

**CENTER FOR HOSPICE, PALLIATIVE CARE
AND END-OF-LIFE STUDIES
AT THE UNIVERSITY OF SOUTH FLORIDA**

PILOT RESEARCH GRANT PROGRAM

ANNOUNCEMENT

The Center for Hospice, Palliative Care and End-of-Life Studies at the University of South Florida has funds available to sponsor pilot research concerned with palliative care and end-of-life issues. One grant will be funded at a maximum of **\$15,000**. Applicants should be aware that individuals from diverse backgrounds may review their proposals; therefore, clarity and completeness are essential. At the completion of the grant year, awardees will be expected to provide a written report and will be invited to present their research findings at a monthly Center meeting.

All Center members, University of South Florida faculty and graduate students (with support and supervision of a faculty member), and others involved in end-of-life or palliative care are eligible to apply.

The deadline for submission is October 28th, 2011. Successful applicants will be notified approximately 6-8 weeks after the submission deadline. For faculty and staff, funding may begin immediately. For students, funding will commence at the beginning of the next enrolled semester. ***For beginning researchers, consultation with experienced faculty prior to the deadline is available. If interested in consultation, please contact Lourdes Rodriguez as directed.*** Application forms can be obtained by contacting Lourdes Rodriguez at **(813) 974-2460**, or via email at LRodrig1@health.usf.edu or you may download the application and guidelines on the Center's website at www.eolcenter.usf.edu

PAST AWARDS

- 2000 -

Celinda Evitt, School of Aging Studies, USF, "*Companion Animals and Their Role in Bereavement*" **(\$5,000)**

Lois Gonzalez, Helen Taylor, College of Nursing, USF, "*The Efficacy of REIKI in the Management of Pain at the End of Life*" **(\$5,000)**

Linda Moody, Mary Webb, Robin Cheung, College of Nursing, USF, "*Effects of Guided Imagery on Hospice Patients with Dyspnea*" **(\$5,000)**

Hana Osman, J. Henderson, Robert Walker, College of Public Health and College of Medicine, USF, "*Cross-Cultural Variation in End-of-Life Decision Making*" **(\$5,000)**

- 2002 -

Elissa Foster, Department of Communication, USF, "*Communication at the End of Life: Lessons from Hospice Volunteers*" **(\$5,000)**

Jung Kwak, School of Aging Studies, USF, "*Korean Americans' End-of-Life Care Preferences and Barriers to Use of Palliative Care Services*" **(\$5,000)**

- 2003 -

Martin Nwosu, College of Medicine, USF, "*Chemotherapy Use Among Hospice Cancer Patients at the End of Life*" **(\$5,000)**

- 2006 -

Ronald Schonwetter *et al.*, Lifepath Hospice and Palliative Care, Inc., "*Determining Predictors of Falls Among Hospice Patients*", **(\$10,000)**

- 2007-

Cheryl Hoyt Zambroski, USF College of Nursing. "*Quality of Life in Advanced Heart Failure Patients in Hospice*", **(\$10,000)**

-2010-

Kathryn Frahm, USF Department of Aging and Mental Health Disparities. "*Race and Advance Care Planning, Hospice Utilization, and Comfort Care Services among Nursing Home Residents at the End of Life*". **(\$9,987)**

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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 Pilot Research Grant Program is designed to provide support for research 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.

In accordance with the mission of the Center for Hospice, Palliative Care and End-of-Life Studies at the University of South Florida, 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.

ELIGIBILITY REQUIREMENTS

All Center members, tenured, tenure-earning, and research faculty members at the University of South Florida, 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 must contact 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.

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 \$15,000 per funding cycle. This award does not include a tuition waiver for students. If an award is made through the University of South Florida, 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.

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.

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? Does 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 support?

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 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.

SUBMISSION PROCEDURES

The deadline for submission is October 28th, 2011. Incomplete proposals and those received after the deadline will not be considered. All originals must be typed, double-spaced, and in Microsoft Word format. AN ELECTRONIC COPY MUST BE EMAILED TO Lourdes Rodriguez at LRodrig1@health.usf.edu by 4 p.m. on the due date. **IN ADDITION, ONE PAPER HARDCOPY WITH ORIGINAL SIGNATURES** (must be delivered by 4 p.m. on the due date, to the Center for Hospice, Palliative Care and End-of-Life Studies at USF office **MDC 4140**. Alternatively, applicants can mail the application to arrive before the due date to **Lourdes Rodriguez, USF Center for Hospice, Palliative Care & End-of-Life Studies, 12901 Bruce B. Downs Blvd., MDC 19, Tampa, Florida 33612**. Only the original paper hardcopy need have original signatures. It is the applicant's responsibility to ensure all portions of the application are submitted. Only one proposal may be submitted per cycle by any individual.

INSTRUCTIONS FOR COMPLETING FORMS:

- *It is important that applicants follow the specified procedures closely and provide the requested information on the attached forms.*
- *Limit specific portions of the text to the space provided on the attached 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 in the order specified below.

1. Acknowledgment-of-Receipt Form:
2. Checklist
3. Cover Page:

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 University of South Florida, 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 here.

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.

4. 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.

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

5. 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.

6. 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.

7. Budget Explanation and Justification:

ALL BUDGET ITEMS MUST BE CLEARLY JUSTIFIED.

8. 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.

9. References:

Please list all references in a standard format, such as NLM or APA.

10. Biographical Sketch including Other Support:

Attach a biographical sketch for the Principal Investigator and Co-Investigator(s). The biosketch 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 biosketch, 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 11 through 13 do not have form pages. Please attach pages as appropriate.

11. Instruments/Tools:

Please include all instruments/tools to be used in the project.

12. Documentation of Organizational Support: You must provide documentation from each site/organization that will be involved in the project as described below.

a. 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.

b. 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. Only the original hard copy is required. It is not required to submit this letter of support by electronic copy. Please retain a copy of this letter for your records.

13. Letter of Recommendation (OPTIONAL):

If the Principal Investigator is a student, a letter of recommendation by the faculty collaborator is suggested. Only the original hard copy is required. It is not required to submit this letter by electronic copy. Limited to one page or less. Please keep a copy of this letter for your records.

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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.

2. 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.

3. 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.

4. 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."*

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ACKNOWLEDGMENT FORM

(ONLY ONE COPY OF ACKNOWLEDGMENT FORM TO BE RETURNED TO P.I.)

PLEASE NOTE:

ONE ELECTRONIC COPY (NO SIGNATURES NEEDED) MUST BE EMAILED TO LOURDES RODRIGUEZ AT: LRodrig1@health.usf.edu by **4pm** on the due date. THE PACKAGE SHOULD CONTAIN ONE ORIGINAL (WITH SIGNATURES) IN MICROSOFT WORD FORMAT OF ENTIRE PROPOSAL. ONE COPY OF ACKNOWLEDGMENT FORM SHOULD BE ON TOP AND ALL ITEMS SECURED IN A PACKAGE OR BY A RUBBER BAND. THE ACKNOWLEDGMENT FORM WILL BE RETURNED TO YOU NOTING DATE OF RECEIPT AND A PROPOSAL NUMBER. DO NOT INCLUDE COVER LETTERS OR OUTSIDE COVERS. THE FIRST PAGE OF THE PROPOSAL SHOULD BE THE COVER PAGE.

PROPOSALS SHOULD BE FIRMLY STAPLED - NO PAPER CLIPS!

PROPOSALS MAY BE MAILED TO:
LOURDES RODRIGUEZ
COLLEGE OF MEDICINE,
CENTER FOR HOSPICE, PALLIATIVE CARE & END OF LIFE STUDIES
AT THE UNIVERSITY OF SOUTH FLORIDA
12901 BRUCE B. DOWNS BLVD., MDC 19
TAMPA, FL 33612
OR
MAY BE DELIVERED TO MDC 4140

NAME OF PRINCIPAL INVESTIGATOR: _____

COMPANY/CAMPUS ADDRESS/TELEPHONE NUMBER:

To be completed by the Center for Hospice, Palliative Care and End-of-Life Studies at USF:

DATE/TIME PROPOSAL RECEIVED: _____

PROPOSAL NUMBER ASSIGNED: _____

CHECKLIST

(To assist you in making sure that your application is complete.)

- Acknowledgement Form
- One original paper copy with signatures
- One electronic copy submitted on CD or emailed
- Title page
- Project Summary
- Abstract
- Proposed Budget
- Budget Explanation and Justification
- Project Narrative
- References
- Biographical Sketch of P.I.
- Biographical Sketch of Faculty Advisor and/or Co-P.I.s (if applicable)
- Instrument/Tools
- Memorandum of Understanding from Hospice (if applicable)
- Letter of support from non-Hospice partner organization (if applicable)
- Letter of recommendation from faculty advisor (if applicable)

TITLE PAGE

(Not to exceed one typed page.)

TITLE OF PROPOSAL:

PRINCIPAL INVESTIGATOR:

FACULTY ADVISOR OR CO-P.I.:

SOCIAL SECURITY NUMBER:

PAYROLL ENVELOPE NO.

TITLE OR FACULTY RANK:

START DATE AT AGENCY OR USF:

DEPARTMENT AND/OR CAMPUS:

TOTAL FUNDS REQUESTED:

DESIRED STUDY START DATE:

CLEARANCES NEEDED (Circle all that apply):

HUMAN SUBJECTS

LIVE VERTEBRATES

BIOHAZARDS

ENDORSEMENT SIGNATURES (Must have all endorsements that apply in your setting):

By signing below, the Chair and Institutional Leader acknowledge that the applicant has contractual responsibility for individual research.

PRINCIPAL

INVESTIGATOR: _____ DATE

FACULTY ADVISOR OR CO-P.I.:

_____ DATE

DEPARTMENT/DIVISION SUPERVISOR/MANAGER/CHAIR:

_____ DATE

VICE PRESIDENT/COLLEGE DEAN/SIMILAR INSTITUTIONAL LEADER:

_____ DATE

PROJECT SUMMARY

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

PRINCIPAL INVESTIGATOR:

OBJECTIVES:

ANTICIPATED BENEFITS:

KEY WORDS:

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):*

| <u>NAME OR POSITION</u> | <u>TIME OR % EFFORT</u> | <u>\$ AMOUNT</u> | <u>\$ FRINGE BENEFITS*</u> | <u>TOTAL</u> |
|-------------------------|-------------------------|------------------|----------------------------|--------------|
| | | | | \$ _____ |

**(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.)

A. Introduction and Significance

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

B. Specific Aims

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

C. Experimental Design & Methods

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

D. 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.

E. 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.

LITERATURE CITED

(No page limit.)

(Use a standard format such as APA or NLM.)

BIOSKETCH

*(If you have an NIH Biosketch, you may use it in place of this biosketch template.)
(Maximum 4 pages, may be single spaced)*

| BIOGRAPHICAL DATA | |
|-------------------|----------------|
| NAME | POSITION/TITLE |
| | |

| EDUCATION/TRAINING | | | |
|----------------------|--------|---------|----------------|
| Institution/Location | Degree | Year(s) | Field of study |
| | | | |

| POSITIONS AND HONORS |
|--|
| <i>(List previous positions, concluding with present position, and any honors you have received)</i> |

SELECTED PUBLICATIONS
(Papers, posters, presentations)

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.

APPENDIX

(Please attach sections 11 through 13)