

Application Instructions for PEDSnet Scholars Program

1. Eligibility

1A. Institutions

The applicant must have a full-time faculty appointment at one of the following founding or onboarding PEDSnet (pedsnet.org) institutions by Jan 2021:

- Boston Children's Hospital;
- Children's Hospital Colorado;
- Children's Hospital of Philadelphia;
- Cincinnati Children's Hospital Medical Center;
- Lurie Children's Hospital of Chicago
- Nationwide Children's Hospital;
- Nemours Children's Health System;
- St. Louis Children's Hospital;
- Seattle Children's Hospital; and
- Stanford Children's Health.

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.

For AHRQ K12 funding candidates only

- **Please refer to the AHRQ program announcement (RFA-HS-17-012) for complete eligibility and exclusion details.**
- These inclusions/exclusions **do not apply** to those seeking institutional/extramural funded positions.

1C. Number of Applications Per Institution

Institutions are restricted to 3 nominations, with no more than 2 applicants for AHRQ K12 support consideration.

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

Have a “full-time” faculty appointment at their institution by Jan 2021. Candidates are required to commit a minimum of 75% protected effort (i.e., a minimum of 9 person-months) to their program of career development. For institutional/other funded applicants ONLY, up to 25% of the 75% effort may include operations, QI, informatics, or other administrative responsibilities related to LHS activities. (The PEDSnet Scholars Program Director must approve these activities.) For the remaining 25% of full-time professional effort not covered by this award, candidates may engage in other duties (such as clinical care), as long as such duties do not interfere with or detract from the proposed career development program.

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, 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. *For AHRQ funded scholars, scientific mentors should be offered an annual stipend of \$5,000 from the research budget.*

A health system operations mentor is required. The purpose of the health system mentor is to assist the development of the Scholar's knowledge base regarding how their health system operates, its strategy, its governance, and current learning activities that are designed to promote patient, clinician, and health system outcomes. Activities are likely to include periodic meetings with the mentor, connecting with other health system leaders to better understand their role in the organization, participation in health system committee meetings, such as quality, safety, strategic, and patient experience governance meetings and Board meetings, and review of institutional financial, strategic, and operational reports and documents. Learning health system scientists are “embedded” in the health systems they are studying; thus, gaining a detailed understanding of the institutional context, its history, and its vision for the future are critical parts of Scholar training. 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; Quality Officer; Safety Officer; Chief Nursing Officer; Population Health Leader; Strategy and Transformation Leader; Medical Affairs and Care Management Leader; and, Chief Science Officer.

Lastly, given the program's focus on conducting Patient Centered Outcomes Research within health systems, scholars are required 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

- Funding options:
 - **AHRQ K12 funding** (3 positions available): Up to \$90,000 in salary support (plus fringe) per scholar per year; a minimum of \$15,000 for training-related expenses;
 - Scholars will use a portion of training-related funds to cover costs for patient and family partners, travel to 2 in-person program meetings each year, and a scientific mentor stipend; or
 - **Commitment from Institutional or other extramural funding** to cover required salary effort and research expenses (No more than 9 positions available)

3B. Program Requirements

Scholars will participate in training experiences that are designed to develop competency in learning health systems science and 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 of core curriculum content. In addition, PEDSnet Scholars will participate in two in-person training workshops 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:

- Cover page- please use template
- 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

A budget is not required at the time of submission, it will be requested after admission to the program.

4B. Research and Mentorship Plan

This will be a 7-page document, using no smaller than 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 science and 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. Applicants should develop a research project that leverages the data of their local institution and generates evidence that provides value to their health system. An extraction of multi-institutional PEDSnet data by the PEDSnet Coordinating Center requires significant resources, and is **outside the scope of K12 funding**.
 - Describe the plan for engaging health system stakeholders (i.e., patients, parents, clinicians, and/or health system leaders). Engagement of patient/parent stakeholders is required.
 - 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 and key milestones 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 explains the nature of the supervision and mentoring that will occur during the proposed award period. Please describe the proposed health system activities that the candidate may observe/participate in.

5. Application Process and Timeline

The governance for the application process begins with the PEDSnet Scholars Program Principal Investigator at each PEDSnet institution, who may nominate up to 3 individuals, no more than two of these may be considered for AHRQ funded slots. The PI from each PEDSnet institution will manage the potential local candidates, and the timeline for internal selection. It is estimated that the internal selection process would occur in September to allow preparation of the final application to the coordinating center by November 3, 2020.

The PEDSnet Scholars Executive Committee will review all applications, and 2 committee members will interview each candidate via videoconference. Final selection will be based on the review process and other programmatic factors as determined by the PEDSnet Scholars Executive Committee.

Timeline

Aug 1	• Program/application announcement
Aug- Sept	• Identification of potential candidates
Interim	• Institution internal nomination process
Nov 3	• Applications due to Program Office
Nov	• Videoconference interviews with Executive Committee
Nov	• Review of candidates and scholar ranking/selection
Nov/Dec	• Notification to applicants and AHRQ review and approval
Jan 1, 2021	• Scholar appointment

Applications are due November 3, 2020. Please email applications as a single PDF file, in the order of required sections described to: pedsnet@email.chop.edu.

Funding and project start dates are January 1, 2021. Please use an end date of December 31, 2022

6. PEDSnet Scholar Institutional Leads

For questions about application requirements and site nominations, please reach out to your local contact:

Boston Children's Hospital	Kathleen E. Walsh, MD, MSc (Kathleen.Walsh2@childrens.harvard.edu)
Children's Hospital of Philadelphia	Christopher B. Forrest, MD, PhD (forrestc@email.chop.edu)
Cincinnati Children's Hospital	Peter A. Margolis, MD, PhD (Peter.Margolis@cchmc.org)
Colorado Children's Hospital	Amanda Dempsey, MD, PhD, MPH (amanda.dempsey@cuanschutz.edu)
Lurie Children's Hospital of Chicago	Marc Rosenman, MD (mrosenman@luriechildrens.org)
Nationwide Children's Hospital	Katherine Deans, MD, MHSc (Katherine.Deans@nationwidechildrens.org)
Nemours Children's Health System	Anne Kazak, PhD (Anne.Kazak@nemours.org)
St. Louis Children's Hospital	Sessions Cole, MD (fcole@wustl.edu)
Seattle Children's Hospital	Dimitri A. Christakis, MD, MPH Christakis, Dimitri (dimitri.christakis@seattlechildrens.org)
Stanford Children's Health	Grace Lee, MD (GMLee@stanfordchildrens.org)

For general questions about PEDSnet Scholar program, please contact:

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