Request for Proposal

Emergency Department Planning, Operations, and Design

Sponsored by:

The Academy of Architecture for Health Foundation

Emergency Medicine Foundation

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Background

The Academy of Architecture for Health Foundation (AAHF) and the Emergency Medicine Foundation (EMF) have joined together to pursue research into improving emergency care environments.

Mission

The Mission of the Academy of Architecture for Health Foundation is to enhance the knowledge and effectiveness of those who create healthcare environments through the funding of critical educational and research activities. The Mission of the Emergency Medicine Foundation includes the development of career emergency medicine researchers, to improve patient care and to provide the basis for effective health policy. Both organizations are 501(c)(3) tax-exempt corporations. Further information can be obtained at:

http://www.emergencymedicinefoundation.org/

http://aahfoundation.org/

The two organizations will be referred to as the Joint Research Initiative (JRI) in this RFP.

Eligibility

This RFP is open to emergency physicians in hospitals and universities, and to architects in consulting, architectural and engineering firms. The team organization must have joint principal investigators from emergency medicine and architecture backgrounds.

Proposed Research Topics

The Joint Research Initiative seeks proposals for studies related to the planning and design of emergency care environments. Five potential topics areas have been identified:

- Retrofitting existing emergency departments to respond to man-made or natural event scenarios
- Designing for senior care
- Operational and design considerations for Clinical Decision Units
- Analysis of the implementation and facility implications of "split-flow" patient care models
- Effective operational and design strategies for behavioral care

The JRI is open to other topics consistent with the intent of improving the emergency care environment. Proposals will not be accepted for funding capital projects.

Please apply through our online grant portal at www.emfoundation.org/applyforagrant.

Funding

The Joint Research Initiative has budgeted up to $80,000 for the selected study. Favorable consideration will be given to proposals that include committed budgetary match and/or other financial support.

Application and Schedule

Applications must be received by 5:00 p.m., Central Time, February 12, 2016.

Application Instructions

Submission in electronic format is required. Please upload the completed application through our online grant portal at www.emfoundation.org/applyforagrant.

INCOMPLETE PROPOSALS OR PROPOSALS RECEIVED AFTER THE DEADLINE DATE INDICATED UNDER GENERAL INFORMATION WILL NOT BE CONSIDERED.

Use English only and avoid jargon and unusual abbreviations. For terms not universally known, spell out the term the first time it is used with the appropriate abbreviation in parentheses; the abbreviation may be used thereafter. The application requirements include:

- 12 Point Font
- Single-spaced
- One inch margins

Do **not** submit an incomplete application. **An application will be considered incomplete if it is illegible, if it fails to follow instructions, or if the material presented is insufficient to permit an adequate review.** Unless specifically required by these instructions (e.g. human subjects certification, vertebrate animals verification) do **not** send supplementary material.

The application consists of the following sections:

1. **TITLE PAGE**
   Name the **one** person responsible to the applicant organization for the scientific and technical direction of the project. Choose a title that is descriptive and specifically appropriate, rather than general. List any associate investigators. (See attachment A)

2. **ABSTRACT**
   Brief summary of research proposal. Include rationale, research question(s), specific aims, and significance. (limit 1 page)

3. **TABLE OF CONTENTS**

4. **RESEARCH PROPOSAL** (limit 6 pages)
   Use NIH Continuation Format Page available at www.grants.nih.gov/grants/funding/phs398/phs398.html#

   Please use the following subheadings:
   Specific Aims
   - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
   - List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
   - Specific Aims are limited to one page.
   Significance
   - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

Innovation
- Explain how the application challenges and seeks to shift current design, operations, research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

Approach
- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Preliminary Studies. Include information on Preliminary Studies. Discuss the PD/PI's preliminary studies, data, and or experience pertinent to this application. Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.

5. **PERSONAL STATEMENTS** (limit 2 pages)
   Use the NIH form Continuation Format Page

   Each principal investigator (both emergency physician and architect) should compose and submit a personal statement that addresses:
   a.   the applicant's interest in the topic and this project
   b.   the applicant's perception of his/her role in the project
   c.   any additional pertinent experience or interests the applicant wishes the committee to consider

6. **ROLE OF PARTICIPANTS**   (limit 1 page)
   Use the NIH form Continuation Format Page

   List each associate investigator and consultant. Include a brief description of how and to what extent each will be involved in the proposed project.

7. **BIOGRAPHICAL SKETCHES or CV/RESUMES**
   Use the NIH Biographical Sketch Format Page available on the internet at
   www.grants.nih.gov/grants/funding/phs398/phs398.html#

   Emergency Physician Bio Sketches: Information is requested for the emergency physician principal investigator and any associate investigators who will be involved with the project. The new 4 page NIH format has been adopted. Description of extramurally funded projects ongoing or completed in the past 3 years should include title, funding source, specific aims, overall goals and role/responsibilities of individual on project.

   Architect CV/Resume: Information is requested for the architect principal investigator and any associate

investigators who will be involved with the project. The CV or Resume is limited to 4 pages.

8. **RESOURCES AND ENVIRONMENT**
Use the NIH Resources Format Page available on the internet at
www.grants.nih.gov/grants/funding/phs398/phs398.html#

Describe the research facilities (laboratory space, clinical population, etc.) available. If computer access or statistical support is available, it should be described in this section.

9. **BUDGET**
Use the NIH Form Detailed Budget for Initial Budget Period available on the internet at
www.grants.nih.gov/grants/funding/phs398/phs398.html#

Indicate how the money will be spent. Provide a narrative justification all major expenditures.

10. **OTHER SUPPORT**
Use the NIH form Continuation Format Page

List all current and pending intramural and extramural research funding for the applicant and co-investigators. For each item indicate the grant identification number, grant type, PI, funding source, annual direct costs, funding period, percent effort, grant title, and brief description of project. For all items indicate whether there is any scientific or budgetary overlap with the current proposal.

11. **ETHICS**
Use the NIH form Continuation Format Page (no page limit)
Human subjects. For all research involving human subjects, a part of the peer review process will include careful consideration of protections from research risks, as well as the appropriate inclusion of women, minorities, and children. The EMF Scientific Review Committee (SRC) will assess the adequacy of safeguards of the rights and welfare of research participants, and the appropriate inclusion of women, minorities, and children, based on the information in the application. This evaluation will be factored into the overall score. The information on the protection of human subjects that you are required to provide in this section is identical to information that you will be required to provide for IRB at your own institution and are required by most Federal agencies. These can be copied and pasted directly into your application.

The applicant should include specific measures on how protected health information (as defined by the Human Health Services) will be handled in accordance with the Privacy Rule of the Health Insurance Portability Accountability Act (HIPAA)."

Acceptance of Proposals

The Joint Research Initiative reserves the right to reject any or all proposals that are judged to be unsatisfactory.

Publications

All discoveries resulting from work supported in part by the Joint Research Initiative should be made available to the public and scientific community through approved scientific channels such as national meetings and peer reviewed publications. Publications will acknowledge the support of the Emergency Medicine Foundation and the Academy of Architecture for Health Foundation. Two reprints of each publication should be forwarded to each organization.

The JRI reserves the rights to distribute a study abstract and Power Point presentation of the findings.

Progress Reports and Money Management

Funding to support your research is provided by the Academy of Architecture for Health Foundation and the Emergency Medicine Foundation. Appropriate recognition should be given in any and all advertising, printed materials, etc. The first payment installment, 50% of the total amount awarded, will be paid upon receipt of the required award documents. The second payment of 50% will be paid upon receipt and approval of the 6-month progress report. <u>Funds will be paid only to a United States based non-profit organizations or universities.</u>

The applicants are required to submit a 6-month progress report and a final progress report within thirty days of the conclusion of the award year. Additional reports may be required. Failure to provide such reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the JRI may negatively impact your institution's ability to apply for future JRI awards. The JRI will maintain the copyright of all such reports. Progress reports must include an accounting report using Generally Accepted Accounting Procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). Unused funds must be returned to the JRI.

Grantee Workshop

Grant recipients will be expected to attend a grantee workshop. The workshop is designed to bring together EMF grant recipients to present their progress and discuss any problems they may be facing. Senior researchers and faculty will be available to help solve problems that are potentially bogging down research projects, manage staff, and balance life. Travel expenses will be reimbursed by the Emergency Medicine Foundation.

Research Forum

Grant awardees are required to present their work at the American College of Emergency Physicians Scientific Assembly/Research Forum immediately following the completion of the award year as a poster presentation. Funds cannot be requested to cover the travel cost to attend the Research Forum, although the Scientific Assembly/Research Forum registration fee is waived for the presenter. A similar presentation would be required at the AAF/ACHA Senior Leadership Conference.

Project Duration

Projects must be completed within twelve (12) months from the signing of the funding contract unless a specific condition exists that would warrant an exception. Conditions include but are not limited to academic calendar conflicts and delays in Institutional Review Board (IRB) approval. If an extension is required, the individual grantee must file for an extension and receive approval from the JRI.

Non-Discrimination Policy

The AAHF and EMF are independent 501(c) (3) non-profit corporations. These organizations do not discriminate based on gender, race, creed, disability, age or marital status.

Conflict of Interest

The Academy of Architecture for Health Foundation (AAHF) and the Emergency Medicine Foundation (EMF) Board of Trustees and its consultants are not eligible to serve as principal investigators. AAHF and EMF Board Trustees, consultants and volunteers may serve as un-compensated advisors to projects led by other researchers.

Applications that include participation of Board members from either organization must be clearly identified. Those participants will be recused from the evaluation and selection process. Other potential conflicts of interests with other organizations or companies should be identified in the application.

All proposals must adhere to the application process of the RFP. All research results will be broadly distributed and therefore are required to be non-proprietary.

Evaluation Criteria

A selection committee composed of equal representation by the AAHF and EMF shall evaluate and recommend a preferred research proposal(s). The Joint Research Initiative seeks proposals that are well conceived and demonstrate sound research methodology:
- Present a research design and methodology that can answer proposed research questions.
- Demonstrate that the research team is knowledgeable on the research topic and qualified to complete a high quality research project.
- Include matched funds or in-kind contributions to strengthen the feasibility of conducting the research and completing it within the contracted time line.
- Support operational improvements, patients care and safety, and efficiency in emergency care.

Questions

Inquiries regarding this request should be directed to:
Cynthia Singh, MS, Director of Grant and Foundation Development
Emergency Medicine Foundation
800.798.1822, ext. 3217
csingh@acep.org

TITLE PAGE

Principal Investigators Full Names with Titles:_____

Name of Institutions:_____

Grant Category:_____

Project Title:_____

Amount Requesting:_____

Mentor, if applicable:_____