

Another Look: Research to Improve Health for Older Adults in Long Term Care Facilities

APPLICATION INSTRUCTIONS

Program Overview

This program provides funding for health-related research that has the near-term potential to improve health, well-being, and the quality and equity of care in long term care facilities, for adults who are 65 years or older and are long term residents in nursing homes, assisted living, and other congregate care facilities.

There are two requirements of the Another Look grant program. The first is most of the data analysis must use already existing datasets rather than new data that is collected for this study. Although existing data must be the primary resource for the proposed analysis, the Another Look grant program allows researchers to allocate some grant funds to the collection of new data if it will enhance the utility of the project outcomes for improving quality and equity of care.

The second requirement is the inclusion of stakeholders from clinical, programmatic, or policy arenas on their project team to help inform the research. Stakeholders are expected to assist in defining the research question and protocols or to work with the researcher to develop products such as infographics, tool kits, or training materials that are based on the research findings and could be used by those stakeholders to improve the quality of care or quality of life for residents in long term care.

In all programs, the Foundation requires applicants to demonstrate that they have reviewed their research questions, protocols, sampling, and data analyses to ensure that they do not inadvertently mask or exacerbate racial, ethnic, or gender health inequities. The external review committee evaluating letters of intent and applications to this program will include experts from the academic, practice, and policy communities.

In 2022, the Foundation will invest a total of approximately \$750,000 in this grant program and expects to make four or five awards. Projects may be up to two years in length.

Application Format

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.

The application includes forms as well as narrative sections that must all be completed according to instructions. **Please refer to the Application Checklist before submitting your application.** The checklist does not need to be included in your application submission. **Applicants must submit their application electronically to the Foundation by 5:00 pm EST on June 7, 2022. Your electronic submission should only contain four folders. 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_2022. Your document footer should also contain this file name.
2. All **letters of support** should be housed in one file labeled “**PILastName_df_letters of support.**”
Letters should be in PDF format on letterhead and contain signatures.
3. All CVs and or biosketches should be housed in one PDF file labeled
“**PILastName_df_CVandbiosketches.**”
4. Finally, all **publications** should be housed together in one file labeled “**PILastName_df_publications.**”
Publications should be in PDF format.

If you have any questions about any of the submission requirements you may contact Shamira Chappell, the Program Coordinator, at chappell@donaghue.org.

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 confirm that Donaghue’s policies are accepted by the PI and the institution.

Section 2: Project Summary (narrative)

This summary must not exceed 250 words and must include a concise, non-technical 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. Applicants should be aware that this section may be used by the Donaghue Foundation in newsletters, annual reports, and social media for those projects that are awarded a grant.

a. Stakeholder Organization (narrative)

In 250 words or fewer, describe the stakeholder organization(s) and the individual(s) from the organization(s) who will be working with you on this grant. Describe the stakeholder role(s) in this project, why you chose to work with this stakeholder, and how their participation might facilitate dissemination and eventual use of your findings in care delivery or policy. Include what you and your stakeholder(s) see as potential opportunities to communicate your findings to academic and non-academic audiences and what forms that could take.

Include any relevant letters of cooperation in and Curricula Vitae (abbreviated) or resume in Section 8.

b. Glossary of Acronyms and Abbreviations (List)

Provide an alphabetical list of acronyms and abbreviations used in the application along with the full word or phrase.

Section 3: Project Description (narrative)

The project description should not be more than seven pages, excluding references, and should clearly state 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 the dataset(s)

Describe the dataset(s) 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.

Collection of new data

If you plan to collect new data, describe what you will be collecting and from whom, what you hope to learn, and how it will enhance the utility of the project outcomes to improve quality in care facilities. Indicate the percent of the total direct project funds being requested for this component of the study.

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. Demonstrate that you have reviewed the research questions, protocols, sampling, data sets, and data analyses to ensure that these do not inadvertently mask or exacerbate racial, ethnic or gender health inequities.

Limitations

This section should not exceed 500 words. Discuss identified anticipated limitations of the research based on study design and other factors. Please describe each identified limitation in accordance with criteria 1-4 listed below (also identified on the application). Criteria 1 and 2 should be written in narrative format, and criteria 3 and 4 can be written in narrative or list format at the discretion of the researcher.

1. Anticipated limitations
2. Factors influencing limitations
3. Alternative approaches/strategies for mitigating limitations
4. The extent to which these limitations could impact the results of the study, or provide an opportunity for additional research

References & citations

Section 4: Project Timeline and Key Activities (form)

List milestones and key activities to be completed during the grant term. These relate to both the research component and any activities conducted during the duration of the award that will facilitate knowledge transfer and implementation of findings when the study is completed.

Section 5: Annual Budget Form 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 (found in the For Grantees section of the Donaghue website <https://donaghue.org/for-grantees/>).

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 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 its intent to participate in the project in letter form as part of this application. The letter must be signed by an 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 personnel specified in the application. (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. In addition, 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.

Annual Budget Form

Complete this form showing the funds requested from the Donaghue Foundation according to the categories 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 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 the percentage 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-related expenses: Funds provided directly to the stakeholder to cover expenses incurred for participation in this study.

Indirect: Indirect costs may be requested by the applicant institution up to 10% of direct costs exclusive of equipment purchases. Collaborators and subcontractors may also include overhead costs up to 10% of the consortium or subcontractor's direct costs exclusive of equipment purchases. 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 5a: Total Cost for Proposed Project

Roll up annual costs for each project year.

Section 5b: Budget Justification

Provide a brief and clear explanation of all significant expenses in the budget. Utilize this section to describe any in-kind resources that will be provided to undertake the project not listed as part of the expenses.

Section 6: 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 7: Informed Consent of Human Subjects (insert 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 8: Supplemental Materials

Please attach the following supplemental materials to this application in the format indicated. Failure to do so will result in an incomplete application, which could deter further consideration of your **Another Look** grant program application.

1) Letters of Support (attach as a separate PDF file)

- a. From the principal investigator's institution: 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 availability 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.

- b. From the stakeholder organization: Provide a letter (or more, if needed) from the stakeholder organization that confirms the role it will undertake in the proposed project.
- c. From any funding collaborators and/or subcontractors: Provide any supporting letters or materials for verification of funding collaborators and/or subcontractors that describe their support and relationship with the project.

**** All letters of support should be housed in one file labeled “PILastName_df_letters of support.”** Letters should be in PDF format on letterhead and contain signatures.

2) Principal Investigator & Stakeholder’s Curriculum Vitae (attach as a separate PDF file)

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. If more suitable, the stakeholder listed in the application may submit a resume.

**** All CVs and or biosketches should be housed in one PDF file labeled “PILastName_df_CVandbiosketches.”**

3) Publications (attach as a separate PDF file)

You may include up to three publications that will assist the Grant Review Committee in evaluating the principal investigator’s ability to perform the work described.

**** All publications should be housed together in one file labeled “PILastName_df_publications.”** Publications should be in PDF format.

All material(s) 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 **5:00 pm EST on June 7, 2022**. For further information on application procedures and forms, please visit our website www.donaghue.org, or contact Shamira Chappell, the Program Coordinator at chappell@donaghue.org.

Application Checklist

	Section #	Format	Check √
Application Face Sheet	1	Form	
Project Summary	2	Narrative	
Stakeholder Organization	2a	Narrative	
Glossary of Acronyms and Abbreviations	2b	List	
Project Description	3	Narrative	
Project Timeline and Key Activities	4	Form	
Annual Budget	5	Form	
Total Cost for the Proposed Project	5a	Form	
Budget Justification	5b	Narrative	
Research Ethics Preparation	6	Narrative	
Informed Consent of Human Subjects	7	Insert	
<u>Supplemental Materials</u>			
1. Letters of Support	8	Attach	
2. Principal Investigator CV/Resume		Attach	
3. Publications		Attach	