

**BETH ISRAEL DEACONESS MEDICAL CENTER**  
**THE LINDE FAMILY INNOVATION GRANTS PROGRAM IN PRIMARY CARE**

## **I. OVERVIEW OF THE INNOVATION GRANTS PROGRAM**

### *Targeted Projects*

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We are pleased to announce **The Linde Family Innovation Grants Program in Primary Care**. Made possible by a generous gift from the Linde Family, this Program has been established to fund projects that seek to:

- Design, implement and evaluate sustainable, innovative solutions to operational problems in the delivery of care;
- Capitalize upon opportunities for improvement in areas of need; and,
- Improve the quality of care to the patients we serve.

Through the grants supported by this program, we aim to identify and develop innovators and create value for patients and the delivery system overall. For the 2021 cycle, successful proposals will strengthen patient care and primary care practices by addressing one or more of the following priorities:

- **Access to care (including telehealth)**
- **Emerging from the COVID-19 pandemic**
- **Health information transparency with patients**
- **Adapting/spreading a tested innovation beyond an original pilot site**

Examples of projects ideas can be found on the [Linde Family Innovation Grants Program webpage](#).

### *Eligibility*

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**Open to all NPs, PAs, nurses, social workers, and administrators working in primary care practices across Beth Israel Lahey Health primary care.** Applications from multidisciplinary teams, as well as those that include patient partners are encouraged. Experience with quality improvement is an important consideration. Applicants and team members should have the skills, capacity, and experience to deliver the proposed innovation and evaluate its impact. Multiple applications may be submitted from the same practice.

### *Expectations for Evaluation and Dissemination*

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To be successful, projects must incorporate a high-quality evaluation of the proposed innovation, one based on methodologies that are well suited to the innovation being implemented. One of the **key requirements** is that projects include a plan for disseminating results of the evaluation and lessons learned in designing and implementing the innovation. For the 2021-2022 round of grants the plan for disseminating results should be focused on spread to other primary care practices across BILH. This should include materials to guide implementation. Awardees will be expected to share their results at Linde events and potentially primary care conferences across Beth Israel Lahey Health. Although the project period is one year from the start of funding, we recognize that more time might be required for the development of tools to enable spread in keeping with these expectations.

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*Award Funding and Use of Funds*

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The Linde Family Innovation Grants Program in Primary Care will fund projects in the range of \$5,000-\$30,000 each over a one-year project period. We encourage and expect applications along this entire range. The most important criterion for assessing project budgets is whether funds have been allocated in a way that ensures that the project will be implemented and evaluated within the one-year project period. Project funds may be used to provide salary support for the project lead and supporting team, for equipment and supplies, for assistance with data collection, and for statistical expertise. Essentially any allowable expense associated with planning for, implementing and evaluating your proposed innovation is appropriate.

Applicants considering information technology (IT) tools or applications as part of their proposed innovation **must contact Cait DesRoches ([cdesroch@bidmc.harvard.edu](mailto:cdesroch@bidmc.harvard.edu)) prior to submission and include a letter from their organization’s IT leadership stating that the IT department can support the project.** This requirement is intended to encourage projects that focus on the impact of a recent or existing IT solution and can be implemented and evaluated in the one-year time frame. We encourage you to contact us if you have questions about use of funds.

*Key Dates*

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- April 15, 2021– Detailed application materials available on the [Linde Family Innovation Grants Program in Primary Care webpage](#) on the BIDMC public website.
- **June 4, 2021**– Application deadline; must be submitted online by midnight of that day to [LINDEInnovationGrantProgram@bidmc.harvard.edu](mailto:LINDEInnovationGrantProgram@bidmc.harvard.edu).
- July 15 - 30, 2021– Awardees contacted and project budgets confirmed by Research Finance.
- October 1, 2021– Tentative start date for funding.
- September 30, 2021– Project period ends; final reports or draft manuscript due 60 days later.

**II. LINDE GRANT: APPLICATION INSTRUCTIONS AND SUPPORTING DOCUMENTS**

Please submit a single PDF document responding to items 1 – 7 below which includes all letters of support by email to [LINDEInnovationGrantProgram@bidmc.harvard.edu](mailto:LINDEInnovationGrantProgram@bidmc.harvard.edu). The document should be formatted in the following manner: 11 point Arial, 0.5 inch margins, single-spaced. Please use the following format for naming your file: LastNameFirstInitial\_application\_2021. Instructions for submitting your budget separately are included below.

Sections of the Application	Suggested Page Limits
<b>1. Project Overview:</b> Provide the following information on the first page: Project Title, Project Lead, Clinic Name, Clinic Medical Director, Hospital Affiliation	0.5
<b>2. Project Summary/Specific Aims.</b> Provide an overview of your proposed project that identifies the measurable problem your innovation is designed to address, your specific aims for implementation of that innovation and your plan for evaluating the impact of your innovation.	0.5 - 1

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<p><b>3. Project Narrative.</b> Describe your plan for achieving the specific aims outlined above including a thorough description of the problem or barrier you are targeting with your innovation, the proposed site for your project, a plan for implementing your innovation that includes the role of key stakeholders, and a plan for evaluation that is based on methodologies that are well suited to your innovation. Describe the evidence from leading delivery systems or peer-reviewed literature you used in shaping these plans including any gaps in knowledge you hope to address. As part of this narrative, describe how your proposed innovation and plan for the design, implementation and evaluation of the project addresses the particular priorities of the Innovation Grant opportunity, including: <b>access to care (including telehealth), emerging from the COVID-19 pandemic, health information transparency with patients, adapting/spreading a tested innovation beyond an original pilot site.</b></p> <p><b>A. Significance.</b> Describe how this project addresses an important problem affecting health care in BILH primary care practices, including how our patients and/or our processes will be affected. Will this project strengthen your practice by addressing one or more of the following priorities</p> <p><b>B. Approach.</b> Describe your plan for implementing the targeted innovation and evaluating the impact of the innovation on your specific aims. Include a description of the project team including the proposed role of each team member in executing the project, as well as the team’s practice experience; a plan for engaging the stakeholders required to execute your implementation and evaluation plan; and, a plan for the collection and use of practice level or BIDCO sourced data.</p> <p><b>C. Equity.</b> Describe the steps you will take to identify health and/or health care disparities and increase health equity as part of your project.</p> <p><b>D. Innovation.</b> Describe how the project is original and innovative, specifically how it addresses an innovative hypothesis or key barrier to progress in your targeted area of primary care practice. Describe how your focus and approach employ novel concepts, approaches or methodologies, tools or processes.</p> <p><b>E. Limitations.</b> Describe any limitations you anticipate in achieving the desired impact from your innovation and how you have designed your implementation and evaluation strategies to minimize the impact of these limitations. Also address any possible obstacles with your evaluation plan.</p> <p><b>F. Plan for Disseminating Results.</b> Describe your plans for disseminating the results of your evaluation and implementation of your innovation. Please focus your plan on methods for sharing your findings and tools with primary care practices across Beth Israel Lahey Health.</p> <p><b>G. Plan for Sustainability.</b> Describe how this innovation will be sustained after the funding period has ended.</p>	<p>1 - 3</p>
<p><b>4. Budget Narrative.</b> Provide an overview of your budget that describes the total costs requested, together with summary level information about the proposed use of funds to undertake each main activity, e.g. planning, implementing and evaluating your innovation. You should also provide an overview of your budget by category, e.g. personnel, equipment and supplies, services, other. Include the assumptions you used in allocating the budget across each area of activity and/or expense. Provide information about the role and FTE proposed for each individual supported through the budget. In addition, describe how the responsibilities being</p>	<p>1</p>

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assumed by each team member relate to his/her role in the primary care practice. <b>Do not include any salary information in the budget narrative.</b> Salary information should be provided in the separate detailed budget document outlined below.	
<b>5. Timeline.</b> Please provide a summary level timeline for conducting your project including key milestones around planning, implementing and evaluating your innovation, as well as completing the analysis and developing tools and materials for dissemination.	1
<b>6. CV or Resume of Project Leader and Key Personnel.</b> Include a CV or resume for each team member and any additional key personnel to be supported through this grant.	1 – 4 pages per person
<b>7. References/Bibliography.</b> Provide references for any articles or materials consulted or cited in framing your project and preparing your project narrative.	No page limit
<b>8. Letters of Support.</b> Your application must include <u>a letter of support from the medical director of your practice</u> . This letter should indicate that <u>1) your project fits within the priorities of your practice and 2) the medical director has reviewed and approved your budget</u> . Include 1 – 2 additional letters of support from any senior managers, department heads, or operational entities that will be impacted by or involved in your project, as well as sponsors, including but not limited to practice owners. <b>If you are proposing to implement a new IT solution, you must have a letter from your organization’s IT leadership stating that they can support your project.</b>	1–3 letters; 1-2 pages each

Please submit the budget as a separate PDF named - LastNameFirstInitial\_budget\_2021.

<b>Budget Information</b>	<b>Page Limits</b>
<b>9. Budget - Confidential.</b> Provide a short, but detailed budget using the budget example as a guide. The example identifies the amount of funding allocated to salary support, supplies, services and other expenses by each proposed use of funds. Please make sure that your budget is consistent with the budget narrative. Budgets for the selected projects will be reviewed before awards are finalized. Please contact <a href="mailto:cdesroch@bidmc.harvard.edu">cdesroch@bidmc.harvard.edu</a> with questions about your budget.	1

**Please submit your Application PDF to the Linde Innovation Grants Program mailbox at [LINDEInnovationGrantProgram@bidmc.harvard.edu](mailto:LINDEInnovationGrantProgram@bidmc.harvard.edu).** Please contact Cait DesRoches ([cdesroch@bidmc.harvard.edu](mailto:cdesroch@bidmc.harvard.edu)) with any questions.