

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

I. OVERVIEW OF THE INNOVATION GRANTS PROGRAM

Targeted Projects

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 patient care or capitalize on opportunities for improvement in key areas. Through this Program, we aim to identify and develop innovators and create value for patients and the delivery system from the funded innovations. Successful proposals will strengthen primary care practices by addressing one or more of the following priorities: **health of populations, high value care, patient experience, and/or provider wellness**. Examples of projects can be found on the grant program website - <https://www.bidmc.org/medical-education/linde-fellowship/linde-family-innovation-grants-program-in-primary-care>

Eligibility

All physicians, NPs, PAs, nurses, social workers, and administrators in BIDCO affiliated primary care practices are eligible to apply. Applications from multidisciplinary teams, as well as those that include patient partners are encouraged. No formal research experience is necessary. However, 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

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. The plan for disseminating results should be focused on spread to other BIDCO primary care practices including materials to guide implementation. Awardees will be expected to share their results at Linde events and primary care conferences across BIDCO. 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.

Award Funding and Use of Funds

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, implementation of, and evaluation of your proposed innovation is appropriate. Applicants considering information technology (IT) tools or applications as part of their proposed innovation should incorporate IT work that has already been approved and will be live by October 1, 2018. 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.

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Key Dates

- **June 8, 2018 – Application deadline; must be submitted online by midnight of that day to LINDEInnovationGrantProgram@bidmc.harvard.edu**
- July 1 – July 7, 2018 – Awardees contacted and project budgets confirmed by Research Finance.
- October 1, 2018 – Tentative start date for funding.
- September 30, 2019 – Project period ends; final reports 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. 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_2018. Instructions for submitting your budget separately are included below.

Sections of the Application	Suggested Page Limits
<p>1. Project Overview: Provide the following information on the first page: Project Title, Project Lead, Clinic Name, Clinic Medical Director, Hospital Affiliation</p>	0.5
<p>2. Project Summary/Specific Aims. 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.</p>	0.5 - 1
<p>3. Project Narrative. 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 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.</p> <p>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:</p> <ul style="list-style-type: none"> a. Significance. Describe how this project addresses an important problem affecting health care in BIDCO 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: health of populations, high value care, patient experience, or provider wellness. b. Approach. 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. c. Innovation. 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. d. Limitations. 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 	1 - 3

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<p>evaluation plan.</p> <p>e. Plan for Disseminating Results. 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 other BIDCO primary care practices.</p> <p>f. Plan for Sustainability. Describe how this innovation will be sustained after the funding period has ended.</p>	
<p>4. Budget Narrative. 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 assumed by each team member relate to his/her role in the primary care practice. Do not include any salary information in the budget narrative.</p>	1
<p>5. Timeline. 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.</p>	1
<p>6. CV or Resume of Project Leader and Key Personnel. Include a CV or resume for each team member and any additional key personnel to be supported through this grant.</p>	1 – 4 pages per person
<p>7. References/Bibliography. Provide references for any articles or materials consulted or cited in framing your project and preparing your project narrative.</p>	No page limit
<p>8. Letters of Support. Include 1 – 3 letters of support from any senior managers, department heads, medical directors or operational entities that will be impacted by or involved in your project, as well as sponsors, including but not limited to practice owners. Please contact Nisha Basu, nbasu@bidmc.harvard.edu with questions.</p>	1–3 letters; 1-2 pages each

Please submit the budget as a separate PDF named - LastNameFirstInitial_budget_2018.

Budget Information	Page Limits
<p>9. Budget - Confidential. Provide a short, but detailed budget that 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.</p>	1

Please submit your Application PDF to the Linde Innovation Grants Program mailbox at

LINDEInnovationGrantProgram@bidmc.harvard.edu. Please contact Nisha Basu at nbasu@bidmc.harvard.edu if you have any questions. Thank you.