THE FOUNDATION FOR POST-ACUTE AND LONG-TERM CARE MEDICINE

REQUEST FOR RESEARCH GRANT PROPOSAL
Guidelines, Eligibility and Evaluation Criteria, Award Information

I. Background

A key objective of the Foundation for Post-Acute and Long-term Care Medicine is to support the advancement of education, clinical resources, workforce, and research. The organization is dedicated to the highest quality and best evidence-based practices in PALTC processes and outcomes. Well-trained, collaborative, interprofessional teams should be well-equipped to care for those in need of PALTC. The Foundation values and promotes diversity, equity, and inclusion. The PALTC community and the Foundation are connected in the pursuit of excellence, to further new knowledge, address gaps in educational requirements, expand the cadre of geriatrics-prepared clinicians, and develop additional clinical tools and resources for the community. Through these supportive efforts, the Foundation is soliciting research grant proposals from the PALTC community that align with Foundation objectives and vision. This request for research grant proposal outlines the 2024 guidelines, evaluation criteria, eligibility and award information.

II. Award Information

In 2024, the Foundation would like to support small or pilot research projects not exceeding $25,000 each. The award can be used to fund a portion of a larger project, or a pilot project in preparation for a larger submission and does not have to constitute funding for the entire project budget. However, the portion that is being requested must be clearly defined in the budget template and budget narrative. The project must be completed within 12 months beginning from the award notification date and be eligible for a poster presentation at an AMDA meeting.

III. Eligibility Requirements

Applicants may include AMDA members and others in the PALTC community aligned with the Foundation's mission, vision, and values. National and international applicants are eligible.

IV. Evaluation Criteria

Applications will be evaluated by the following criteria.

a) **Significance** of the research on PALTC;
   How will the work contribute to PALTC and does it align with the Foundation's vision of fulfilling unmet educational, training, and scientific innovation as described in the Strategic plan?

b) **Investigator(s)' capabilities** and likelihood of success;
   Is there evidence of success in previous research activities, grant awards, and publication history? Are letters of support from collaborators, consultants and subcontractors provided and representative of strong collaborative intent?

c) **Innovation;**
   Does the proposal reflect innovative thinking and solutions to identified unmet needs?

d) **Soundness of the approach**;
Is there sufficient evidence of sound methodology? Does the project reflect knowledge of the field? Are objectives clear and measurable by the evaluation criteria provided in the proposal? Are the goals and outcomes clear, realistic, and achievable?

e) **Diversity, equity and inclusion**;
Are minorities, individuals of varied religious backgrounds, age and race diversity, and varied gender orientations included and/or addressed adequately in the project inclusion/exclusion criteria, sample, or population of study? If not, what is the rationale for exclusion?

f) **Environment**;
What is the organizational capacity to fulfill the project requirements and support the needs of the investigator(s)?

g) **Budget**.
Does the budget clearly defined the resources/equipment/tools to complete the research project? If salary support is requested, are personnel roles and responsibilities clearly delineated and necessary to complete the research project?

V.   Research Grant Proposal Guidelines

1. **Process:** Investigators are invited to submit a letter of inquiry (LOI) describing their project using the LOI template. The Proposal Review Committee will evaluate LOI at the close of the submission period. Using objective criteria, the Committee will select proposals eligible for submission of a full grant submission. Investigators of selected LOIs will be notified approximately 10 weeks before the deadline for submission of full proposals. Templates for LOIs and the review criteria are provided.

   Following the close of the full research grant submission period, the Proposal Review Committee will meet and evaluate the proposals using the criteria discussed in section IV. Applicants will be notified within four weeks of the Committee decision.

2. **Format:** The proposal should be typed double-spaced in Arial font 11 (approximately 6 pages). The Research Grant Proposal Application provides a format for applicants to follow in preparing the grant for submission with character allocations for each section. Sections in the grant proposal that should be included are:
   a. Project purpose (Executive Summary); 1700-character limit
   b. Specific Aims and Design; 1700-character limit
   c. Background; 3400-character limit
   d. Methods and Research Plan (including data analysis); 3400-character limit
   e. Timeline and Evaluation Table; 1700-character limit
   f. Dissemination and Next Steps; 1700-character limit
   g. Key Personnel; 3400-character limit
   h. Diversity, Equity, and Inclusion; 1700-character limit
   i. Significance to the PALTC mission; 1700-character limit
   j. Budget Narrative; 1700-character limit
   k. References; 1700-character limit

   Please observe and comply with character limits.

3. **Budget:** A separate template is provided for the budget submission.

4. **Timeframe:** Grants must be completed within 12 months, beginning on the date the award is announced.

5. **Application Submission Deadline:** The deadline for submission of research grant letters of inquiry in 2024 is April 3rd. Selected LOIs will result in a request for submission of a full research grant proposal with a 2024 deadline of July 15th, 2024.

6. **Grants should be submitted electronically on the website at:**
   https://paltcfoundation.org/paltc-grants/