
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?