Pilot and Exploratory Program (PEP) Request Form

Overview

**Background and Purpose**

The purpose of PEP is to support pilot or exploratory work in the Department of Family Medicine (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](mailto:Carlee.Kreisel@cuanschutz.edu) 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](mailto:donald.nease@cuanschutz.edu), [Jodi Holtrop](mailto:jodi.holtrop@cuanschutz.edu), [Natalie Buys](mailto:NATALIE.BUYS@CUANSCHUTZ.EDU), or [Carlee Kreisel](mailto:Carlee.Kreisel@cuanschutz.edu) can be contacted for help and guidance.

*After Completing Proposal*

Send your completed proposal to [Carlee](mailto:Carlee.Kreisel@cuanschutz.edu) 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

*The previous two pages, all text in italics, parentheses, or blue font, and example tables are informational and should be deleted from your final 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 applicable, half to full page)
8. Who is involved in this work, including any mentors or advisors, and what the qualifications/experience are for each individual involved in the work (up to full page)
9. What funding has already been requested from other sources (few lines)
10. **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)

**Timeline Table Example** (completed for your reference, remove from final proposal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 |
| IRB Application/Interview Guide Development | x |  |  |  |
| Conduct Patient Interviews |  | x | x |  |
| Rapid Qualitative Analysis |  | x | x | x |
| Survey Deployment |  | x |  |  |
| Survey Analysis |  |  |  | x |
| Dissemination (conference abstracts and manuscript) | x | x | x | x |
| Grant writing |  |  |  | x |

**Timeline Table** (blank for your completion)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | month/year | month/year | month/year | month/year |
|  |  |  |  |  |
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1. **Impact** (if you receive a PEP award, you will be asked to provide a list of products produced that were made possible in part by your PEP participation)
2. Results from completing this work; products or deliverables that will be created (few lines)
3. Future significance of this work (e.g. how will this impact populations and improve health or clinical processes, etc.) and proposed next steps (e.g., a proposal and/or paper) (few lines)
4. **OTHER CONSIDERATIONS**

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

* 1. Yes (if yes, please expand on how it addresses these topics):
  2. No
  3. Not sure

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

* 1. Yes (if yes, please expand on how it involves community and if/how results will be shared back with the community):
  2. No
  3. Not sure

3. Does this project serve a department need? *Please highlight your choice below:*

1. Yes (if yes, in what way? How does it align with strategic planning goals ([view goals here](https://olucdenver.sharepoint.com/:p:/r/sites/FamilyMedicine/_layouts/15/Doc.aspx?sourcedoc=%7B3B0652D1-6CBE-4DE8-AEF1-2781C231C9F1%7D&file=CU%20DFM%20FINAL%20Strategic%20Plan%20Web.pptx&action=edit&mobileredirect=true))?
2. No
3. Not sure
4. **PROJECT NEEDS AND PERSONNEL BREAKDOWN**

*Below you will find a) a list consisting of typical project needs to help you think through your project and plan accordingly, b) an example project needs table, and c) blank project needs table. If you need more help thinking through various project aspects, please reach out to Carlee.*

**Project Needs Examples** (remove from final proposal)

*The needs below are of basic ideas - all and creative methods are encouraged*

| Project management: Organizing documents, scheduling meetings, taking meeting notes, 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  Scheduling: Scheduling participants for interviews or focus groups, coordinating interviewer availability  Consenting: Sending consent to or consenting participants  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 Collection - Surveys: Drafting and revising survey, putting into REDCap or Qualtrics, testing survey multiple times, sending survey to participants, sending reminders | Data Collection - Interviews/focus groups: Drafting and revising interview guide, scheduling interviews, maintaining participant tracking log, conducting interviews/focus groups  Medical Records Analysis  Coding for data cleaning, data preparation, and testing quality assurance  Data Analysis – Surveys: Data prep and cleaning, table 1, charts/graphs creation, develop statistical analysis plan, scoring  Data Analysis - Interviews/focus groups: Preliminary coding to development of code book, code book development including definitions of codes, coding and analytical strategy, single vs double coding of interviews, query strategy, pulling, analysis and summaries of queries  Transcription (most likely will pay a third party): Coordinating with transcriber to send/receive files, processing transcription invoices  Technical Writing  Assistance producing dissemination materials |
| --- | --- |

**Project Needs Table Example** (completed for your reference, remove from final proposal)

| **Project need** | **Personnel** | **Estimated time** |
| --- | --- | --- |
| Project management: scheduling team check-ins, file storage, taking meeting notes | My team members | 40 hours |
| COMIRB: general guidance, review of  documents prior to submission to IRB | PEP Requested personnel | 20 hours |
| Recruitment: disseminating flyers/social media advertisements, screening requests for participation for eligibility in the study, sending eligible participants’ information to PEP Requested personnel for scheduling with qualitative support person for interview | My team members | 10 hours |
| Data collection –surveys: survey management (creating REDCap  survey, sending out survey to participants after interview, maintaining database) | PEP Requested personnel | 30 hours |
| Gift Cards (all aspects of setting up program, distribution, management, etc.) | PEP Requested personnel | 20 hours |

*Please complete the* ***Project Needs Table*** *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 D, Budget Outline and Justification.*

**Project Needs Table** (blank for your completion)

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

*If your PEP request is approved, this table will serve as the project’s roles and responsibilities table.*

1. **BUDGET OUTLINE AND JUSTIFICATION**

*If you need time of PEP personnel (RSP, qualitative support, data analyst, technical writer, etc.), a budget justification is needed detailing the key responsibilities requested and estimated number of hours and duration of work (you can pull from Section C above). If you only need department support personnel time, you do not have to complete the Direct Expenses portion.*

**Budget Detail Table Example** (completed for your reference*)*

**Personnel**

| **Requested PEP Personnel** | **Percent effort or hours** | **Description** |
| --- | --- | --- |
| RSP | 10% FTE over 5 months (~80 hours) | Project management, COMIRB support, setting up gift card program |
| Qualitative support | 10% FTE over 3 months (~50 hours) | Consent participants, conduct interviews and focus groups, analysis of qualitative data |
| Data analyst | 5% over 6 months (~50 hours) | Design survey and analysis plan, analyze survey data |
| **Total requested** | ~**180 hours** | |

**Direct Expenses**

| **Item** | **Number and cost** | **Funding requested** |
| --- | --- | --- |
| Participant incentives | 5 x $50 | $250 |
| Transcription | 1300 mins x $1.30/min | $1690 |
| Survey incentives | 40 x $10 | $400 |
| **Total requested** | **$2340** | |

**Budget Detail Table** (blank for your completion)

**Personnel\***

| **Requested PEP Personnel\*** | **Percent effort or hours** | **Description** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total requested** |  | |

**Direct Expenses\*\***

| **Item** | **Number and cost** | **Funding requested** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total requested** |  | |

*\*Personnel – the people needed (outside your team) to complete the work.*

*\*\*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.*