Society of Infectious Diseases Pharmacists Request for Proposal

Infectious Diseases Stewardship Staffing Calculator

The Society of Infectious Diseases Pharmacists (SIDP) is a dynamic association of health professionals dedicated to promoting the appropriate use of antimicrobials. SIDP is committed to excellence in infectious diseases education, pharmacotherapy, and research. The mission of SIDP includes the promotion of infectious diseases research endeavors.

Purpose: The Board of Directors of the Society of Infectious Diseases Pharmacists (SIDP) is pleased to announce the availability of funding to support the development of an Infectious Diseases (ID) and Antimicrobial Stewardship (AS) Staffing Calculator Tool. This Tool would be posted on the SIDP website. In addition, a final report should be submitted for publication.

The development of a staffing calculator should address the Centers for Disease Control and Prevention (CDC) Hospital Core Elements, with a focus on the Priorities for Hospital Core Element Implementation. The calculator should:

- Incorporate the estimated time for specific stewardship activities (e.g., pre-authorization and prospective audit and feedback) per patient per day. The preferred method of data capture would be through time-in-motion study methodology.
- Allow for tailoring based on hospital type (e.g., academic teaching, non-teaching community, rural health, network member hospital)

This tool may include, but is not limited to:

- The number of full-time equivalents (FTEs) or hours needed for various personnel categories (e.g., pharmacist, physician, data analyst) responsible for stewardship program management and outcomes per occupied hospital beds.
- Inclusion of covariates including case-mix-index, network involvement, restrictive model, use of clinical decision support software, specialty populations served (HSCT, burn, solid organ transplantation, etc.), availability of tele-stewardship, non-inpatient settings covered by the stewardship program (emergency department, outpatient clinics including OPAT, long term care facilities), and any other covariates established in the derivation cohort.

Preference will be given to applications that include a variety of hospital settings including small and rural/critical access hospitals.

Funding: Financial support is limited to $90,000 for a two (2) year, non-renewable grant.

Deadline: Applications must be submitted by email no later than 11:59 EST on July 31, 2024.
Applicant Criteria: At the time of application submission, the Principal Investigator (PI) must be a current Full or Associate Member of SIDP and be employed by a non-profit institution. SIDP members who have received an SIDP Research Award as PI in the past two years and members of the SIDP Board of Directors are ineligible to serve as PI for this award.

Please see Appendix A for Required Elements for Proposal

Completed applications should be electronically submitted as follows: Proposals should follow the guidelines described in the RFPs and be submitted via email as a single PDF to ALL: sidp@affinity-strategies.com, Chair of the Research Committee, Greg Tallman (Gregory.Tallman@providence.org), Past Chair of the Research Committee, Trang Trinh (trang.trinh@ucsf.edu), and Vice Chair of the Research Committee, N. Jim Rhodes (nrhode@midwestern.edu). Applications submitted after the application deadline will not be considered.

Terms and Conditions
Those awarded funding must send an interim report 12 months after the award date and a final report within 24 months of the award date, or the award will be rescinded. The award will be paid up to 50% at startup, up to 25% at the interim report, and the remaining final amount will be paid with the final report. In collaboration with the researchers, the SIDP Board of Directors will retain the rights to the staffing calculator for posting on the SIDP website.

Submission of Interim Report
Submission of an interim report must coincide with either the twelve-month anniversary of the award (date as stated), twelve months following the IRB approval date, or twelve months from funds disbursement, whichever is latest. This mid-point report shall be submitted to BOTH the President of SIDP and the SIDP Executive Director, Margo Farber (mfarber@sidp.org). The following content should be covered in the mid-point progress report and submitted as a word document. Use additional pages as needed.

1. A summary of project accomplishments during the reporting period. These should relate to the project’s goals, objectives, and time frame, and should not exceed four single-spaced typed pages.
2. A detailed explanation of any changes in focus or major changes in protocol. Provide justification for all changes.
3. A detailed explanation of specific problems encountered. Include a description of current efforts to resolve the problems.
4. An explanation of budget changes, both in the reporting period or anticipated changes in the next period.
5. A list and copies of all publications, including reprints, abstracts, manuscripts and presentations resulting from work accomplished during the reporting period.
6. Outline of work to be accomplished in the next reporting period.
7. Other relevant information.
Submission of Final Written Report
Submission of a FINAL report shall be submitted to BOTH the President of SIDP and the SIDP Executive Director, Margo Farber (mfarber@sidp.org). The following content should be covered in the report and submitted as a word document. Use additional pages as needed.

1. A summary of project accomplishments during the reporting period. These should relate to the project’s goals, objectives, and time frame, and should not exceed four single-spaced typed pages.
2. A detailed explanation of any changes in focus or major changes in protocol. Provide justification for all changes.
3. A detailed explanation of specific problems encountered. Include a description of current efforts to resolve the problems.
4. A list and copies of all publications, including reprints, abstracts, manuscripts and presentations resulting from work accomplished during the reporting period.
5. At Program completion or termination of this Agreement, the Grant Recipient will provide a detailed accounting of the costs and expenses for the Grant compared to the submitted budget and SIDP payments.
6. Other relevant information.

Presentation at the SIDP Annual Meeting
An oral or poster presentation is required at the SIDP Annual Meeting following the research award grant date. A request to delay the presentation must be received by the SIDP Board of Directors prior to the annual SIDP meeting.
APPENDIX A

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION

Format requirements: One-inch margins on all sides; the font cannot be less than 11 point; single spacing is allowed; and text format must be paragraph style from margin to margin (i.e., column format as used in journals is not allowed). Figures and tables, if needed, should be included in the body of the text. In support of their application, applicants can include no more than 2 key original papers that are relevant to their proposal and that they have authored, as appendices. Investigators must adhere to the noted page limitations. Brevity and clarity of proposal will be favorably considered. Grant applications must be completed using Public Health Service Form 398 (PHS 398) as required for NIH grant submissions. Use of the PHS 398 forms, which are available from the research offices of most institutions or at http://grants.nih.gov/grants/funding/phs398/phs398.html, is required. (Forms obtained from other sources should have PHS 398 (Rev. 01/18) on the lower left corner.) An abbreviated application based on the required forms specified in the table below is required.

<table>
<thead>
<tr>
<th>PHS 398 Forms:</th>
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<tbody>
<tr>
<td>Form Page 1: Face Page</td>
<td>Required</td>
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<tr>
<td>Form Page 2: Performance Sites and Key Personnel ONLY</td>
<td>Required</td>
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<tr>
<td>ONLY (may omit project summary)</td>
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<tr>
<td>Form Page 3: Research Grant Table of Contents</td>
<td>Omit</td>
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<td>Form Page 4: Detailed Budget for Initial Budget Period</td>
<td>Omit</td>
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<td>**Form Page 5: Detailed Budget for Entire Proposed Project</td>
<td>Required (also include Payment</td>
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<td>Period &amp; Justification</td>
<td>Schedule Estimation [as in section</td>
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<td>IV below])</td>
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<tr>
<td>Biographical Sketch (limit 5 pages)</td>
<td>Required (Include “Research</td>
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<td>Support”) for all key personnel</td>
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<tr>
<td><a href="http://grants.nih.gov/grants/forms/biosketch.htm">http://grants.nih.gov/grants/forms/biosketch.htm</a></td>
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<tr>
<td>Resources Format Page (limit 1 page)</td>
<td>Required</td>
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<tr>
<td>Checklist Form Page</td>
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<td><strong>Continuation Page</strong></td>
<td>As needed</td>
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<td>PHS Human Subjects and Clinical Trials Information</td>
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<tr>
<td>Mailing Address</td>
<td>Omit</td>
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<tr>
<td>Personnel Report Format Page</td>
<td>Omit</td>
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<tr>
<td><strong>Research Plan (sections A-C limit 7 pages)</strong></td>
<td>Use continuation page</td>
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A link to instructions for completing PHS 398 forms is provided on the website listed above. All applicants are advised to carefully read the instructions. Please note the specific instructions for the Research Plan (see below).

The IRB Process and Requirements for Human or Animal Research: All human subjects or animal research shall be submitted to an oversight committee for review. The PI must include (at a minimum) documentation of IRB, IACUC or Institutional Biosafety Committee submission prior to receipt of initial payment. After notification of the award, the PI should provide documentation of oversight committee approval (when applicable). SIDP will work with the PI to ensure timely initiation of the research. In some instances, approval to begin non-human subject or non-animal research related parts of a project may be considered along with an adjusted initial payment. Disbursement of funds related to any human subjects or animal research component will be withheld until documentation of IRB or IACUC approval is provided to SIDP.

SIDP Research Grant Applications must adhere to the following format:

I. Completed PHS 398 Form Page 1 Face Page

II. Completed PHS 398 Form Page 2 Performance Sites and Key Personnel. Please provide information on where the study will take place and list the key personnel and his or her role on the project. It is not necessary to list technical personnel in this section. You may omit the project summary as this will be covered under your Research Plan.

III. Completed PHS 398 Form Page 5 Budget & Justification. The section titled “Additional years of support requested” should be left blank. You must complete the budget justification at the bottom and attach one continuation page if needed. The SIDP Research Committee will review the justification statements carefully to ensure that requested funds are truly needed to complete the proposed project. Justification of the above provisos should be carefully considered. Use of one continuation page is suggested to ensure that the budget is adequately defended. The continuation page should include a header (same as PHS 398 forms), title (Budget for Entire Proposed Project Period) and subtitle (Justification – Page 2 of 2).

The following provisos should be noted when planning your budget:

- Supplies and Capital Equipment: SIDP will permit the purchase of supplies provided adequate justification is included. However, the purchase of capital equipment, specifically a single item in excess of $2,500, is prohibited.
- Travel and Publication Expenses: cannot exceed $7,500
- Institutional Overhead: not permitted unless adequate justification, including a letter from Dean or Institutional Chairperson indicating that these fees cannot be waived, and that total fees for both overhead and IRB (below) are less than 10% of the total award.
- Institutional Review Board (IRB) fees: not permitted unless adequate justification, including a letter from the IRB Chairperson, indicating these fees cannot be waived and
that total fees for both overhead (above) and IRB are less than 10% of the total award.

- Minimal support may be provided for salary of the PI and Co-Investigator, as well as consultant fees. PI salary must be no more than 3% effort (salary and fringe benefits combined). Salary may be included for technical personnel. Salary support for graduate students and fellows will be permitted provided adequate justification is provided (e.g., graduate students or fellows are paid exclusively out of research grants).

IV. Payment Schedule Estimation. Please specify schedule of payments necessary to ensure that resources are available to efficiently complete the project.

Example:

First Payment [December 1, 2024] (Request maximum 25%)
Second Payment [December 1, 2025] (Request maximum 25%; 75% of total budget requested by this milestone)

- Specify benchmarks needed as prerequisites to requesting second payment.
- Research Committee will review and recommend payment to Board of Directors.

Final Payment [November 30, 2026] (Final 25% of award)
- Provided upon receipt and acceptance of final report

V. Biographical Sketch (PHS 398 Form). Examples are provided with the forms. The first page should include name, position, and education/training at the top. Sections A and B should follow and be completed within the first page and one additional page. Section C (Contributions to Science) and Section D (Research Support) should follow. Complete a biographical sketch for all personnel listed on page 2 and assemble in the order listed. The length of each biographical sketch should not exceed 5 pages. Sequentially number each page in the grant application.

VI. Completed PHS 398 Resources Format Page. Provide information on facilities and equipment available to the research team. Any equipment required to complete the project should be listed here or included in the budget with justification. Limit to 1 page.

VII. Research Plan (Sections A-C NOT to exceed 7 pages)
Below is an outline of the sections to be included in the Research Plan and a description of the information to be provided. Note that your Research Plan should not be written as a bulleted outline but should instead provide a narrative description using the section headings

A. Title of Project
B. Specific Aims (Limit to 1 page)
C. Research Strategy
   1. Significance: explain the importance of the problem or critical barrier to progress
in the field that the proposed project addresses; explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields; describe how the field will change if the proposed aims are achieved.

2. **Innovation**: explain how the application challenges and seeks to shift current research or clinical practice paradigms.

3. **Approach**: describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project
   - Type of experimental design
   - Preliminary studies (if applicable)
   - Study population, sample selection, and sample size (if applicable)
   - Human Subjects or animal use committee: state whether human subjects or animal use committee will be involved. See D below.
   - Methods for data collection
   - Data analysis plan
   - Potential problems, alternative strategies, and benchmarks for success

D. **Statement of IRB and/or IACUC Submission** including the name of the review Committee.

E. **Literature cited** (not included in page limit).

F. **Project Timeline**: a timetable for expected completion of all major project activities (not included in page limit). Provide specific dates by which each step of the project will be completed. Any milestones detailed in the payment schedule should be included in the timetable.

G. **Institutional/Investigator Approval Form** (see Appendix B)
APPENDIX B

INSTITUTIONAL/INVESTIGATOR APROVAL FORM

In making this application, I hereby indicate that I meet the eligibility criteria as stated in the “Applicant Criteria” section on page 1. I also confirm that receipt of this award will not duplicate financial support available from other sources and agree to perform the research project in accord with the attached proposal. I agree to file a mid-point/interim progress report which will coincide with either the 12-month anniversary of the award (date as stated), 12 months following the IRB approval date, or 12 months from funds disbursement, whichever is latest. This report will be filed with the President of SIDP and the Chair of the Research Committee. My obligations to SIDP are to complete the research project, submit an interim report, and present the research findings at one of the two subsequent Annual SIDP meetings following the research award grant date. In the event that changes in personnel, research conditions, or facilities occur that may retard or prevent completion of the research project in the specified time, I agree to immediately notify the President of SIDP. If the project cannot be completed, I agree to return all unused funds to SIDP. I also agree to acknowledge the support of the SIDP in any presentations and publications that arise from these efforts.

Disbursement of all grant funds (from SIDP) must be completed within 2 years of initial granting of the award. The final date for application of the remaining funds is the two-year anniversary from the date in which the grant was awarded. If needed, a No-Cost Extension (NCE) request may be made to the chair of the SIDP Research Committee prior to the grant’s expiration date and must be approved by the SIDP Board of Directors. After that date, unclaimed grant funds from the award will be returned to SIDP general funds. Any money disbursed to the grantee within the period belongs to the institution representing the Principal Investigator, provided that obligations to SIDP are fulfilled. SIDP does not expect return of unused funds except as stated above, and any remaining funds are available to the grantee for any purpose allowed by the Institution.

SIDP is a not-for-profit professional organization. The SIDP Research Committee stipulates that a maximum of 10% of the total award may be allocated to indirect costs + IRB fees for the funding request. My signature below confirms each of the above statements.

Study Investigators

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<tr>
<th>Key Personnel</th>
<th>Printed Name</th>
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<tbody>
<tr>
<td>Principal Investigator</td>
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<td>Co-Investigator(s)</td>
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Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 1200 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.
Institutional Representatives

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<tr>
<th>Department Chair/Supervisor*</th>
<th>Printed Name</th>
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<tbody>
<tr>
<td>Institutional Official*</td>
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*Write in position/title. Institutional official must be authorized by the institution to sign proposals and contracts (e.g. Director of Sponsored Programs).