliverable	Deadline
Intent to Submit Form *(required)*	3/18/2018, 11:59pm
Intent to Submit Response from CIIS	4/13/2018
Study Proposal Application	6/15/2018, 11:59pm
Scientific Merit Review	6/18/2018-8/17/2018
Funding Decision Notifications Sent Out	8/24/2018
Earliest Start Date*	9/1/2018
Start date must occur after receiving Institutional Review Board approval.	

Deadlines for the Intent to Submit Form and Study Proposal Application are final. Any documents received post-deadline will not be considered.

Steps for Applicants

1. **Submit the completed Intent to Submit Form:** All applicants must submit an Intent to Submit Form in order to submit a Study Proposal Application. The Intent to Submit Form is a brief worksheet that provides CIIS with an overview of the applicant's experience and study proposal.
2. **Receive feedback from CIIS:** CIIS will use the Intent to Submit Form information to provide applicants with individual guidance for preparing their Study Proposal Application.
3. **Submit the completed Study Proposal Application:** Applicants are encouraged to review the proposal section and layout requirements, scoring criteria, and any individual feedback from CIIS prior to submitting an application.
4. **Receive funding notification:** CIIS will email applicants to inform them of their funding decision.

Study Proposal Application Requirements

Study Proposal Applications should include the following sections and meet page limit restrictions.

- Submission Checklist *(cover page)*
- Specific Aims *(1 page)*
- Research Plan *(3 pages; please also see the Study Proposal Review Criteria)*
  - Significance
  - Innovation
  - Approach
  - Plans for dissemination and future research
- Budget Request and Justification, Staffing Plan *(1 page)*
- Study Timeline *(0.5 page)*
- References *(no page limit)*
- Biosketch and Curriculum Vitae/Resume of Principal Investigator(s) *(no page limit)*

Study Proposal Review Criteria

The CIIS review panel, composed of Boston University faculty, will review and score all applications using a structured review process. A detailed description of the scoring criteria is available on our website at: http://sites.bu.edu/ciis/pilotgrants/

Applications will be scored based on the following criteria:

- Completion of application requirements (specific aim, research plan, budget request and justification, study timeline, references, key personnel and staffing plan, curriculum vitae/resume and brief biosketch of principal investigators)
- Identification of a relevant quality/care gap
- Addressing use of an evidence-based or evidence-informed practice
- Use of an appropriate conceptual model/framework
- Consideration of stakeholder priorities and engagement
- Consideration of study setting's readiness for change
- Selection and justification of implementation strategies
- Appropriateness of team experience
- Feasibility of proposed study design, analytic methods
- Appropriateness of process/outcome measures
- Relevance and potential impact on safety net health system environments

Funding Availability

Direct costs of up to $15,000 may be requested. The level of funding awarded to successful applicants will be determined after reviewing application budget requests and justifications.

Funds may be used for any purpose to support the proposed research. Pilot grants do not cover indirect costs or faculty salary support. Typical expenses include small equipment, patient recruitment costs, consultants, or support for pre/postdoctoral students, data analysts (quantitative or qualitative), or research assistants. Awards are not transferable to any other institution.

Studies will begin no earlier than 9/1/2018. No funding can be awarded until all relevant approvals are granted, including Institutional Review Board (IRB) approval. We recommend that applicants begin the process

of seeking IRB and other necessary approvals prior to submitting their Study Proposal Application. Projects should be completed within 12 months of receiving funding.

Successful Applicants

By accepting these funds, the applicant agrees to present the research plan or preliminary findings at a CIIS meeting or seminar, and acknowledge CIIS in publications arising from the funding. The applicant also agrees to submit a brief reports every six months throughout the duration of the grant period along with a final report at the end of the grant period that indicates key results including any publications, grant applications, and grants that resulted from the project.

Questions

We encourage inquiries concerning this request for applications, and welcome the opportunity to answer questions from potential applicants. Please direct your questions to:

> Erika Crable, MPH
> Research Fellow
> Evans Center for Implementation & Improvement Sciences
> ecrable@bu.edu