Children’s Hospital Colorado and the School of Medicine - Clinical and Operational Effectiveness and Patient Safety (COEPS) Small Grants Program

Letter of Intent - Proposal Format

You may use the following format for the proposal: maximum 2 pages (may include one additional page of data/charts); size 12 font; margins at least 0.7”, single spaced:

I. Background and Significance. Provide a brief overview of the problem that this project addresses, what is known about this problem, and why you chose to perform this project at UCH. Describe what knowledge you expect will be gained by completion of the proposed project and how the project will improve clinical care or operations at CHCO.

II. Goals and Objectives. The grant program encourages initiatives that put evidence into practice, enable local process improvement, and/or enhance skills and knowledge of healthcare providers, with the goals of improving patient safety, and/or enhancing the quality and cost-effectiveness of health care delivery. Clearly state the project’s overarching goal(s) and the specific objectives for accomplishing these goals.

III. Project Design and Procedures. Please include:

a. Setting. Describe the clinical or other settings in which the project will take place and what impact the project will have on current operations. Describe the size and nature of the patient population served.

b. Target population. When patients or staff are involved, this subsection should be used to indicate and explain the criteria for eligibility (or exclusion) and the anticipated number of participants.

c. Performance Measurement. Measures and methods for measurement should be described in detail. Please include, when appropriate, the outcome, process and balancing measures. If pre-existing data (administrative data, registries, EMR queries) are to be used, these should be described and their selection justified (including issues of reliability and validity). If new data are to be gathered, the data collection instruments to be used (e.g., questionnaires, interview schedules, medical record abstracts) should be described.

d. Intervention. The intervention to be implemented or evaluated should be described in detail. Include who, what, when, where of your intervention planning and roll out. Specific use of QI planning and implementation methodologies should be described (Lean methodology, process mapping, failure mode effects analysis, PDSA cycles). If provider education or simulation is provided, who will be the educator, how many sessions will be offered, how will the trainees be assessed?
IV. **Time line.** Develop a time line for the entire project including "startup" time; pilot testing of instruments; subject recruitment; implementation and analysis; and dissemination plan (presentation/abstract/manuscript) (if indicated).

V. **Itemized Budget/resources.** The anticipated human resources and other costs of the proposed project should be tabulated, with a brief budget justification. Brief mentions may also be made of other sources of support for the proposal project.

**Sample budget categories include:**

1. Professional Research Assistant / Data Manager (add approximately 20% fringe for PRA time)
2. Tool Development (EPIC tools, DB development, training, video training, etc.)
3. Consultant (Statistician, Specialist, Contractor, Designer, etc.)
4. Materials / Equipment (Printing materials, iPads, equipment integral to performance of program, etc.)

**Prohibited costs:**
1. Incentives
2. Faculty salary support (exceptions may be made based on project need)
3. Travel
4. Outside marketing
5. Food / Meetings

**Sample Budget:**

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Amount:</th>
<th>Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Research Assistant (PRA) - $15/hr x 20hrs/wk (+20% fringe) for 30 weeks</td>
<td>$10,800</td>
<td>PRA needed for data collection and data entry.</td>
</tr>
<tr>
<td>EPIC IT Expert Consultation - $75/hr x 120 hours</td>
<td>$9,000</td>
<td>Expert consultation needed for the design and implementation of new EPIC reporting tool.</td>
</tr>
<tr>
<td>Statistician - 8 hours @ $125/hr</td>
<td>$1,000</td>
<td>Statistician needed for review and quality control of initial data.</td>
</tr>
</tbody>
</table>

**Total Requested:** $ 20,800

VI. **Team.** Rarely is QI a solitary endeavor. Provide a brief statement of the principal investigator(s) and collaborator(s). Multidisciplinary teams are encouraged. For junior faculty or staff, provide evidence of appropriate mentorship. A CU School of Medicine faculty member must be a part of the project, but does not have to be the leader.

VII. **References**

Please direct questions and send letters of intent to the COEPS Small Grants Program Manager at Heather.Hallman@ucdenver.edu. You may also view our website at www.medschool.ucdenver.edu/coeps.