

# Application Instructions for PEDSnet Scholars Institutional K12 Award

*Last Updated: 2018-10-01*

## 1. Eligibility

### 1A. Institutions

The applicant must be a full-time faculty member at one of the following eight PEDSnet (pedsnet.org) institutions:

- Children's Hospital of Philadelphia;
- Nationwide Children's Hospital;
- Cincinnati Children's Hospital Medical Center;
- Nemours Children's Health System;
- Children's Hospital Colorado;
- Seattle Children's Hospital;
- St Louis Children's Hospital; or,
- Boston Children's Hospital.

### 1B. Candidates

Any candidate with the skills, knowledge, and resources necessary to carry out the proposed research is invited to work with their mentors and organization to develop an application for support. ***Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are encouraged to apply.***

By the time of award, the individual must be a citizen or a non-citizen national of the United States or have been lawfully admitted for permanent residence (i.e., possess a currently valid Permanent Resident Card USCIS Form I-551, or other legal verification of such status).

Candidates must have a doctoral degree. Such degrees include, but are not limited to, the MD, PhD, DO, DDS, DMD, and PharmD. Candidates on NIH/AHRQ Small Grant (R03), Exploratory/Developmental Grant (R21), Dissertation Award (R36), or SBIR/STTR (R41, R42, R43, R44) are eligible.

Candidates on NIH/AHRQ research project (R01), program project (P01), center grants (P50), sub-projects of program project (P01), sub-projects of center grants (P50), other major individual career development awards (e.g., K01, K07, K08, K22, K23, K25, K76, K99/R00), or the equivalent are ***not*** eligible.

Candidates who have received institutional K program (K12, KL2) support are ***not*** eligible.

### 1C. Number of Applications Per Institution

Institutions are restricted to 2 applicants for the AHRQ K12 support. However, up to 4 applications per institution can be submitted ***IF*** the applicants' institution guarantees financial support for at least 75% effort for a minimum of 2 years. For example, if a

PEDSnet institution wishes to submit 4 applications, a letter from the department chair(s) will be required guaranteeing funding for at least two of the applicants.

Each institution will develop its own process and procedures for selecting applicants for the program. Please contact your institutional PEDSnet Scholar leader (see below for the list) for more information.

## **2. Requirements**

### **2A. Level of Effort**

At the time of award, the candidate must have a "full-time" appointment at one of the PEDSnet institutions. Candidates are required to commit a minimum of 75% of full-time professional effort (i.e., a minimum of 9 person-months) to their program of career development. Candidates may engage in other duties as part of the remaining 25% of their full-time professional effort not covered by this award, as long as such duties do not interfere with or detract from the proposed career development program. A letter of support from the applicant's department chair is required to guarantee this level of effort.

### **2B. Mentorship Team**

Before submitting the application, the candidate must identify two mentors at their local institution, a scientific mentor and a health systems operations leader mentor. The PEDSnet Scholar institutional lead can assist applicants with this (see below for this list).

A scientific mentor, who will receive an annual stipend of \$5,000, will supervise the proposed career development and research experience. In a letter of support, the mentor should document their expertise in the proposed area of research and demonstrate their commitment both to the career development of the candidate and to the direct supervision of the candidate's research. The scientific mentor's NIH bio sketch should be submitted with the application.

A health system operations mentor is also required. The role of the health system mentors, who will be volunteering their time, will be to meet with the Scholar on a regular basis to build a personal relationship, get them involved in relevant clinical operations activities that can enhance their understanding of how the health system functions, and to facilitate faculty member's developing meaningful connections with other institutional operational leaders. This relationship is key to *embedding* the Scholar into the fabric of the institution. This embeddedness will help trainees develop projects that are meaningful to health systems and their leaders, and of course their clinicians and patients. It will also help to rapidly implement the findings of research so that its benefits can be used to improve healthcare and patient outcomes as expeditiously as possible. The types of institutional roles that health system mentors may have include, but are not limited to: Chief Executive Officer; Chief Operating Officer; Chief Medical Officer; Medical Director of Strategic Programs; Quality Officer; Safety Officer; Chief Nursing Officer; Population Health Leader; Strategy and Transformation Leader;

Medical Affairs and Care Management Leader; Chief Science Officer; and, Medical Informatics Officer.

***Once funded, scholars will be asked to engage parents and/or patients in their work. These individuals will need to be paid as consultants from training-related expenses.***

### **3. Program Support and Requirements**

#### **3A. Financial Support**

The program will provide up to \$90,000 in salary support plus fringe. A minimum of \$15,000 per year will be made available to scholars for training-related expenses. A portion of these funds must be used for patient/caregiver partner stipends and site visit travel two times per year.

#### **3B. Program Requirements**

Scholars will participate in training experiences that are designed to develop competency in learning health systems research. The program's core curriculum will include material from AHRQ LHS research competencies, PCORI Methodology Standards, and exposure to other LHS related topics such as child/family-centered outcomes in observational and interventional research, stakeholder engagement, implementation science, applied informatics, leadership, and quality improvement.

Scholars will participate in mandatory monthly PEDSnet Scholar videoconferences which will be focused on delivery core curriculum content. In addition, PEDSnet Scholars will participate in two in-person training workshops and institutional site visits each year, on-line Improvement and Implementation Science Resources, and will conduct mentored research by a personal mentorship team that includes a research scientist, a health systems leader, and a scientist from another institution within PEDSnet.

### **4. Application**

#### **4A. Application Components**

The following must be submitted as part of the application:

- Research and mentorship plan
- NIH/AHRQ bio sketch for applicant
- NIH/AHRQ bio sketch for research mentor
- Letter of support from research mentor
- Letter of support from health systems mentor
- Letter of support from candidate's department chair

#### **4B. Research and Mentorship Plan**

This will be a 7-page document, formatted on PHS398 continuation pages, using Arial 12-point font, 1-inch margins, and single spacing. References will not be included in the page count. The following lists the sections for the application and suggested page limits.

- Overview (0.5 pages)
  - An executive summary of the proposed research and mentorship plan
- Candidate Statement (1 page)
  - Describe the candidate's career goals, commitment to learning health systems research and past educational, training, and research experiences related to those interests.
  - Provide evidence of the candidate's potential to develop into an independent investigator.
- Research Plan (5 pages)
  - Statement of the problem (0.5 pages)
    - Describe the health, health services, or health system problem that is being investigated and why it matters to health system stakeholders
  - Specific aims (0.5 pages)
    - Describe the research project's goal, its specific aims, and the anticipated impact of the findings from the work.
  - Methods (4 pages)
    - Describe the data sources and data collection methods, study sample, variables and their construction, and analysis plan.
    - Describe the plan for engaging health system stakeholders (i.e., patients, parents, clinicians, and/or health system leaders)
    - Describe plans for implementing the results from this work within the candidate's local institution.
    - Describe the relationship between the mentor's research and the candidate's proposed research plan.
    - Highlight the strengths and weaknesses of the proposed methods and alternatives that you may consider.
    - Describe the timeline for the project.
    - List peer-reviewed manuscripts and other products that are anticipated to result from the work.
- Mentorship Plan (0.5 pages)
  - Describe the rationale for selecting the research and health systems mentor, and describe their qualifications.
  - Describe a plan that describes the nature of the supervision and mentoring that will occur during the proposed award period

## **5. Submission and Project Dates**

Applications are due November 16, 2018. Please email applications as a single PDF file to: [pedsnet@email.chop.edu](mailto:pedsnet@email.chop.edu).

Funding and project start dates are January 1, 2019. Please use an end date of December 31, 2020.

#### **6. PEDSnet Scholar Institutional Leads**

Boston Children's Hospital	<u>Jonathan Finkelstein, MD, MPH</u>
Children's Hospital of Philadelphia	<u>Christopher B. Forrest, MD, PhD</u>
Cincinnati Children's Hospital	<u>Peter A. Margolis, MD, PhD</u>
Colorado Children's Hospital	<u>Amanda Dempsey, MD, PhD, MPH</u>
Nationwide Children's Hospital	<u>Katherine Deans, MD, MHSc</u>
Nemours Children's Health System	<u>Tim Wysocki, PhD</u>
St. Louis Children's Hospital	<u>Sessions Cole, MD</u>
Seattle Children's Hospital	<u>Tamara Simon, MD, MSPH</u>