CALL FOR CENTER FOR INNOVATION AND RESEARCH

TRANSLATION AND IMPLEMENTATION - LETTER OF INTENT ANNOUNCEMENT

The Michigan State University/Sparrow Health System’s Center for Innovation and Research calls upon all investigators to submit a Letter of Intent for Innovative Translation projects.

Mission Statement of the Center for Innovation and Research
To collaboratively transform the delivery of health care through implementation and evaluation of research promoting innovative approaches to high quality, safe care, improved patient outcomes, and lower costs.

Vision Statement of the Center for Innovation and Research
The Center will engage in nationally funded projects for the implementation and evaluation of innovative approaches for the delivery of quality, safe care. Within five years, the Center will be nationally recognized for the pursuit of a new innovative paradigm of patient care delivery.

Letters of Intent should support the Mission and Vision of the Center and be consistent with the priority areas.

Priority Areas of Interest included but not limited to:

- Over-prescribing and over-ordering procedures (Choosing Wisely)
- Patient-Centered Medical Home
- Readmission reduction
- Continuum of care
- Coordination of care
- Medication reconciliation
- Discharge planning/Care transitions
- Palliative care/ Timing of palliative care referrals
- Electronic communication with patients and families
- The use of technology to improve health care and health outcomes
- Communication with family and patients to foster understanding of unmet needs
- Engagement of patients and families as partners in care
- Safe care by reducing harm from care delivery
- Assistive mobility technology
- Reduction of disparities in access to care
- Health disparities
- Decreasing obesity in specific populations
- Use of ‘big data’ to inform health care, decision-making, and outcomes

Priority areas of focus should be in the areas of:

NEUROSCIENCE, NURSING, AND PRIMARY CARE
Interdisciplinary partnerships with active team members from both Sparrow and MSU is a requirement.
(Active means the team member is a key contributor.)

Translation Project Letters of Intent are currently accepted on a ROLLING SUBMISSION basis.

The Center for Innovation and Research will review the Letters of Intent and make selections for requests for Full Proposals. Invited applicants will submit Full Proposals approximately 4 weeks after the invitation.

Translation Project Letters of Intent must be submitted electronically in WORD format.
For more information or questions, please contact the Center for Innovation and Research by email at: Sharon.Baer@Sparrow.Org or by calling 517-364-5730.
Guidelines for Letter of Intent for MSU/Sparrow Center for Innovation and Research for Innovative Translation Support.

**Translation Project Letters of Intent (1-2 pages) should contain:**
Reviewed for Relevance to Mission and Vision and Priority Areas.

1. Objectives.
2. Description of study – Practice question.
3. Significance of study/Strength of Evidence.
4. Innovation.
5. Relevance to the Mission and Vision of the Center for Innovation and Research should be explained.
   Relationship to patient care delivery, quality, safety, outcomes, and cost should be described.
6. Relevance to Sparrow Health System.
7. Speaks to potential to transform care? (Safety, quality, outcomes, and cost.)
10. Barriers to Implementation.
12. List of team and affiliation.
13. One-year proposal timeline.
14. Budget Estimate – typically does not exceed $25K. (There are no indirects.)

The study should have potential impact beyond Sparrow to the larger Health Care System.

- A Letters of Intent template can be found on the CFIR website under the Resources/Letters of Intent tab: [http://sparrowmsuinnovations.msu.edu/](http://sparrowmsuinnovations.msu.edu/)

Please electronically submit Letters of Intent to: Sharon.Baer@Sparrow.org

**Receipt of all documents will be confirmed via e-mail.** If no response has been received within two days after the application deadline, send an e-mail to: Sharon.Baer@Sparrow.org or call 517-364-5730.

- Documents that are incomplete or not prepared according to the instructions will not be reviewed and will be returned.

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**Guiding Statements for the Selection of Priorities for Translation Projects**

**National Priorities**
[http://www.iom.edu/Activities/Quality~/media/Files/Activity%20Files/Quality/VSRT/Core%20Documents/ForEDistrib.pdf](http://www.iom.edu/Activities/Quality~/media/Files/Activity%20Files/Quality/VSRT/Core%20Documents/ForEDistrib.pdf)

Institute of Medicine of the National Academies (2011, Institute of Medicine) *The Learning Health System and its Innovation Collaboratives*, 12-15

**CMS Center for Innovation Priorities**
[http://webcache.googleusercontent.com/search?q=cache:6TzMPexr2vUJ:innovation.cms.gov/about/index.html+CMS+Center+for+Innovation+Priorities,+indicates+we+need+to+test+models+of+care&cd=1&hl=en&ct=clnk&gl=us](http://webcache.googleusercontent.com/search?q=cache:6TzMPexr2vUJ:innovation.cms.gov/about/index.html+CMS+Center+for+Innovation+Priorities,+indicates+we+need+to+test+models+of+care&cd=1&hl=en&ct=clnk&gl=us)
**Budget:**

The budget typically does not exceed $25,000.00. There are no indirects. Other sources of support must be indicated to assure that funding to support the project’s activities, which are in excess of the grant funding, will be met and will not hinder the completion of the project.

The budget must be consistent with the role of the team member and not their current salary. Ex: If their role is as an interviewer, payment will be at the interviewer level, not that of a unit manager.

**The Center for Innovation and Research will not support:**

- Payment of tuition
- Publication costs
- Journal subscriptions or books
- Travel costs to professional meetings
- Institutional indirect costs
- Travel for conference attendance or presentation
- Preparation of posters
- Educational Training
- Patient Care Costs
- Equipment purchase, except in situations where that will support better patient outcomes and is central to the proposal. Equipment must be justified and directly related to care.
- Marketing or advertising
- Training of staff/Educational Training
- Licenses

**Total Budget Requested.** The budget typically does not exceed $25,000.00. The budget should be planned for one year.

**No funds will be released until Institutional Review Board [IRB], Institutional Animal Care and Use Committee [IACUC], or other approvals have been confirmed.** If these are intellectual property areas of concern, these will need to be resolved before the proposal is submitted if possible. Funding will not occur until resolved.

**Budget Justification/Line Item Budget:**

The justification is a description that includes a justification for all itemized expenses including personnel. Each section of the justification should: (1) list the specific items or project personnel noted below, (2) describe why the items or personnel are essential to the conduct of the study, and (3) include any cost calculations.

One line item budget may be submitted for the entire project or separate budgets are permitted from each performance site. Consortium or contractual arrangements and costs should be itemized. Items labeled as miscellaneous will not be funded. The line item budgets may include the following:

**Personnel:** These funds are not to support summer salaries or salaries to carry over staff while other funding is being sought.

- A description of the activities and role of each person involved in the research project including the principal investigator, co-investigators, consultants, research assistants, secretaries, data collection and data management staff, statistician, etc. Include the percentage of time devoted by each person. If a percentage of any person’s time is to be supported by the institution/another grant or as “in-kind”, indicate and explain in the justification of the budget request for the position.
- All research project personnel, consultants. Include the name, position, % time devoted to project, fringe benefit percent and amount, total fringe requested, and total salary requested.
- Vendors and services, such as survey centers and transcription services, must be HIPAA certified.
- Funds for Sparrow personnel will be provided to Sparrow.
- Subcontracts:
  - Subcontracts with Sparrow may be the mechanism used to pay Sparrow personnel when they are involved.
  - Under those circumstances, a Statement of Work (SOW) will be prepared for those personnel covered in the subcontract.
  - In addition, a Protocol Statement should be attached, which can come from the IRB document.
  - Subcontracts will not be made to companies or vendors that are not registered with Michigan State University and Sparrow Hospital.
Supplies:  
- Details are needed. Supplies are defined as items with a unit cost of $500 or less. Examples include: photocopying, telephone, postage, computer time, paper, envelopes, transcription machines, flash drives, audio recorders, etc.

Equipment: Details and Specs are needed.
- Equipment requests should not represent a major portion of the budget or the only budget item. The narrative for equipment requests should: (1) identify the availability of matching funds, if any, or other funds that will contribute to the purchase of the item, (2) explain why the item is absolutely essential to the study, (3) Ownership of the item at the completion of the study will be individually assessed, but will belong to Sparrow or MSU.
- Equipment is defined as items with a unit cost greater than $500.

Travel:  
- Only travel for data collection and study costs will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.
- Conference travel and expenses will not be supported since this is only a one-year project and findings before the end of the project are unlikely.

Software:  
- Request purchase of software only if the institution does not provide it. Include the name, version number, and unit cost.

Other Expenses:  
- Do not list the expenses as miscellaneous. These must be listed specifically, i.e., lab fees or supplies, lab assays, standardized testing, or reimbursement of study participants.
- Include fringe benefits.

Other Support:  
- Identify the total amount of other sources of funding for the study. Specify source, amount and funding period.
- Identify any additional funding that has already been awarded for the proposed study, including any funding obtained by a co-investigator. Explain how the work supported by other sources is different from the present request. Overlaps in funding are generally not funded.

Pending Funding:  
- If there is other pending funding for the proposed project, identify the amount, agency, and date the funding is expected to be initiated, if awarded. If no additional funding is available or pending for the project, write “Not Applicable” in this section of the narrative. The USPHS Form 398 Page entitled, “Other Support” may be submitted.

Total Funds Requested – there are no indirect funds.