

Sutter Institute for Medical Research (SIMR) Grants

The Sutter Institute for Medical Research (SIMR) offers Sutter physicians and healthcare professionals the opportunity to pursue research projects through its research grants program.

The purpose of these grants is to cover the Sutter incurred costs associated with conducting a research project whose results would be valuable to Sutter patients. Principal Investigators are not eligible for payment. All personnel listed in a grant must be employees of Sutter. Exceptions are allowed for situations where Sutter personnel are not available and will be granted on a case-by-case basis.

To submit a grant application:

1. Check the current schedule on the website to determine the deadlines for applications submission.
2. Contact Carol Parise PhD, Research Scientist, (916) 453-5898, ext. 8 parisec@sutterhealth.org if you need assistance with study design, protocol preparation, or statistical analysis. She can send you a Microsoft Word template to follow. Carol may also forward the study proposal or outline to other Sutter researchers who have clinical expertise in the area.
3. Contact Catherine Mann, SIMR Research Regulatory Technician, (916) 459-5741 mannc@sutterhealth.org, to discuss the process for submission of your study protocol to the study to the Institutional Review Committee (IRC) or the Privacy Board. You do not have to submit the study to the IRC until after it has been funded.
4. Follow the instructions below to complete your grant application and submit it to Carol Parise by the stated deadline.
5. Your application will be evaluated and scored by 2 qualified reviewers. If your application receives a mean score of 70% or greater by the initial reviewers, you will be asked to present your proposal at the quarterly Research Committee Meeting.

Instructions for Research Grant Application

When writing your proposal, keep in mind that reviewers have a clinical and/or scientific background but you need to define acronyms, procedures, and other terms specific to your project. Please make sure that methods and procedures are laid out in a manner that it is clear as to who is performing each task on the grant. Attach any data collection forms, surveys, or anything else that would help reviewers understand exactly how you plan to conduct the study.

Use the following instructions as a guide to write your grant proposal narrative, budget, and budget justification.

GRANT PROPOSAL NARRATIVE

The project narrative should be no more than about 10 pages long, single-spaced, 11-12 point font, excluding the bibliography. The project narrative should be organized in the following format:

Abstract

Using non-technical terms, prepare a 100-200-word summary of the purpose of the project. This should include a statement of the research problem, objectives of the project, and a brief summary of the research protocol and methodology.

Project Objectives

State the objectives and describe what the specific research described in this application is intended to accomplish. Include any hypotheses to be tested.

Background and Significance

Describe the background of the proposed project, evaluate the current research pertaining to the study and identify the gaps, which the project is intended to fill. Describe any preliminary studies if applicable. Describe the significance of the research and why the results of the proposed work may be important to Sutter. Include a summation of the literature review, and list literature cited in an attached bibliography.

Research Design and Methods

Outline the experimental design and the procedures to be used to carry out the research project. Describe how the data will be collected, analyzed, and interpreted so that the study could be replicated. Indicate the statistical methods to be used for interpreting the data. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. The following areas should be addressed when applicable:

Study population

- State the inclusion and exclusion criteria
- Describe the study population including the anticipated number, age, ranges, sex, ethnic background, and health status
- Explain the rationale for involvement of special classes of subjects if applicable

Study procedures

Describe any procedures used for the study and differentiate between procedures that are considered standard of care versus those that are study-related.

- **Measures:** Describe any apparatus, reagents, and other materials to be used in the project.
- **Investigational Drugs.** State which drug, and provide FDA authorization number and IND number.
- **Project Space.** If Sutter space is required for the project, describe the type of facilities needed, estimated square footage required, and if applicable, where available space is located. List the building, room number, and/or equipment to be used. Describe any construction or renovation needs in this section.
- **Patent Policies.** Describe the anticipated results. Patenting of discoveries from research will be carried out under the current SIMR patent policy. Please contact the SIMR Grants Office for a copy of the policy.
- **Preliminary Studies.** Indicate which funding sources you anticipate approaching for future funding, and include a time frame.
- **Purchase of Equipment.** Funding for equipment is allowable if the primary use is for research. The equipment remains the property of SIMR. It must be returned to or purchased from SIMR upon completion of the research project. List the equipment needed for the project, and indicate how it will be utilized. Indicate whether equipment is to be purchased or leased.
- **Cooperating Institutions.** List the cooperating institutions and describe the nature of their involvement in the project. Include details of any programmatic and administrative arrangements. Explain any financial agreements and attach letters of understanding and/or copies of subcontracts with other institutions. Funding commitments should be explained in the Budget Justification.

Data collection

- Describe the step by step process of how data are obtained, documented, processed, and managed. Attach applicable documents.

Statistical analysis

- Describe the statistical methods used to address the study objectives and a power analysis if appropriate.

Timeline

- Include a timetable for the project and any potential difficulties and limitations of the proposed procedures and alternative approaches.

Human Subjects Protection

Human Subjects

- Indicate potential risks and benefits of study participation.
- Discuss recruitment, screening, and informed consent procedures.
- Explain how blinding will be accomplished, monitoring of subject compliance and how blinding will be revealed in the event of a medical emergency.
- State how and if the subjects will be replaced if they discontinue the study.
- Discuss how patient data will meet HIPAA guidelines for protection of patient data
- State the status of the study regarding IRB or privacy board review. If the review is pending, state the date

Dissemination of the results

Describe how you plan to use the results of the study. Discuss where you plan to publish the results of your findings.

Bibliography

Format the bibliography using the format suggested by the American Medical Association. If you would like, SIMR staff can create an EndNote Database of your references and format the bibliography.

BUDGET AND BUDGET JUSTIFICATION

Budget

1. Prepare a budget for each year of the study using the spreadsheet provided. The spreadsheet will automatically calculate the totals for the Summary Budget Page.
2. When preparing your budget, include only those costs directly associated with the objectives and activities of the research project. Patient care costs can only be included if they are associated with the study.

Keep in mind that SIMR grants are only designed to cover study-related costs. The PI cannot receive a salary and indirect costs are not allowed. Following is an explanation of the budget page.

Personnel

- **Name and Role on Project:** List each position that will be involved with the project, including research assistants, technical staff, and clerical support. PI are not eligible to receive compensation.
- **Appointment (months):** Length of time, in months, that the person will be working on the project. This should be no longer than 24 months for each budget form submitted, exclusive of the summary budget form.
- **Number of hours:** The total number of hours each person is expected to work on the project during each year
- **Institutional Salary:** List the HOURLY salary (not including benefits).
- **Salary Requested:** This will automatically be calculated as Number of Hours X Hourly Salary.
- **Benefits:** This includes Sutter Health employer paid benefits. This is automatically calculated at 33% X amount of salary requested
- **Total:** This will automatically sum the Amount Requested + Benefits

Consultants

- List the name of any non-Sutter employees who will be employed for this project each year and the total cost for their services. Justify the need to use non-Sutter employees in the Budget Justification.

Equipment

- Type in the total cost of all equipment purchased each year of the study.

Supplies

- Supplies include office supplies, postage, paper and other items needed to conduct the study.

Travel

- Type in the total cost of travel for each year of the study

Patient Care Costs

- Include the total amount required for inpatient and outpatient care RELATED TO THE STUDY.

Renovations and Alterations

- Include costs associated with renovations or alterations of space required to conduct the study

Other Expenses

- List the cost of any other expenses that don't fit into one of the above categories

Budget Justification

- Provide a detailed description of each item listed in the budget. For personnel, provide a brief (no more than 5-6 sentences) summary of what this person will do on the project. For example, "Sally Smith will collect and enter the data for the study. Estimated time = 1 hour per subject X 20 subjects @ \$20 per hour for her time." This can go in the budget spreadsheet or on a separate sheet.
- List any other funding sources obtained for the project and how these funds will be used for the project.

REQUIRED ATTACHMENTS

Curricula Vitae

Attach curricula vitae for the Principal Investigator and Co-investigator(s), as well as for each significant consultant or collaborator. If an investigator is from an institution other than Sutter, attach a letter confirming his/her role in the project.

Other Supporting Documentation

Attach as appendices any supporting documentation, such as letters of commitment from consultants or letters of support from collaborating institutions.

Application Cover Sheet

Complete the SIMR Application for Research Cover Page.

SIMR RESEARCH GRANT APPLICATION CHECKLIST

Complete the following checklist. The following are required attachments in order for your proposal to be reviewed by the committee. Applications that do not contain these items will be returned.

- The grant proposal
- Application Cover Sheet
- Budget spreadsheet
- Budget justification
- CV of Principal Investigator
- Other supporting documentation
- Proposal includes discussion of how the study meets HIPAA guidelines for protection of patient data.
- Proposal includes discussion of status of IRB/Privacy Board review.

HOW TO SUBMIT YOUR APPLICATION

Submit your application using one of the two options:

1. Print the application, checklist, and attachments, and mail the completed application to:
Sutter Institute for Medical Research
2801 Capitol Avenue, Suite 400
Sacramento, Ca 95816
2. Email all pages of the application and attachments to Carol Parise
parisec@sutterhealth.org