**Advanced Practice Provider Grant**

**Letter of Intent Guidance**

Thank you for your interest in the Susan A. Reeves Advanced Practice Provider (APP) Grants. Before applying we request that you review the Foundation’s website to familiarize yourself with our mission and this grant mechanism.

The Hitchcock Foundation will accept APP Grant applications for research projects and quality improvement projects. 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.

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.

For additional information and guidance, please read “An instrument to differentiate between clinical research and quality improvement” (Ogrinc et al., 2013). The full article is available at the SYNERGY Website and is also summarized in the Dartmouth Health SYNERGY Informatics Research Data Handbook Appendix: [Research-Data-Handbook\_2024-01-25.final\_.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsynergy.dartmouth.edu%2Fwp-content%2Fuploads%2F2024%2F02%2FResearch-Data-Handbook_2024-01-25.final_.docx&wdOrigin=BROWSELINK)

If your project aligns with this funding opportunity, we invite you to submit a Letter of Intent (LOI) for review.

LOIs are received and reviewed once per year. Please refer to the [Applications Deadline](https://www.dartmouth-hitchcock.org/hitchcock-foundation/application-deadlines) page for dates.

Below, please find guidance on formatting your LOI, along with a submission checklist. There are no font requirements, but the font size should be at least 10 pt. Once complete, the LOI package should be formatted into one pdf document for submission via email. The presentation, as well as the content, of your LOI will be considered during the review.

The LOI submission will consist of three sections:

1. Cover Page
* Proposal Title
* Additional Information about the project
* Approximate Budget (not to exceed $30,000). For the LOI, the budget does not need to be detailed, but please review the allowable expenses below to be sure they meet the project’s needs.
	+ Grant funds **may** be 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
	+ Grant funds **may not** be used for the following:
		- Indirect costs
		- Salaries other than those listed above (e.g. co-investigators, mentors, etc.)
		- Tuition
		- Computer hardware
		- Publication costs
		- Travel
		- Living expenses
		- Animal research
* Principal Investigator’s name and title
* Department and Section
* Department Chair’s and Section Chief’s name(s)
* Mentor’s name and title
* Sub-Investigator’s name(s) and title(s)
* Principal Investigator’s signature and date
1. Letter of Intent (LOI).
* Summary Statement (approximately one paragraph). This opening paragraph should be able to stand alone. It should be a concise and engaging description of your project. From this statement the reviewers should understand the overall purpose of your project and want to continue reading.
* Scientific Summary (approximately 1 page). This section should provide a clear and concise description of the hypothesis, specific aims and outcomes of the project. Describe your plans for generating the data, and the populations and settings to be studied. Figures and tables may be included.
* Closing (approximately 1-2 paragraphs). This section should discuss the importance of the data to be gathered how the anticipated results align with the Hitchcock Foundation’s mission and the APP Grant funding goals.
1. Attachments
* References cited in the LOI
* Biosketches of the investigator, sub-investigators and mentor presented in the NIH format. The NIH Biosketch format and instructions can be found [here](https://grants.nih.gov/grants/forms/biosketch.htm).

Reminders:

* Submissions are due by 12 PM (Noon). Please don’t wait until the last minute, as no extensions or exceptions will be granted. Late submissions will not be accepted.
* Eligibility
	+ 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
* Budget – Eligible APPs may apply for up to **$30,000**
* Awards are approved for a period of one year.
* An investigator (PI or sub-investigator) may submit only one LOI and one application per grant cycle. A sub-investigator may not be listed on more than one LOI or grant application per cycle.
* Biosketches may not exceed five (5) pages

Checklist:

🞏 Cover Page is complete, signed and dated

🞏 LOI is complete, including the Summary Statement, Scientific Summary and Closing as outlined above

🞏 References are attached (as needed)

🞏 NIH Biosketches for the investigator and co-investigators and mentor (not to exceed five (5) pages each) are attached

🞏 All sections of the LOI submission are formatted into **one pdf document**

🞏 Email to Karen.E.Jones@Hitchcock.org and Tracy.L.Ostler@Hitchcock.org by 12 PM (Noon) of the deadline date