

**The Center for Hospice, Palliative Care and**

**End-of-Life Studies at the University of**

**South Florida**

**Pilot Research Grant**

**Award features:** The Center for Hospice, Palliative Care and End-of-Life Studies at the University of South Florida (USF) has funds available to sponsor pilot research focused on palliative care and end-of-life issues. One Pilot Research Grant is available with amount up to $25,000. Awards fund expenses related to research such as data collection or generation of original data, data analysis, and collaborative activities with colleagues, etc. The awardee will be notified in the Spring semester and funding may begin immediately for faculty and staff. For students, funding will commence at the beginning of the next enrolled semester.

Please direct question to: Debra Dobbs at **(813) 974-5767,** or via email at ddobbs@usf.edu.

**Eligibility criteria:** All Center members, USF faculty including tenured, tenure-earning, and research faculty members, graduate students (with support and supervision of a faculty member), and others involved in end-of-life or palliative care are eligible to apply. For projects with a graduate student as P.I., an appropriate faculty collaborator **MUST** be listed as the Co-P.I.

**For beginning researchers, consultation with experienced faculty prior to the deadline is available. If interested in consultation, please contact Debra Dobbs, Academic Center Director at** **ddobbs@usf.edu.**

**Selection Criteria:** Applicants who wish to apply should explain in accessible language the importance of the proposed research and the contribution it will make to the field and the local community. Applicants must describe how their research will contribute to and/or their plan to collaborate with local hospice, palliative care organizations, or hospitals. Research that does not explicitly state how it connects with the local hospice and palliative care community will not be considered for funding. Please check out the USF End-of-Life Center website for possible hospice and palliative care programs that can be contacted for collaboration. (<https://www.usf.edu/cbcs/aging-studies/eol-center/index.aspx>).

Applicants are expected to propose a clear and a detailed plan on how the research grant will be executed in the time allotted. At the completion of the grant year, awardees will be expected to provide a written report and present their research findings at a Center for Hospice, Palliative Care and End-of-Life Center Meeting. The awardee will work with the Center administration to find a date and time for the presentation.

The deadline for submission is **February 16, 2024.** Please submit one PDF file to the Palliative Care email in the USF School of Aging Studies atPalliativeCare@USF.edu or applicants may submit application materials online via the center website at <https://www.usf.edu/cbcs/aging-studies/eol-center/index.aspx>

**Guidelines**

Please note that all applications must be received on or before the deadline, to be considered for funding.

**Purpose:**

The Center for Hospice, Palliative Care and End-of-Life Studies at the University of South Florida (USF) Pilot Research Grant Program is designed to provide support for research who wish to contribute to the local community with studies focusing on palliative care and end-of-life care. Center members and USF faculty/graduate students from a wide range of disciplines are urged to apply. Applications from graduate students with faculty mentors, junior faculty, faculty beginning new lines of research, and for projects which are likely to attract funding from external sources will be given preference.

**Funding:**

Funds for the Pilot Grant Program are derived from the Center for Hospice Palliative Care and End-of-Life Studies at USF budget. The maximum amount that will be awarded to any applicant is **$25,000** per funding cycle. This award does not include a tuition waiver for students. If an award is made through the USF, a Social Security Number and Payroll Envelope No. will be required in order to set up the grant account. Payroll envelope numbers may be obtained by consulting the departmental official in charge of payroll.

**Eligibility Requirements:**

All Center members, tenured, tenure-earning, and research faculty members at USF, graduate students, and others involved in end-of-life or palliative care are eligible. For projects with a graduate student as P.I., an appropriate faculty collaborator must be listed as the Co-P.I.

Investigators are responsible for **contacting the hospice partner(s) that will be involved in the study prior to grant application submission in order to provide a memorandum of agreement with the application.** For studies conducted outside of a hospice (e.g., secondary data analysis, Moffitt Cancer Center, etc.), applicants must provide a letter of support from the organization indicating that the organization supports the study.

In accordance with the mission of the Center for Hospice, Palliative Care and End-of-Life Studies at USF priority for funding will be given to the following topical areas:

## Access to Hospice

Includes projects that identify and/or evaluate factors related to access and/or improved access to hospice programs and services including, but not limited to regulatory, eligibility and election issues; patient demographics, disease and prognostic issues; length of stay; health system issues; patient/physician decision-making; and needs of diverse populations.

## Patient/Family/Community Care

Includes projects that identify and/or evaluate factors and/or improve the quality and/or scope of hospice and palliative care to patients and families and communities including, but not limited to clinical practice; interdisciplinary team approaches to hospice and palliative care; pain and symptom assessment and management; quality of life measurement and patient outcomes, caregiving, bereavement, and complementary therapies.

## Research Methods

Includes projects that identify, evaluate and/or improve scientifically based strategies for translating empirical evidence into sustainable improvements in clinical practice and outcomes; develop, improve and/or validate research dissemination methods for end-of-life research; and/or increase provider participation in research.

##  Infrastructure

Includes projects that identify, evaluate and/or improve strategies for the coordination of interdisciplinary care; education/training, skills development and support of staff working within the hospice setting; role definition; and/or research on grief, staff retention, volunteer issues, and organizational change.

## Systems

Includes projects that describe and/or evaluate hospice, and palliative care systems, and other health care and community partnerships (e.g., nursing homes, assisted living residences, hospitals); and/or improve policy or models of care across systems, partnerships, and/or disciplines.

#  Review Procedures

Each proposal will be reviewed by at least two expert reviewers. These reviews will be used by the Center Research Committee and the Center Executive Committee in making their final determination for funding and award amounts. The Center for Hospice, Palliative Care and End-of-Life Studies at USF reserves the right to make awards for amounts less than requested. In the event that proposals of equal merit are submitted, preference will be given to new applicants.

Reviewers will be instructed to follow NIH-guidelines in terms of the significance, approach, investigator qualifications and environment of the study which are outlined below. (Review Score Sheet is available on the Center website <https://www.usf.edu/cbcs/aging-studies/eol-center/index.aspx>).

**FIVE REVIEW CRITERIA GUIDANCE:**

**1. Significance**: Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge be advanced? What will be the effect of this study on the concepts or methods that drive the field?

**2. Approach**: Are the conceptual framework, design, methods and analyses adequately developed, integrated, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

**3. Innovation**: Does the project employ novel concepts, approaches or methods? Are the aims original and innovative? Do the project challenge existing paradigms or develop new methodologies or technologies?

**4. Investigator**: Is the investigator appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the PI and other researchers?

**5. Environment**: Does the scientific environment in which the work will be done contribute to the probability of success? Does the proposed research study take advantage of unique features of the scientific environment or employ useful collaborative arrangements? Is there evidence of institutional and community support (e.g., hospice or palliative care organization, or Moffitt Cancer Center letters of support)?

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| --- | --- | --- |
| Name: | Department and Campus: | **For Office Use Only**Date Received: By: |
| **Rank:** ( ) Professor ( ) Associate Professor ( ) Assistant Professor ( ) Instructor or Lecturer ( )Post-Doctorate ( ) PhD Candidate |
| **Status:** (if applicable): ( ) Tenured ( ) Tenure-track ( ) Visiting/Temporary ( ) Research ( ) Staff/Adjunct |
| **Faculty Advisor Name and Rank:** (for student applicants) |
| **Project Information** |
| Title: |
| Co-Pi: (if applicable) |
| Desired Start Date: |
| Amount Requested: $ |
| Previous internal award History (please indicate awards received in the past 3 years): (indicate award type, year, and amount) |

**Personal Information**

**Application Instructions**

Please follow the Proposal Preparation instructions shown in the guidelines for the fund to which you are applying. Please provide:

Compliance: Does this proposal involve or require:

­\_\_\_\_ human subjects, \_\_\_\_ animals, \_\_\_\_ biohazards, \_\_\_\_ hazardous chemicals, \_\_\_\_ radioactive materials, \_\_\_\_ imaging services, \_\_\_\_ select agents\*/toxins

**\*IF yes, you must have appropriate committee(s) approval before the project can begin.**

Complete applications include all the items listed below in the following order when submitting to PalliativeCare@USF.edu. If you choose to submit your application on the Center website (<https://www.usf.edu/cbcs/aging-studies/eol-center/index.aspx>) you will be directed on how to submit application materials. (you may remove instructions in *italics* prior to submission):

\_\_\_\_\_\_\_ Completed, signed application page

\_\_\_\_\_\_\_ Project Summary: (two-page limit) PI, Objectives, Anticipated Benefits, Keywords

\_\_\_\_\_\_\_ Abstract (200 words or less)

\_\_\_\_\_\_\_ Detailed Budget (2-page limit)

\_\_\_\_\_\_\_ Budget Explanation and Justification

\_\_\_\_\_\_\_ Narrative (five-page limit) Introduction and Significance, Specific Aims, Experimental Design &

 Methods, Future Directions, Clearances

\_\_\_\_\_\_\_ Reference Page (APA or NLM format)

\_\_\_\_\_\_\_ Biosketch (4-page limit)

\_\_\_\_\_\_\_ Appendix- see instructions for completing application forms; numbers 8-10

**Incomplete or late applications will not be reviewed.**

Please send the signed, complete application and proposal in one PDF file as an email attachment to
the Palliative care email, PalliativeCare @USF.edu **by 5 p.m. on the deadline date**. Copies may also be uploaded via the Center website, <https://www.usf.edu/cbcs/aging-studies/eol-center/index.aspx>.

Please allow several weeks for the review process.

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| --- | --- | --- |
| Signature of Applicant: |  | Date: |
|  |  |
| *Signature of Department Chair or Equivalent*: | Date: |
| College dean or Equivalent Institutional Leader |  | Date |
|  |  |

|  |  |  |
| --- | --- | --- |
| Signature of Co-PI (if applicant is a student this is required): |  | Date: |
|  |  |
| Signature of Department Chair or Equivalent: |  | Date: |
|  |  |

Applicants will be notified approximately 6-8 weeks after the application deadline, regarding the award status and amount. For faculty and staff, funding may start immediately after the grant account has been set up, for a period of one year, pending appropriate institutional board approval. For students, funding will commence at the beginning of the next enrolled semester, for a period of one year, pending appropriate institutional board approval. Extensions for completing projects that may take more than one year are available, pending prior approval by the Center Executive Committee. Researchers are encouraged to seek approval as soon as possible, preferably mentioning the extension in the proposal itself; and definitely seeking and obtaining approval before the end of the first year.

# Instructions for Completing Application Forms:

* + Applicants are reminded that their proposal may be read by some committee members and faculty outside their immediate discipline. Thus, it is essential that the applicant use language that can be understood by these reviewers and persons outside his or her discipline.
	+ *Instructions in italics on each form may be deleted prior to submission.*

Provide the following information:

Title of proposal: Title should be as descriptive and concise as possible.

Name of Principal Investigator: The P.I. is the one person responsible for completion of the grant project.

Name of Faculty Advisor (if P.I. is a student) or Co-Principal Investigators:

Social Security Number and Payroll Envelope No.: You do not need to provide this information with your application. However, if an award is made through the USF, you will be required to provide this information in order to set up the grant account. The payroll envelope number can be obtained by consulting the departmental official in charge of payroll.

Individual Title or Faculty Rank and Start Date: The individual title or rank and start date of employment should be recorded on the application.

Department and/or Campus Location: Please list your official work/school address.

Funds Requested: Total amount requested (from budget page).

Starting Date: Requested date for starting project.

Clearances: Check any appropriate entries. For explanations, see section on Conditions of Receiving Grant.

Endorsement Signatures: The following signatures are needed: 1) Principal Investigator's signature, 2) Faculty Advisor’s signature (if P.I. is a student) and/or Co-Principal Investigator’s signature, 3) the appropriate department, division, and/or college officials or managers’ signature endorsing the application, 4) the appropriate Vice President, College Dean, or Similar Institutional Leader.

1. Project Summary:

Objectives: This section should briefly describe the overall goal and specific objectives of the proposed research.

Anticipated Benefits and/or Products: Describe the probable benefits of the proposed project in a realistic and simple manner, and/or describe the anticipated method of dissemination of the results of the project.

Keywords: Include three to five key words that best describe the project.

1. Abstract:

The abstract should provide an overview of the project methodology, analysis, and anticipated results. It should be written in a non-technical fashion and should not exceed 200 words.

1. Proposed Budget:

Salaries: List the names and positions of all personnel to be funded by the project. Salary for non-student PIs and co-PIs cannot be funded. However, funding may be used for research assistants or statistical consultants. Fringe benefits must be included in any salary amount requested. [The choice between OPS (if a university employee) and line-item calculation should be made in consultation with the Division of Sponsored Research.] The basis for salary computation should be included.

Equipment: List separately the cost of each piece of equipment requested.

Supplies: Itemize expendable supplies to be used by the project.

Travel: Travel will be funded only if necessary to conduct the project. Travel to meetings, conferences, etc., will receive low priority for funding under the Grant Program.

Computer Costs: Itemize expenses for computer use associated with the project.

Operating Expenses: Itemize all expenses, including copying, postage, animal maintenance, etc.

Other: Any additional costs not listed above. Provide specific descriptions.

Endorsements: Departmental supervisor, P.I., chair and dean (when applicable) must endorse the budget.

1. Budget Explanation and Justification: **All budget items must be clearly justified.**
2. Project Narrative: The project narrative is not to exceed five typed, double-spaced pages. It should include 5 sections: 1) Introduction and Significance, 2) Specific Aims, 3) Experimental Design and Methods, 4) Future Directions, and 5) Clearances (see form for detailed descriptions). Figures and tables are allowed if within the 5-page limit. Be sure that the methodology is presented with sufficient detail to judge its merit.
3. References: Please list all references in a standard format, such as NLM or APA.
4. Biographical Sketch including Other Support:

Attach a biographical sketch for the Principal Investigator and Co-Investigator(s). The bio sketch should be limited to the boxes provided in the attached forms. A third page for other support is allowed if needed. If the PI is a graduate student, the biographical sketch for the faculty Co-P.I. must be provided.

For each bio sketch, please complete the sections: Biographical Data, Education, Selected Publications, Investigator Paragraph, and Other Support. For the Investigator Paragraph, please describe the past clinical and/or research experiences which support the investigator’s ability to conduct the project. Students may include educational experiences which support their ability to conduct the project. Also describe what role the investigator will play in the project (e.g., collect data, prepare manuscripts). For Other Support, list all support, from any source, received by the investigator in the past two years. For each item of support, list title, granting source, date and amount of award. Also, list support that is pending. For students, list all (Graduate or Undergraduate) awards received to date, describing the project that was supported. Projects requesting support from sources other than the Center for Hospice Palliative Care and End-of-Life Studies at USF will be considered but can only be funded from one source.

## Note: Sections 8 through 10 do not have form pages. Please attach pages as appropriate.

1. Instruments/Tools: Please include all instruments/tools to be used in the project.
2. Documentation of Organizational Support: You must provide documentation for

each site/organization that will be involved in the project as described below.

* 1. Memorandum of Understanding for Hospice Organizations:

You must obtain a Memorandum of Understanding (MOU) from the hospice partner(s) indicating that you will be allowed to conduct the project. Only the original hard copy is required. It is not required to submit the MOU by electronic copy. Please retain a copy of this memorandum for your records.

* 1. Letter of Support for Non-Hospice Organizations:

If you are conducting a study with a Non-Hospice Partner Organization (e.g., Moffitt Cancer Center), you must attach a copy of a letter from the organization stating that you will be allowed to conduct the research at the organization. Please submit this letter of support by electronic copy. Please retain a copy of this letter for your records.

10. Letter of Recommendation (OPTIONAL):

If the Principal Investigator is a student, a letter of recommendation by the faculty collaborator is suggested. Please submit this letter by electronic copy. Limited to one page or less. Please keep a copy of this letter for your records.

**Conditions of Receiving an Award**

1. Clearances

If any of the following are involved in the supported project, the appropriate entry should be checked on the cover sheet and the appropriate procedures must be carried out:

Human Subjects: If human subjects are involved in the project, Institutional Review Board approval must be secured prior to commencing the work. This approval is required for interviews, surveys, and questionnaires, as well as for invasive procedures.

Live Vertebrates: If live vertebrates are involved, approval of the Laboratory Animal Ethics Committee (LAEC) must be secured prior to commencing work.

Biohazards: If there are to be toxic wastes, radioactive materials, recombinant DNA, pathogens, explosives, and/or known carcinogens used in the project, an explanation must be included in the proposal.

1. USF IRB and Hospice/Non-Hospice Partner Organization Approval

Prior to conducting the research, you must have USF IRB approval. In addition, some organizations also have internal review boards, which require approval in addition to the USF IRB. Once the project is approved by these review boards, please submit a copy of the approval letters to the Center.

1. Reporting Requirements

Within two months after the grant completion date, the awardee must submit to the Center the following information: (a) a final progress report summarizing the project and stating the final outcome and products; and (b) a list of all personnel funded by this grant.

1. Dissemination of Project Results

The awardee is expected to publish or otherwise make publicly available the results of the work conducted under the grant. A copy of each publication must be sent to the Center for Hospice, Palliative Care and End-of-Life Studies at USF clearly marked with the grant number. All publications resulting from this grant must include the following acknowledgment: *"This work was supported, in part, by the Center for Hospice, Palliative Care and End-of-Life Studies at the University of South Florida Pilot Research Grant Program."*

#  Project Summary

 *(Not to exceed two typed, double-spaced pages.)*

PRINCIPAL INVESTIGATOR:

OBJECTIVES:

ANTICIPATED BENEFITS:

KEYWORDS:

#  Abstract

 *(Abstract of Proposed Research not to exceed 200 words)*

**Proposed Budget**

*(Not to exceed one typed page.)*

SALARIES & WAGES *(List each individual or position separately)*:

$ FRINGE

NAME OR POSITION TIME OR % EFFORT $ AMOUNT $FRINGE BENEFITS\* TOTAL $

*\*(It is the responsibility of the P.I. to consult a Grants Administrator in the Division of Sponsored Research or his/her respective Human Resources Department to determine the current fringe benefit rates for each type of personnel.)*

EQUIPMENT:

*(List each piece separately.)*

IT SHOULD BE NOTED THAT ALL EQUIPMENT PURCHASED WITH CENTER FOR HOSPICE, PALLIATIVE CARE, AND END-OF-LIFE STUDIES AT USF FUNDS REMAINS THE PROPERTY OF THE CENTER.

Item:

Item:

Supplies:

Travel:

Computer Costs:

Operating Expense:

Other:

Total Amount Requested: $

# Budget Explanation and Justification

*(No page limit. All budget items must be clearly justified.)*

#  Narrative

 *(Not to exceed five typed, double-spaced pages.)*

1. **Introduction and Significance**

Describe the background of the proposed study. Evaluate existing literature and state how the study will contribute to the current knowledge.

1. **Specific Aims**

Describe the aims of the study including the hypotheses to be tested.

1. **Experimental Design & Methods**

Include the following sections: 1) Participants, 2) Method, 3) Measures, 4) Statistical Analysis and Design, 5) Timetable, and 6) Potential Limitations

1. **Future Directions**

Describe the potential for future funding, potential for publication and plan of publication including which journals will be targeted, and potential for meeting the needs of the hospice or partner organization.

1. **Clearances**

For Human Subjects: Describe how you will protect human subjects. Include the following sections: 1) confidentiality, 2) consent process, 3) potential risks and safeguards, and 4) data storage and monitoring.

For Vertebrate Animals: Describe how you will care for the animals, minimize harm, and what happens to the animals after study completion.

#  References

 *(No page limit. Use a standard format such as APA or NLM.)*

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

POSITION TITLE:

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

| INSTITUTION AND LOCATION | DEGREE(if applicable) | Start DateMM/YYYY | Completion DateMM/YYYY | FIELD OF STUDY |
| --- | --- | --- | --- | --- |
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**A. Personal Statement**

**B. Positions, Scientific Appointments and Honors** *List previous positions, concluding with present position, and any honors you have received)*

 **C. Selected Publications (Papers, posters, presentations)**

 **D. Other Research Support (**List all sources of support received in the past two years. For each item of support, list title, granting source, date, and amount of award. Also list applications that are pending. Students should list graduate or undergraduate awards received to date.)

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|  |  Appendix *(Please attach sections 8 through 10)* |  |