

The Beckwith Institute Frontline Innovation Program was established to award UPMC frontline staff with financial support to implement innovative and cost-effective ideas that provide an immediate positive impact upon patient care.

The Frontline Innovation Program is dedicated to making advancements in all areas that affect the patient experience. Our goal is to support UPMC staff in our joint objective – applying the most effective and efficient bedside practices to reach best possible clinical outcomes.

AWARD APPLICATION REQUIREMENTS

- **CRITERIA:** Applicants are encouraged to focus on one or more of the following criteria. Priority for funding will be given to projects that focus on more than one objective:
 - Emphasize innovation that is focused on the present.
 - Improve patient care at the bedside.
 - Increase efficiency of care and reduce care variations.
 - Enhance clinical leadership skills.
 - Align point-of-care relationships and processes to support effective quality and safety cultures.
 - Support the deployment of palliative care at a clinical level, including education strategies and clinical practice changes.
- **DESCRIPTION:** Include a description of the new clinical knowledge, processes, and/or tools that will be acquired or developed throughout the project cycle, and how the learning will improve future care delivery.
- **DEADLINE:** Completed applications are due by Friday, Sept. 13, 2013. Late applications will not be accepted.
- **SUBMISSION DETAILS:** All applications must be submitted electronically to beckwithinquiriescom@upmc.edu by Friday, Sept. 13, 2013. An application is considered complete when the following items have been submitted:
 - Completed application form
 - > Your application must be named in the following format: ProjectOwnerLastName_FIP2013.
Example: Smith_FIP2013
 - Letter or endorsement signed by an administrative director, or above.
 - University of Pittsburgh Institutional Review Board (IRB) approval letter (if scientific research study)
- **CONTACT:** For questions regarding the application process, contact Cassandra Heinle at heinlecm@upmc.edu.



REVIEW PROCESS

- The Selection Committee will be comprised of the Beckwith Institute executive director, board chair, and other invited board members.
- The Selection Committee will review all grant submissions and recommend awardees to the board for approval.
- Each selected applicant will be asked to attend a 15-minute meeting with the Selection Committee to present their project. Applicants will be asked to prepare a 10-minute presentation and allow five minutes for questions. The presentation date for 2013 is Monday, Oct. 7. The Selection Committee will select viable projects for funding awards. However, based on the number and quality of applications, all available funding may be exhausted early in the year, and any other projects may need to wait for the next year's budget cycle.
- If for any reason a Selection Committee member is an applicant for an award, or significantly involved in the proposal, that member will recuse him/herself from voting on that proposal.

FUNDING GUIDELINES

- Individual awards are usually made in the amount of \$10,000.
- Applicants will be notified of funding and awarded funds after the Oct. 14, 2013, board meeting.
- Projects will be funded for one year.
- Proposals involving human subjects must be reviewed and approved by the University of Pittsburgh Institutional Review Board. Proposals associated with quality improvement projects must be reviewed and approved by the UPMC Total Quality Council. No funds will be awarded until the appropriate documentation is received by the Beckwith Institute.
- Projects that should be supported by the UPMC operating budget or external sources will generally not be considered.
- Funds from the award are not used to pay UPMC staff salaries associated with the project. However, up to 10 percent of the total award may be designated as a donation to your business unit's education fund for use by all staff members of the unit.
- Cost sharing by UPMC business units is favorable.
- Unexpended funds will be retained by the Beckwith Institute. However, individual written requests will be considered to extend the budget period.
- Each award application must include, at the time of submission, a letter of endorsement signed by an administrative director, or above.
- Matching institutional dollars of support is required: This can include labor, education, capital equipment, supplies, catering, or other costs that match the requested grant amount.

FINAL REPORT

- A report must be submitted to the institute no later than 30 days after the end of the grant period, showing the annual expenditures for the awarded project.
- Grant recipients may be asked to present their final project status to the board at the end of the grant cycle.
- Publications or presentations resulting from the grant must acknowledge support from the Beckwith Institute.
- The awardee will provide the Beckwith Institute with a reprint of any publication resulting from the project or a copy of any presentation.

THE BECKWITH INSTITUTE FRONTLINE INNOVATION PROGRAM GRANT APPLICATION

Thank you for applying for a Beckwith Institute Frontline Innovation Program grant. We are proud to support work in finding innovative approaches to patient care. Please review the information requested below, and make sure that all applicable questions are answered. We will gladly assist you with any questions while completing the application. All application materials must be typed. Please email the completed application to beckwithinquiriescom@upmc.edu by Friday, Sept. 13, 2013. All questions should be directed to Cassandra Heinle at heinlecm@upmc.edu.

SECTION 1: GENERAL INFORMATION

All content should fit within the spaces below. No additional documents will be accepted.

Date of application:	
Applicant's business unit/facility:	
Account number for fund deposit:	
Name of the person for fiscal signoff:	
Department name:	
Cost Center number:	
Project owner name:	
Title:	
Department name:	
Primary phone number:	
Email:	
Street address:	
City:	
State:	ZIP Code:
Project title:	
Amount of this request:	
Required matching dollars:	+
Total budget for this project:	=
Anticipated start date:	
Communities/countries served by this program/project:	
Total number of people to be served during grant period:	
Brief description of population served by this project:	
Signature of primary contact:	

SECTION 2: PROJECT FOCUS

All content should fit within the spaces below. No additional documents will be accepted.

Select the project criteria that best meet your project outcomes:

- Emphasize innovation that is focused on the present.
- Improve patient care at the bedside.
- Increase efficiency of care and reduce care variations.
- Enhance clinical leadership skills.
- Align point-of-care relationships and processes to support effective quality and safety cultures.
- Support the deployment of palliative care at a clinical level, including education strategies and clinical practice changes

Describe how your project will impact the criteria you selected above.

SAMPLE. FOR REFERENCE ONLY!

In total, your responses to information requested in Section 3 through Section 7 should support the criteria defined in Section 1, and should not exceed five single-spaced, single-sided typed pages. You may answer questions individually or group them into one narrative.

SECTION 3: STATEMENT OF NEED

All content should fit within the spaces below. No additional documents will be accepted.

1) What is the problem, challenge, or need that is unaddressed or unmet? Or what is the patient care benefit that this project will impact?

SAMPLE. FOR REFERENCE ONLY.

2) What is the evidence, statistics, or research that demonstrates a need or benefit?

SAMPLE. FOR REFERENCE ONLY.

SECTION 4: PROJECT DESCRIPTION AND METHODOLOGY

All content should fit within the spaces below. No additional documents will be accepted.

1) Description of project, including:

a) Summary description of overall project to be funded under this grant.

b) Brief description of goals and objectives for project.

c) Timetable for implementation and duration of project.

SAMPLE. FOR ONLY.
REFERENCE ONLY.

SECTION 4: PROJECT DESCRIPTION AND METHODOLOGY (continued)

All content should fit within the spaces below. No additional documents will be accepted.

- d) Evidence of use of best practices. For example, is this project based on a program that has been shown to be effective in other settings? Is it based on national standards? If the initiative is a pilot project and has not been done before, please list assumptions about why a new approach will succeed. Discuss the sustainability of the project or how it will be spread, if successful, and how it will be hardwired into the organization.

SAMPLE. FOR REFERENCE ONLY.

- e) Description of the new clinical knowledge, processes, and/or tools that will be acquired or developed.

SAMPLE. FOR REFERENCE ONLY.

SECTION 4: PROJECT DESCRIPTION AND METHODOLOGY (continued)

All content should fit within the spaces below. No additional documents will be accepted.

2) Brief description of how grant funds will be used.

SAMPLE. FOR REFERENCE ONLY.

SECTION 5: EVALUATION AND RESULTS

All content should fit within the spaces below. No additional documents will be accepted.

Complete a Project Evaluation Chart similar to the one below describing your projected outcomes and measures for the grant.

Project Outcome(s) The ultimate result of a project.	Project Measures Measurable results of a project.	Benchmark (\$, #, %, yes/no)
<i>Example 1:</i> Implement a patient-scale program to promote heart-failure patient daily weight monitoring.	<ul style="list-style-type: none"> • Provide patients with scale upon discharge. • Decrease hospitalization for fluid overload in heart-failure patients. 	Yes 10%
<i>Example 2:</i> Enhance nursing knowledge related to skin-care staging via a Web-based module.	<ul style="list-style-type: none"> • Create staging video and pocket card reference. • Increase staging accuracy 	Yes 30%

SAMPLE FOR REFERENCE ONLY!

SECTION 6: PROJECT FUNDING PLANS

All content should fit within the spaces below. No additional documents will be accepted.

Other anticipated funding for this current proposal, including:

- a. Required matching institutional support.
- b. Special events.
- c. Fundraisers or other.

SECTION 7: REQUIRED FINANCIAL ATTACHMENTS

All content should fit within the spaces below. No additional documents will be accepted.

Project request budget for your entire project: