



National Patient Safety Foundation®

REQUEST FOR PROPOSALS RESEARCH IN PATIENT SAFETY 2008

NPSF Call for Letters of Intent to Conduct Research and Development in Patient Safety

The National Patient Safety Foundation's (NPSF) Research Grants Program seeks to stimulate new, innovative projects directed toward enhancing patient safety in the United States. The Program's objective is to promote studies leading to the prevention of human errors, system errors, patient injuries and the consequences of such adverse events in the health care setting. In this first stage of a two-stage application process, Letters of Intent (LOI) are solicited for research and development that is broadly related to identifying the causes of preventable injuries and errors and/or developing prevention strategies and methods to implement them. From these LOIs, a subset will be selected for preparation of a final proposal.

While projects that promise improved methods of patient safety with a defined and direct path to implementation into patient care settings are encouraged, of equal importance are studies of problems for which deeper understanding is needed before effective solutions can be applied. Patient care setting is considered to be any environment in which health care is provided, including but not limited to inpatient, outpatient, extended care and home care.

Innovation and creativity are strongly encouraged, as are cross-disciplinary research teams. Because the resources of NPSF are limited, priority will be given to topics that do not have other available sources for funding. For more information, please review the *Agenda for Research and Development in Patient Safety*, which is available on our web site at <http://www.npsf.org>.

The National Patient Safety Foundation (NPSF) is an independent, not-for-profit organization dedicated to improving patient safety and reducing medical errors through research, education, and dissemination of programs. It is an unprecedented partnership of stakeholders working together to raise awareness and improve the safety of the health care system. NPSF was founded in 1997 by the American Medical Association, CNA HealthPro, and 3M, with significant support from the Schering-Plough Corporation. For more information, please visit www.npsf.org.

NPSF promotes co-sponsorship initiatives to increase funding opportunities. Support from organizations such as the American Medical Association, the Commonwealth Fund and the Donaghue Foundation enables NPSF to enhance its ability to support important advances in patient safety. Co-sponsorship of projects is permissible and even encouraged although timing of grant review processes may be a hindrance.

Letters of Intent Format

An original hard copy AND a CD-ROM with the full LOI document must be **received by NPSF no later than July 23, 2008**. Late arrivals will not be accepted. The document on CD-ROM must be submitted in MS Word or RTF format. The budget request must not exceed \$100,000 for the entire term of the project. Projects may be for up to 2 years in duration. The maximum indirect cost rate is 15% of total direct costs, excluding equipment, and must be included in the total \$100,000 award.

Awards are made to a sponsoring institution, not to individuals or departments. Any official member of a non-profit institution in the United States may apply. List only one person as the principal investigator. Identify all co-investigators, collaborators and consultants in the LOI. There is no limit to the number of applications that may be submitted per individual or institution.

The LOI must be no longer than **three single-sided pages, single-spaced, with a 12 pt. font size and with 1- inch margins on all sides**. All pages must be numbered and include a footer with the Principal Investigator's name. Cover letter, CV and Bibliography are **not** part of the three page limit.

The LOI should be organized as follows:

Cover Letter: On letterhead of the institution that is sponsoring the investigation.

Title and Principal Investigator (PI): Include title of the project, the credentials, title, office address and email address of the PI, and the PI's primary institutional affiliation.

Executive Summary: Summarize the project. Limit to one paragraph.

Background: Describe the problem, existing knowledge about it, its importance to patient safety and relevance to the goals of the NPSF. Limit to 2 paragraphs.

Specific Aims: What are you proposing to accomplish toward addressing the problem, i.e., what are your goals and objectives?

Methods: What methods will be employed to study the problem? Be as specific as possible without unnecessary detail. This section should be about one page, that is, it is important to emphasize methods more than Background.

Impact: How do you expect the results will be used and what impact could they have in addressing the problem?

Estimated Budget and Timeline: Detail the estimated costs and indicate any funds that will be provided by the institution or other entities. Outline the timeline for completion of the work.

Qualifications of the Key Individuals Involved: Include no more than a 2-page CV or biographical sketch of the principal investigator, listing only most relevant publications. A 2-page CV of one co-investigator may be included if this is deemed necessary. Name other members of the research team, which should include persons from the appropriate disciplines; interdisciplinary teams are strongly encouraged. Comment on institutional support and any special characteristics.

Bibliography: Include the references of the publications that are relevant to proposed study (one page maximum).

Do not attach any appendices. They will not be forwarded to reviewers.

Review and Announcement of Finalists

The number of grants to be awarded will depend on the nature and quality of applications received and the total funds available. A multidisciplinary team of experts will evaluate the LOIs. Investigators will be notified of the status of their LOIs no later than September 25, 2008. The Foundation will not provide individual critiques of LOIs that are not invited to submit a full proposal.

In the second stage of the process, a limited number of applicants will be invited to submit a full proposal, for which more detailed instructions will be provided. Full proposals will be due on December 8, 2008. Grant recipients will be notified no later than February 20, 2009.

Please send your original copy AND CD-ROM of the Letter of Intent to:

Anita Spielman

Program Manager

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