The Hitchcock Foundation

One Medical Center Drive

Lebanon, NH 03756

The Hitchcock Foundation Policy and Guidelines for APP Grants

A Susan A. Reeves Advanced Practice Provider Grant from the Hitchcock Foundation represents a joining of interests on the part of the Hitchcock Foundation and the Principal Investigator in the pursuit of a common objective supporting the **Hitchcock Foundation’s mission** "to aid and advance the study and investigation of human ailments and injuries, and the causes, prevention, relief, and cure thereof, and the study and investigation of problems of hygiene, health and public welfare, and the promotion of medical, surgical and scientific learning, skill, education and investigation, and to engage in and conduct and to aid and assist in medical, surgical and scientific research in the broadest sense.”

I. General Information

1. Scope:

The Hitchcock Foundation accepts applications for both biomedical and general health research projects as well as quality improvement projects that support its mission "to aid and advance the study and investigation of human ailments and injuries, and the causes, prevention, relief, and cure thereof...”

Quality Improvement: The Center for Disease Control and Prevention defines quality improvement as “…a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.”

Research: Research is defined in 45 CFR 46.102 as “A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.”

*What’s the difference between Quality Improvement and Research?*

Research studies are intended to create new knowledge that can be generalizable to other populations and settings. Quality improvement seeks to standardize processes and structure to reduce variation, achieve predictable results, and improve outcomes for patients within the Dartmouth Health system.

To learn more, please refer to the Research Data Handbook prepared by the SYNERGY Data and Informatics Group: [Dartmouth SYNERGY – Clinical and Translational Science Institute](https://synergy.dartmouth.edu/)

The Hitchcock Foundation will not accept APP Grant applications proposing to support a specific project (such as a conference or series of conferences), program development, career development, training programs, infrastructure or operational expenses, lab-based research, animal studies or work on animal tissue.

1. Eligible Investigators:

Each proposal must have one principal investigator (PI). The PI is responsible for the preparation, conduct, and administration of the project. Individuals meeting the following criteria are eligible to apply and serve as the PI:

* + Graduate of an accredited Advanced Practice Registered Nurse (APRN) or Physician Assistant (PA) program
  + Hold a valid professional license in the State of New Hampshire
  + Have clinical privileges to provide health services in the Dartmouth Health (D-H) system
  + Committed to Dartmouth Health and its patients as evidenced by two (2) years of continuous full-time employment

In addition to the principal investigator, proposals may have sub-investigators who are responsible for certain aspects of the project.

An investigator (PI or sub-investigator) may submit only one letter of intent (LOI) and one application per grant cycle.

1. Mentor:

Applicants must apply in conjunction with a mentor who, with the applicant, is responsible for the planning, direction, and execution of the project. The Mentor should be recognized in the proposed project area and provide a letter of support to be submitted with the application.

1. Priorities for Funding:

Proposals from all departments and disciplines are welcome. The Hitchcock Foundation will prioritize applications that have the potential to improve outcomes for D-H patients by addressing a particular issue, removing barriers to action, and/or informing best practices.

1. Deadlines:

Applications must be emailed as a single PDF to [Tracy.L.Ostler@Hitchcock.org](mailto:Tracy.L.Ostler@Hitchcock.org) with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received no later than 12:00 noon on the deadline date. No late applications will be considered. Current deadlines are available on the Hitchcock Foundation website. Applicants will usually be notified of the Trustees' decision within 12 weeks of the submission deadline.

1. Awards:

* Awards are made once per year.
* Awards are approved for a period of one year. Work proposed should be appropriate in scope to the budget and the one-year period of the award. Although discouraged, requests for a no-cost extension should be sent to the Hitchcock Foundation Executive Director.
* APP Grants are not renewable.

II. Terms and Conditions

A. In accepting a Hitchcock Foundation grant, the PI accepts responsibility for using funds for the purpose set forth in the application. Prior approval is required for changes that materially alter the scope, methods, or objectives of the original grant. Proposed revisions should be sent to the Hitchcock Foundation Executive Director.

B. If the PI relinquishes or expects to relinquish direction of the project, the Hitchcock Foundation must be notified immediately. The PI may request that the grant be terminated, in which case a terminal progress report and expenditure report must be submitted within 30 days. Following a termination request, further expenditures may not be made without prior approval from the Hitchcock Foundation. The PI may request that the project be continued under the direction of another investigator, in which case, the proposed new PI’s Biosketch and other pertinent information should accompany the request.

C. Hitchcock Foundation grants shall not be transferred to non-Dartmouth entities.

D. Title to equipment purchased under a Hitchcock Foundation grant shall vest in the PI’s department/section.

E. If copyrightable material or a patentable invention developed with the support of a Hitchcock Foundation grant produces income, the Hitchcock Foundation shall receive revenue in proportion to its contribution to the development of the material or invention.  The level of the Hitchcock Foundation participation shall be consistent with D-H and Dartmouth policies and will be negotiated in good faith among the parties.

1. **Warm Blooded Animals**: No funds from this grant may be used for activities involving animals or animal tissue.
2. **Human Subjects**: If the project involves human subjects, written approval from the Institutional Review Board (IRB) is required before the project begins or funds are released.

It is not necessary to submit the project to the IRB prior to the submission of the grant application. However, the Hitchcock Foundation strongly encourages the PI to engage with the D-H IRB early in the process.

*Please note: The D-H IRB, not the PI, is responsible for determining whether the project meets the definition of human subject research requiring IRB review.*

*OnCore System:* ***All research projects at Dartmouth Health that require the review of a local or external Institutional Review Board (IRB)****- whether it be for a Not Human Subject Research (NHSR) determination, full committee, or expedited review -****must be registered in OnCore.****Research Projects are registered in OnCore via the eIRB system. To submit manually, look for the “Push to OnCore” button. If you forget to Push to OnCore, the research project will automatically be fed to OnCore when you “Submit” the project to the IRB for review.*

*Quality improvement projects are not required to register in OnCore.*

*To learn more or seek assistance, please refer to the OnCore Resources page located on the Office of Research Operations (ORO) intranet page.*

If IRB approval is suspended or revoked during the course of the project, the Hitchcock Foundation must be notified immediately. Failure to do so will result in termination of the study and prohibition from receiving further funding from the Hitchcock Foundation.

1. **Protected Health Information**: If the project involves protected health information, please review the Research Data Handbook and contact the Dartmouth Health SYNERGY Informatics group for additional information and/or assistance.

H. **Conflict of Interest disclosure for Hitchcock Foundation proposals**:If the proposal is funded, awardees must submit a Conflict of Interest (COI) disclosure pertaining to the proposal via the D-H COI system.

I. In the event that the PI breaches any of the ABOVE TERMS OR conditions, the Hitchcock Foundation reserves the right to discontinue payment of the grant and to require the PI to REpay any funds expended in contravention of TERMS AND conditions outlined in this policy.

III. Budget

1. The budget shall not exceed $30,000.
2. Grant funds may be budgeted and used for direct costs including the following:
   * Up to 10% FTE (four hours per week) of the principal investigator’s time, including salary and fringe
   * Technical and support personnel (e.g., research coordinator, lab technician, data analyst, etc.)
   * Patient stipends
   * Equipment
   * Supplies
3. Grant funds may not be used for the following:
   * Indirect costs
   * Salaries other than those listed above (e.g., sub-investigators, mentors, etc.)
   * Tuition
   * Stipends
   * Computer hardware
   * Publication costs
   * Travel
   * Living expenses
   * Animal research
4. It is expected that distribution of costs between categories of expenditures will follow the budget included in the approved application. Transfers between categories of less than $500 may be made by the PI without approval if such transfers do not materially change the character or scope of the project. Transfers between categories of more than $500 must be approved by the Hitchcock Foundation prior to implementation.
5. Project expenses must be incurred within the established project year unless an extension is granted.
6. Unexpended funds shall be returned to The Hitchcock Foundation

IV. Payment Procedures

The Hitchcock Foundation will provide a grant account for expenses under this award. The Hitchcock Foundation will maintain the funds within the Hitchcock Foundation and pay expenses as they are incurred.

Requests for payment must include the principal investigator’s name, Hitchcock Foundation account number and itemized receipts and/or detailed back-up documentation. The Hitchcock Foundation will not process accounts payable requests without itemized back-up.

V. Publications and Publicity

Investigators are expected to make the results of the research available to the scientific and/or medical communities and to notify the Hitchcock Foundation of publications resulting from or related to their grants. Acknowledgment of Hitchcock Foundation support should be made when findings are reported to scientific audiences or scientific journals or when publicity is given to a project.

VI. Limitations

1. Amount of funds awarded will not exceed $30,000.

B. Proposals that require funding from both the Hitchcock Foundation and an additional source will be accepted but evidence of supplemental support should accompany the application. Funding received from all sources may not exceed 100 percent of budget.

VII. Final Report & Presentation

Within 60 days of the one-year anniversary of the award, the PI will be responsible for submitting a final research project report, using the Hitchcock Foundation’s guidance. Please include a certification signed by the PI and his/her department chair indicating whether the time, effort and resources described in the funded application were actually committed to the project. If time and resources were not devoted to the project as planned in the application, please describe the deviations and why they occurred. Failure to submit these final reports within the prescribed time may make the PI ineligible for future Hitchcock Foundation funding.

PIs are also expected to present their project and findings at an appropriate meeting, such as Quality Conference, Grand Rounds, etc.

In addition, the PI will be asked to present their project and findings to the Hitchcock Foundation Board of Trustees.

VIII. Application Protocol

1. Applications should be single-spaced using at least 10-point font. The entire application and appendices must be saved and submitted as a single pdf document. Be sure to define acronyms and abbreviations. Medical terms and jargon that may not be recognized outside of your specialty should also be defined. A Glossary is not required, but one may be included at the end of the Reference section.

Applications should adhere to the following outline:

1. **Lay Summary**. A clear and concise description of the proposal in lay language. Similar to the Executive Summary, the Lay Summary should include the problem to be studied, the methods to be employed, the expected outcomes and their potential impact on D-H patients.

Write this section with patients and their families in mind. After reading this summary they should be able to understand the problem, how you plan to study it and what you expect the outcome to be.

Lay Language means simple, non-technical terms that anyone can understand. Avoid using jargon and complicated medical and scientific terminology. Be sure to define acronyms and abbreviations.

*The Lay Summary should not exceed one page.*

1. **Executive Summary**. Introduce the project and describe your approach, either as a research study or quality improvement project. Include a clear statement of the problem to be studied. Concisely present pertinent literature, state the goal(s), the specific aim(s), and the expected outcomes as well as the potential impact of the results. Finally, use this section to connect the project to the mission of the Hitchcock Foundation and the funding priorities for this grant mechanism.

*The Executive Summary should not exceed two pages.*

1. **Methods**. Describe how the proposed project will be completed.

Research Projects should include:

* A description of the project’s design
* A description of the methods to be used
* A description of the expected outcomes
* A description of any potential problems and alternate strategies.
* If appropriate to the project, a description of the statistical analysis plan.

Quality Improvement Projects should include:

* A description of the project’s design using the Plan-Do-Study-Act (PDSA) model
* A description of the methods to be used to meet the quality improvement goals and objectives
* A description of how the quality initiatives will be managed and assessed/measured
* A description of the communication plan for quality improvement activities and processes, including how updates will be communicated
* A description of evaluation/quality assurance activities that will be used to determine the effectiveness of the plan’s implementation

Research and quality improvement projects involving human subjects or protected health information (PHI) should also discuss the methods to protect the subjects and safeguard the PHI, along with information pertaining to the IRB review status.

Work proposed should be appropriate in scope to the budget and the one-year period of the award.

Include a timeline outlining the project’s milestones.

*The Methods section should not exceed five pages.*

1. **Measures of Success**. The Hitchcock Foundation recognizes that research projects and quality improvement projects will have different measures of success. In this section, the PI and the Mentor will define the project’s success, and describe how results will be disseminated. Some examples include –

* a published article
* a presentation at a national conference
* a change in policy or procedure at D-H
* a subsequent grant application to an extramural funding source

*The Measures of Success section should not exceed one page.*

1. **References**. Include references as appropriate. You may also add a Glossary to the end of this section.
2. **Mentor and Mentorship Plan**. Applicants must apply in conjunction with a mentor who, with the applicant, is responsible for the planning, direction, and execution of the project. The Mentor should be doctorally-trained and a recognized investigator in the proposed project area.

In this section, identify the Mentor and include information on his/her qualifications in the project area. Include information outlining the distribution of responsibilities along with a plan describing the nature and extent of the Mentor’s involvement in the direction, supervision and execution of the project.

Please also enclose a letter of support from the Mentor (the letter of support does not count toward the page limit of this section). The letter should include the Mentor’s track record, mentoring philosophy, and time commitment to the mentee and the project.

*The Mentor and Mentorship Plan section should not exceed one page.*

1. **Facilities & Resources and Institutional Commitment**. Identify where the work will be done; describe essential equipment and confirm that it will be available.

Describe access to shared/core facilities and equipment. Avoid vague descriptions such as in “state of the art equipment.”

If the PI is requesting protected time, include a statement describing the department’s commitment to providing the PI with the necessary time away from clinical, teaching and/or administrative duties to meet the percent effort requested in the application.

*The Facilities & Resources and Institutional Commitment section should not exceed one page.*

1. **Responsibilities**. If there are sub-investigators listed on the application, use this section to outline each sub-investigator’s individual responsibilities in the project.

Please enclose a letter of support from each sub-investigator (letters of support do not count toward the page limit for this section).

*The Responsibilities section should not exceed two pages.*

1. **Budget and Budget Justification**. Review the Budget information in Section III of this document, and provide a line-item budget, in table format, showing the category, payee, item, amount, quantity, and total costs for each section.

*Budget Example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Payee** | **Item** | **Quantity** | **Amount** | **Total** |
| Salary | John Doe | Data Analysis | 10 hours | $50/hr | $500 |
| Stipends | Patients | $20 Gas Card | 100 | $20 | $2,000 |

Budget Justification. The justification serves as the rationale for the project’s costs. Budget items should be based on real costs. If you have quotes, they may be included in the justification. Provide cost detail and describe the importance of each item to the overall project.

*The Budget and Budget Justification section should not exceed two pages.*

1. **Other Funding Sources**. If applicable, name other funding sources approached for this application, or plans for submitting to other funding agencies based upon work done under this project.

*The Other Funding Sources section should be included even if it only states “Not Applicable” and should not exceed one page if it is applicable.*

1. **CVs**. Include CVs of the PI, sub-investigators, the mentor and key personnel in the **NIH Biosketch format**.

Key personnel are the PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically, these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered key personnel if their involvement meets this definition. (nih.gov)

*Limit each Biosketch to five (5) pages. Please limit publications to the past 5 years.*

1. All applications must be signed by the applicant and the department chair. If protected time is requested, the application must also be signed by the Practice Manager or Nurse Manager (whichever is appropriate for the PI’s situation).
2. The cover page must be the first page of the application. If you’re including a cover letter, it should go under the cover page.

The entire application (including Biosketches and letters of support) should be formatted into one pdf document and must be submitted by email to Tracy.L.Ostler@Hitchcock.org with a copy to [Karen.E.Jones@Hitchcock.org](mailto:Karen.E.Jones@Hitchcock.org) and received by 12:00 noon on the deadline date.

D. **Applications received after 12:00 noon and applications not following the guidelines outlined above will not be considered.**