

*The Beckwith Institute annually funds ideas and innovations to improve patient care or the patient experience through the Frontline Innovation Program. All UPMC employees are encouraged to apply, regardless of business unit or clinical status.*

## **Review the following best practices to strengthen your application and increase chances of funding:**

### **Be Concise and Clear**

When writing your grant proposal, keep your audience in mind. The [Beckwith Institute Board of Directors](#) is the final selecting body for all project funding. Board members are experts in a variety of fields, and each offer a unique perspective, but all members may not share your particular area of expertise. To effectively communicate your idea to the Board:

- Write your project summary, goals, and intended outcomes in language that is accessible for people of varying backgrounds.
- Keep your content clear and concise. Graphs and charts in your proposal are not needed.

### **Carefully Adhere to Application Guidelines and Deadlines**

The Beckwith Institute accepts proposals starting on Aug. 1. **The application window closes at 10:00 a.m. on Sept. 2.**

- Review directions to ensure you are meeting, but not exceeding word count.
- Submit all application materials through the application form. Materials sent via email may not be considered.
- Contact [Cassandra Heinle, program manager](#), with questions.

### **Obtain Endorsement from Senior Leaders**

As part of the submission process, each project requires endorsement by a senior UPMC leader (e.g. hospital president, vice president, chair). Applicants will be asked to provide the name and UPMC email address of their endorser at the time of submission. Endorsement from UPMC leadership is intended to assure the support and effective implementation of projects which receive FIP funding. The Institute may contact your endorser for additional details and validation of their support.

### **Assure Your Idea Aligns with Target Areas**

Each year, the Beckwith Institute identifies high-impact areas of patient care for grant proposals to address. For 2024, focus areas are:

- Surgical Site Infection Reduction
- Improving Health Equity in Care and/or Outcomes for Underserved Communities
- Innovative Care Model

**Your idea to improve or innovate bedside care and the patient experience must focus on one of the above areas.** The Institute encourages applicants to apply only if their idea aligns with one of this year's areas of focus.

### **Remember Your Budget Is Not Final**

When submitting your proposal, you will be asked to provide a preliminary budget. While this budget is not final, it should be carefully considered and made in good faith. If you are selected, you can work with the Beckwith Institute to adjust it as needed.

### **Secure Financial Support Before Submitting**

Applicants are encouraged, but not required, to include in-kind support or matching funds. Matching funds are actual dollars allocated toward the project's budget from an entity other than the Beckwith Institute. In-kind support refers to any non-monetary resources.

### **Be Patient**

The review process for the Frontline Innovation Program starts in September and lasts through October to give the Board enough time to carefully consider each application. Grant awardees will not be notified before Nov. 4. The Beckwith Institute will notify you as soon as possible about the status of your application. The Board does not decide before the application window closes how many grants will be awarded each year. The number of grants awarded is determined during the review process.