

APPLICATION INSTRUCTIONS

Program Overview

The Donaghue Foundation is pleased to offer a sixth round of the **Another Look** grant program. **Another Look** will provide funding for researchers to use existing data sources to answer a research question that has the near term potential to improve health. To date, the Donaghue Foundation has made 25 **Another Look** awards totaling \$3.2 million. In 2018, the focus will continue to be on improving quality of care and quality of life for the elderly population in care facilities.

Researchers applying for this grant must identify a stakeholder in the care delivery or policy arena with whom they will either consult or collaborate and who is willing to work with the researcher to develop a research product that may be readily used to improve care or quality of life.

In 2018, the Foundation will invest approximately \$750,000 in this grant program. Our goal is to award up to six two-year projects.

Application Format

The application includes forms as well as narrative sections that must all be completed according to instructions. **Please refer to the Application Checklist and use all the applicable forms in completing your application.** A full set of forms follows these instructions.

Applicants must submit their application electronically to the Foundation by 5:00pm on April 16, 2018. Your electronic submission should contain three folders only. Please do not include a cover letter.

1. The **application** should be labeled “**PILastName_df_app_AL_submission year**” e.g., Smith_DF app_AL_2018. Your document footer should also contain this file name.
2. All **publications** should be housed together in one file labeled “**PILast Name_df_publications.**”
3. Finally, all **letters of support** should be housed in one file labeled “**PILast Name_df_letters of support.**” Letters should be in PDF format on letterhead and contain signatures.

If you have any questions about any of the submissions requirements, you can contact Stacy Cloud, Grants Administrator at (860)521-9011 or cloud@donaghue.org.

Complete the following steps only after receiving an invitation to submit an application. Submissions that do not comply with all requirements will be returned to the applicant and no corrected submission will be accepted.

Applications must include all numbered sections in the order specified below:

Section 1: Application Face Sheet (form)

The electronic form provided must be signed by the principal investigator and responsible institutional officer. An e-signature is acceptable. Please note that signatures on the face sheet confirms that Donaghue policies are accepted by the PI and the institution.

Section 2:

a. Project Summary (narrative)

This summary must not exceed 250 words and must include a concise statement of the following: 1) the research question(s) that will be addressed by the project, 2) study design and methodologies, and 3) the intended use of the knowledge gained from the project.

b. Stakeholder Organization (narrative)

Describe the intended role of the stakeholder. Include any relevant letters of cooperation and curricula vitae (abbreviated) as appropriate in Section 9.

Section 3: Project Description (narrative) The project outline should not be more than five pages, excluding references, and should outline the research objectives, hypotheses, methods and procedures related to the project. Include all figures and tables within these pages. Supplemental material (including appendices) will not be accepted. Provide the following in this order with each subheading:

Introduction, background, and research question (use no more than one page for this section). Briefly address the importance of the problem to be researched. Include a description of the current state of knowledge, noting if there have been meta-analyses or systematic reviews in the area and what their conclusions have been. State the research question to be tested and the implications of the proposed work including who the intended user of the research might be.

Description of dataset

Describe the dataset you will be using in your research. Include the purpose of the dataset, how and when the data were collected, any checks used to assure the validity of the data, and any non-random biases that might impact the data. Describe who owns the data and, if you are not the owner, what assurances you have that you will be able to use the data.

Research plan, including all methods, and analyses

Identify all variables that will be used in the analysis and the analytic techniques to test the hypothesis. Describe how your research plan will account for any known covariates or suspected biases in the dataset that may affect the dependent variables.

References & citations

Section 4: Budget Forms and Justification

The Donaghue Foundation will fund only those costs specific to conducting the proposed research described in the application. The Foundation will not pay to support facilities, equipment or salaries that are already supported through other funding mechanisms. Donaghue grant funds may not be intentionally applied for or used by any department or principal investigator when there are funds currently allocated or available for the proposed project (or which appear to be reasonably assured) from other sources. See Use of Grant Funds for additional information on funding policies.

The Foundation is willing to collaborate with other funding sources in support of a project, provided that the Foundation is given assurance that the aggregate of funding does not exceed the project's costs. The Foundation also allows for grantees to use subcontractors to conduct aspects of the work. Any organization that is listed as a funding collaborator or a subcontractor must attest to their intent to participate in the project in letter form as part of this application. The letter must be signed by a responsible institutional officer and state the organization's willingness to comply with the requirements of the research plan, Foundation grant conditions and their capacity to provide the resources and/or personnel specified. (See Section 8 "Letters of Institutional Support.")

The request for Donaghue Foundation funding must be clearly accounted for in each budget category in the budget request forms that follow. A detailed description of the use of funds must be provided in the Budget Justification narrative. If the proposed project will be supported in part by other funders, use the Budget Justification to list these sources and amounts of funds.

Project costs associated with the use of subcontractors must be itemized in the category labeled Other Expenses on the budget forms.

Section 4a: Annual Budget Form

Complete this form showing the funds requested from the Donaghue Foundation according to the breakouts described below for each 12 month period of funding. If consortium agreements or subcontract arrangements are included in the budget, mark the appropriate space on the Application Face Sheet and provide a separate detailed budget for each 12-month period.

Personnel: Requested salaries should be for full- or part-time professionals or technical assistants who are normally paid from the research projects to which they are assigned. Note: percent effort on a project may exceed the percent of total remuneration requested, but percent of total remuneration may not exceed percent effort.

Data Cost: Include any data expenses in this section in addition to other supplies required for the conduct of the research project.

Travel: Funds to cover the cost of travel required for the research project may be included, as well as up to \$1,500 for travel to scientific meetings related to the project.

Stakeholder Information: Use this category to list all of the expenses associated with the stakeholder organization.

Indirect: Indirect costs may be requested by the applicant institution, not to exceed 10% of direct costs exclusive of equipment purchases. Collaborators and subcontractor may also include overhead costs, not to exceed 10% of the consortium or subcontractor's direct costs exclusive of equipment purchases. However, indirect costs may not be claimed by the applicant institution for direct costs which are used in a consortium budget.

Other Expenses: Use this category to list all other project expenses including those assigned to subcontractors. Itemize all subcontractor costs by category.

Section 4b: Total Cost for Proposed Project

Roll up annual costs for each project year.

Section 4c: Budget Justification

Provide a brief and clear explanation of all significant expenses in the budget.

Section 5: Research Ethics Preparation (narrative)

In a brief statement, please provide evidence of the Principal Investigator's specific education or training in research ethics, with specific attention to (1) protection of human research subjects, (2) avoidance of scientific misconduct, and (3) avoidance of conflicts of interest. If the PI is a clinician, please provide evidence of conversancy with health care ethics. If other personnel in the study have human subject responsibilities, reference their training as it relates to this function.

Section 6: Informed Consent of Human Subjects (attach form)

Safeguarding the rights and welfare of human subjects in projects supported under awards from the Donaghue Foundation is the sole responsibility of the organization accountable for the funds awarded and administratively responsible for the conduct of the project. State whether it will be necessary to request institution review board approval for the research being conducted.

Section 7: Letters of Institutional Support

These letters must come from the principal investigator's department or section head who can attest to and monitor the PIs' work, time commitments and activities. The letter must indicate the principal investigator's qualifications to independently conduct the proposed research at the sponsoring institution and the level of commitment by the institution to support the researcher. The nature of appointment or other relationship, salary commitment if any, research time and space available, and amount of the researcher's time to be spent on the project must be explicitly stated. The researcher's total time spent and available must not exceed 100%. This letter must make clear the nature of the close and continuous collaborative relationship that exists between the principal investigator and the institution such that the continuity and depth of involvement are clear.

Please include any supporting materials for verification of funding collaborators and/or subcontractors which describe their support and relationship with the project.

Section 8: Principal Investigator & Stakeholder's Curriculum Vitae (attach)

A curriculum vitae (abbreviated) for the principal investigator and for any collaborator(s) and stakeholder(s) listed in the applicant must accompany the application using the NIH biosketch format.

Section 9: Publications (attach)

You may include up to three publications which will assist the Scientific Review Committee in evaluating the principal investigator's ability to perform the work described.

All material not in compliance with the requirement listed above are ineligible for review.

To be considered, applications must be received in the Donaghue Foundation office by **5:00pm on April 16, 2018**. For further information on application procedures and forms, please visit our website www.donaghue.org, or contact Stacy Cloud, Grants Administrator at (860)521-9011 or cloud@donaghue.org.

Application Checklist

	Section #	Format	Check ✓
Application Face Sheet	1	Form	
Project Summary	2a	Narrative	
Stakeholder Organization	2b	Narrative	
Project Description	3	Narrative	
Annual Budget	4a	Form	
Total Cost for the Proposed Project	4b	Form	
Budget Justification	4c	Narrative	
Research Ethics Preparation	5	Narrative	
Informed Consent of Human Subjects	6	Attach	
Letters of Institutional Support	7	Attach	
Principal Investigator Curriculum Vitae	8	Attach	
Publications	9	Attach	