**Department of Family Medicine (DFM)**

**Pilot and Exploratory Program (PEP)**

*Send completed proposal to Carlee.Kreisel@cuanschutz.edu*

Overview

**Background and Purpose**

The purpose of the Pilot and Exploratory Program (PEP) is to support pilot or exploratory work in the DFM. Though not required, the data obtained through PEP support may be used in preparation of an application for a larger grant or contract. It may also be used for clinicians in support of small research projects that build toward DFM goals and enhance scholarship. Example projects include completing an analysis of clinic data on the prevalence of a condition, conducting patient interviews to gather perspectives about an issue, or conducting a new intervention.

**Conditions**

Requests may be made in two categories: 1) funds for direct costs and 2) personnel time. Participants can request one or both. Requests for funds are generally limited to around $5000 and requests for personnel are generally a percentage of time for one or two people. Personnel requests can be for data management or statistics, survey administration, qualitative work such as interviews, IRB or project management support, assistance with publishing, or other needs.

**\*\*Please note:** PEP requests are *generally* for longer term projects needing assistance with multiple tasks across multiple parts of a project (e.g., survey creation, recruitment, participant scheduling, setting up a gift card program, data collection, etc.). If you need assistance with a one-off task (e.g., only need help setting up a survey), we may be able to fulfill your request through means other than PEP. Please visit [this page](https://medschool.cuanschutz.edu/family-medicine/research-and-innovation/for-faculty-and-staff) for more information or reach out to Carlee if you need additional help determining the appropriate request type.

Specific interventions may require specialized support for which this program does not have personnel available. As such, you may need to find personnel outside this program to meet your project’s needs. Projects will be considered on a case-by-case basis and the program team will work to identify solutions considering both the requestor’s and program’s constraints.

Generally, only one request will be granted per person per year. Faculty time is generally not covered under this program. Protected research time for faculty, if available, is separate and not a part of this request. If other funds are available from external sources, it is wise to try submitting elsewhere first and use this as a back-up option. Those with other options for funding, including having other start-up or career development funds, may not be eligible.

**Process**

*Before Completing Proposal*

It is expected that you meet with Carlee Kreisel (Research Services Specialist) before completion of this proposal. Please submit a request using the [DFM Inquiry Portal](https://forms.monday.com/forms/cab19374356027e69e24ded13f3247ac?r=use1) to add yourself to the program queue and trigger the setup of an initial meeting with Carlee.

*While Filling Out Proposal*

If you need help while filling out your proposal, Don Nease, Jodi Holtrop, Jennifer Carroll, Natalie Buys, or Carlee Kreisel can be contacted for help and guidance.

*After Completing Proposal*

Send your completed proposal to Carlee prior to one of the quarterly rolling submission deadlines (January 1, April 1, July 1, and October 1). Applications will be reviewed by a team of at least three DFM research leaders generally within 2-3 weeks and a response will be provided. Instructions will be provided on use of funds after approval.

Note that some requests may need to be sent to a queue, meaning that sometimes personnel are not readily available so one project may need to finish before another can start. This program is new and we will be evaluating it to determine future needs and improvements. Departmental funds also determine whether we are able to continue each year.

Proposal

1. PROJECT JUSTIFICATION AND DESCRIPTION (total 2-5 pages)
2. **Brief Project Description** – *narrative description clearly covering the following areas (with estimate of length):*
3. Project title
4. Background and significance of the problem (half page or less)
5. Gap between current and needed knowledge this project will address (half page or less)
6. Methods for data collection and analysis (half to full page)
7. Intervention, if there is one (half to full page)
8. Who is involved in this work, including any mentors or advisors (up to half page)
9. What funding has already been requested from other sources (few lines)

2) **Timeline** – *outline the timeline for the completion of key activities (few lines of key activities with timeline. Be sure to include data analysis timeline, anticipated grant, poster, or journal submissions)*

3) **Impact**

1. Results from completing this work; products or deliverables that will be created (few lines)
2. Future significance of this work and proposed next steps (e.g., a proposal and/or paper) (few lines)
3. HEALTH EQUITY

1. Does this proposal have anything to do with diversity, health equity, social determinants of health, DEI or other related topic? *Highlight your choice below*

* 1. Yes
	2. No
	3. Not sure

2. Does this proposal involve community? Meaning does it include community members or work with a community agency? *Highlight your choice below*

* 1. Yes
	2. No
	3. Not sure
1. PROJECT NEEDS AND PERSONNEL BREAKDOWN

*Please complete* ***Table 1*** *below with 1) a thorough list of project needs you will have, 2) what personnel will be in charge of these needs (PEP requested personnel and/or your team members), and 3) estimated time project need will take. Completing this section will help you accurately fill out Section C, Budget Outline and Justification.*

*A list consisting of typical project needs is provided in* ***Table 2*** *below to help you think through your project and plan accordingly. If you need more help thinking through various project aspects, please reach out to Carlee.*

***If your PEP request is approved, this table will serve as the project’s roles and responsibilities table. If you are requesting analyst time, please be sure to communicate with them about any planned submissions.***

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Project need**  | **Personnel** | **Estimated time** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[ ]

**Table 2**

**Project needs examples**

Project management

Organizing documents, scheduling meetings, taking meeting notes, tracking action items, initiating team check-ins, tracking details

COMIRB

Requesting InfoEd number, tracking study personnel and ensuring COI and training completion, completing COMIRB documents (application, protocol, consent form, etc.), uploading documents to InfoEd, serving as primary COMIRB contact to communicate with COMIRB reviewers

Recruitment

Sending recruitment emails, making recruitment calls, developing and maintaining recruitment log

Data Collection

-Consenting: sending consent or consenting participants

-Surveys: drafting and revising survey, putting into REDCap or Qualtrics, testing survey multiple times, sending survey to participants, sending reminders

-Interviews/focus groups: drafting and revising interview guide, scheduling interviews, maintaining participant tracking log, conducting interviews, transcription (most likely will pay a third party), coordinating with transcriber to send/receive files, processing transcription invoices

Gift Cards

Setting up gift card program, purchasing gift cards (requires p-card), maintain gift card tracking log, reconciling purchases in Concur, submitting reports in Concur

Data Analysis

-Surveys: data prep and cleaning, table 1, charts/graphs creation, develop statistical analysis plan, scoring

-Interviews/focus groups: preliminary coding to development of code book, code book development including definitions of codes, coding and analytical strategy, single versus double coding of interviews, query strategy, pulling, analysis and summaries of queries

1. BUDGET OUTLINE AND JUSTIFICATION
2. **Budget detail table** (*see example of a completed table in Table 4*)

**Table 3**

|  |
| --- |
| **Personnel Being Requested\*** |
| **Personnel** | **Percent effort or hours**  | **Description** |
|  |  |  |
| **Total requested** |  |
| **Direct Expenses Funding Being Requested \*\*** |
| **Item** | **Number and cost** | **Funding requested** |
|  |  |  |
|  |  |  |
| **Total requested** |  |

*\*Personnel – the people needed to complete the work. If you need time of a departmental RSP or analyst, a budget justification is needed detailing the key responsibilities requested and estimated number of hours and duration of work. Types of activities that can be requested for personnel support generally include project management, qualitative and quantitative data collection and analysis, data visualization, community engagement work, or technical writing. If you only need department support personnel time, you can request a percent effort without providing a budget (i.e., you do not have to complete the table).*

*\*\*Direct expenses – other costs such as a payment for incentives, transcription, travel, supplies, postage, etc. Provide details in the justification below regarding how much at how much cost for each item.*

1. **Budget justification** *– narrative description of each requested item. Note other funding (if available).*
2. DOCUMENTS TO INCLUDE (if applicable)

*For projects with surveys or interview guides - if you have a complete or near complete draft of your survey or interview guide, please include it along with what questions you hope to answer through data analysis.*

Example Budget Detail Table

**Table 4**

|  |
| --- |
| **Personnel Being Requested** |
| **Personnel** | **Percent effort or hours**  | **Description** |
| RSP | 25 hours | Administration and coding of 5 interviews |
| Data analyst | 5 hours | Data analysis of surveys |
| **Total requested** | **35 hours** |
| **Direct Expenses** |
| **Item** | **Number and cost** | **Funding requested** |
| Participant Incentives | 5 x $50 | $250 |
| Transcription | 300 mins x $2.00/min | $600 |
| Survey incentives | 40 x $10 | $400 |
| **Total requested** | **$1250** |