

## 2021 Request for Proposal

### **SIDP Diversity, Equity and Inclusion Research Award**

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. This award was developed by the SIDP Diversity, Equity, and Inclusion (DEI) Task Force as a means of promoting research by diverse investigators to better serve underrepresented populations.

**Purpose:** SIDP is soliciting **Infectious Diseases Diversity, Equity, & Inclusion** research proposals from SIDP members who qualify as investigators with a focus on projects that promote more equitable, inclusive, diverse, accessible, and just practices involving infectious diseases (as defined in the Applicant Criteria section below). The primary purpose of this research award is to support and build careers of the underrepresented community (and/or) to improve communities most affected by structural racism. The proposed research must address our understanding or improvement of the impact of racial disparities and/or structural racism in our profession or the care of our patient populations. Clinical and bench research impact underrepresented communities, and applications in either of these areas may be considered.

**Funding:** \$40,000 is available to fund up to two awards.

**Deadlines:** Applications must be submitted **no later than 6 PM EST on March 15, 2021**

**Applicant Criteria:** At the time of application submission, the Principal Investigator (PI) must be an Active or Associate Member of SIDP. The PI or co-principal investigator (co-PI) must self-identify as being from a race, ethnicity, gender identity, or sexual orientation historically underrepresented in infectious disease research. Applications from individuals who are trainees at the time of submission will not be considered. Specifically, applicants enrolled in a PGY1/PGY2/fellowship or graduate degree training program during the award period are ineligible. However, applicants employed in a position eligible to serve as PI at their institution who are enrolled in post-PharmD graduate or non-degree programs are eligible. This award cannot fund work in fulfillment of any graduate degree requirements. Finally, 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. Questions regarding applicant eligibility should be addressed in writing to the Chair of the Research Committee prior to submission.

If a Research Committee member chooses to apply (as PI, co-investigator, mentor, or consultant), he/she will be recused from participating in the review or handling of this award.. It is the responsibility of the Committee member to notify the Research Committee Chair of their intent to participate in an application. DEI Task force liaisons who will be contributing to the review of applications are not eligible to apply.

**Failure to comply with these requirements will result in rejection of the proposal.**

**Completing and submitting the application:** (see Appendix A)

**Review of Applications: The applicant must explain how their research benefits an under-represented group.** Applications will be judged by the SIDP Research Committee members, and selected members of the DEI Task Force, according to the following criteria: (1) scientific merit and emphasis on cultural diversity, (2) scope and impact on intended underserved communities, (3) innovation and quality of research environment, (4) experience of candidate and dedication to diversity in professional work. If none of the applications are deemed suitable for the grant, then no grant will be awarded for the year of 2021.

**Announcement of Winner:** The recipient of the Grant will be notified by **May 3, 2021** and also announced at the 2021 SIDP Annual Meeting. The results of the research project must be presented (poster/oral) at the SIDP Annual Meeting within 12 months of completion of the project. Travel expenses for the recipient's travel to the conference will be the responsibility of the recipient.

### **Terms and Conditions**

1. The term of the award is one (1) year, beginning **June 1, 2021** and may not be deferred.
2. A written MID-YEAR report shall be submitted to the Chair of the Research Committee and the Board by **November 8, 2021**
3. A written FINAL report shall be submitted to the Chair of the Research Committee and the SIDP President at the end of the one (1) year research project (as described below).

### **SUBMISSION OF MID-YEAR REPORT**

Submission of a MID-YEAR report must coincide with either the six-month anniversary of the award (date as stated), six months following the IRB approval date, or six months from start-up funds disbursement, **whichever is latest**. This mid-year report shall be submitted to **BOTH** the President of SIDP and the Chair of the Research Committee. The following content should be covered in the mid-year 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 Chair of the Research Committee. 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. Other relevant information.

### **PRESENTATION AT THE ANNUAL SIDP MEETING**

A poster presentation is required at the SIDP Annual Meetings following the research award grant date (2021 or 2022). A request to delay the presentation must be received by the Chair of the Research Committee and the SIDP Board of Directors prior to the second 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 for the DEI Research Award:

<b>PHS 398 Forms:</b>	
<b>Form Page 1: Face Page</b>	<b>Required</b>
<b>Form Page 2: Performance Sites and Key Personnel ONLY (may omit project summary)</b>	<b>Required</b>
Form Page 3: Research Grant Table of Contents	Omit
Form Page 4: Detailed Budget for Initial Budget Period	Omit
<b>Form Page 5: Detailed Budget for Entire Proposed Project Period &amp; Justification</b>	<b>Required (also include Payment Schedule Estimation [as in section IV below])</b>
<b>Biographical Sketch (up to 5 pages)</b> <a href="http://grants.nih.gov/grants/forms/biosketch.htm">http://grants.nih.gov/grants/forms/biosketch.htm</a>	<b>Required (Include “Research Support”) for all key personnel</b>
<b>Resources Format Page</b>	<b>Required</b>
Checklist Form Page	Omit
<b>Continuation Page</b>	<b>As needed</b>
PHS Human Subjects and Clinical Trials Information	Omit
Mailing Address	Omit
Personnel Report Format Page	Omit
<b>Research Plan</b>	<b>Use continuation page</b>

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 new instructions for the Research Plan.*

**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 \$5,000, is prohibited.
- Travel and Publication Expenses: cannot exceed 10% of the total award
- 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.

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

*Example:*

First Payment [insert date] (Request maximum 50%)

Second Payment [insert date] (Request maximum 25%; 75% of total budget requested)

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

Final Payment [insert] (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)**

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. The applicant should also explain how this work will address our understanding of the impact of racial disparities and/or structural racism in our profession or the patient populations we care for.

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 about IRB or IACUC submission including the name of the review committee.

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

F. Project timetable for completion (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)

## **VIII. SUBMISSION OF RFP**

Proposals should be converted to a single PDF file adhering to the format described above. The PDF file of the proposal is then electronically submitted to BOTH Shelly Warnock (shelley@affinity-strategies.com), and the Chair of the Research Committee, Melanie Nicol (mrnicol@umn.edu). **Proposals must be submitted by email no later than 6 PM E.S.T. on March 15, 2021**

**Appendix B**  
**SIDP RESEARCH AWARD APPLICATION**  
**INSTITUTIONAL/INVESTIGATOR APPROVAL**  
**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-year/interim progress report which will coincide with either the six-month anniversary of the award (date as stated), six months following the IRB approval date, or six months from start-up 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 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. 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 Awards stipulate that a maximum of 10% of the total award may be allocated to indirect costs + IRB fees for the funding request. The funding request may **NOT** include salary support for principal investigators, co-investigators, or consultants. My signature below confirms each of the above statements.

**Study Investigators**

Key Personnel	Printed Name	Signature	Date
Principal Investigator			
Co-Investigator(s)			

**Institutional Representatives**

	Printed Name	Signature	Date
Department Chair/Supervisor*			
Institutional Official*			

\*Write in position/title. Institutional official must be authorized by the institution to sign proposals and contracts (e.g. Director of Sponsored Programs).