

# Geriatric Emergency Care Applied Research (2.0) Network – Advancing Dementia Care / Emergency Medicine Foundation / West Health Institute

## Pilot Project Grant Request for Proposals – 2023 Cycle

*Please read these instructions carefully. Applications that do not follow these instructions with regards to type size, length, format, and supporting documentation will be rejected. No extension of the deadline (January 20, 2023) will be granted.*

**Before submitting your application, please be sure that the following items have been addressed:**

- Cover Page included as the first page of application packet and fully completed
- Type size is 11 pt. font, single-spaced and margins are one-half (0.5) inch
- Clearly stated research hypothesis
- Statement of Conditions is signed by **Principal Investigator** and **Institutional Official** and is included in application packet (see below)
- Letter of support from each Chair of the department(s) represented by the PI(s) is in the application packet
- Letter of support from each co-investigator is included in application packet
- Other grant support for all investigators is included in application packet
- Submission via the on-line application system is required at <https://emfoundation.aibs-scores.org>. Late applications will not be considered.

**GERIATRIC EMERGENCY CARE APPLIED RESEARCH (2.0) NETWORK – ADVANCING  
DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION / WEST HEALTH INSTITUTE**

**PILOT PROJECT GRANT – 2023 Cycle**

Application Deadline	January 20, 2023
Notification of Award	June 2023
Funding Period	July 2023– June 2024
Funding Amount Per Award	\$120,000 Total (Direct + Indirect) Costs + \$30,000 Institutional Commitment
Number of Awards	3

GEAR is hosting office hours for those interested in fielding questions with the GEAR 2.0 leadership team about the GEAR 2.0-ADC/EMF/WHI 2023-2024 pilot grant.

The GEAR 2.0-ADC leadership team will be hosting office hours **Wednesday, November 9<sup>th</sup> at 11:00 EST** to field any questions applicants may have about the grant process, grant expectations, or GEAR 2.0-ADC itself.

If you are interested in attending, please register at the following [link](#).”

**RESEARCH GOALS**

The goals of the Geriatric Emergency Care Applied Research (2.0) Network – Advancing Dementia Care (GEAR 2.0 – ADC) / Emergency Medicine Foundation (EMF) / West Health Institute (WHI) Pilot Project Grant are to:

1. Promote transdisciplinary research in geriatric emergency medicine focused on persons living with dementia (PLWD) by providing funding for a “pilot” that will produce findings ultimately leading to a larger project (e.g., K- or R-level grant).
2. Advance emergency medical care for PLWD and their care partners. The research must be emergency care-related and have the potential to have a meaningful impact on PLWD and their care partners (CP), as well as leading to future research.

**PRIORITIES**

The following are priorities of the Pilot Project Grants:

1. GEAR 2.0 – ADC has identified four domains of specific interest focused on PLWD: emergency department care transitions, emergency department practices, dementia detection, and communication and decision making. Studies focused on other topics are unlikely to be funded. Within each of these areas, stakeholder groups have identified five research priority questions that can be found at the following address: [Research Priorities GEAR 2.0 – GEAR \(gearnetwork.org\)](#). Studies addressing any of these areas of interest will be prioritized.
2. All must consider and address issues of diversity, inclusion, and health equity among PLWD and their care partners.
3. Early-stage investigators (as defined by NIH, <https://grants.nih.gov/policy/early-stage/index.htm>) focused on the care of PLWD and their care partners are encouraged to apply and will receive preferential consideration.
4. Collaboration across institutions (e.g., Geriatric Emergency Department Collaborative) is encouraged.
5. Proposals that engage and incorporate participation by PLWD and CP are strongly preferred.

## **ELIGIBILITY**

The principal investigator (PI) or co-PI must have a primary faculty appointment in Emergency Medicine. The PI assumes responsibility for all grant activities. The proposal must include a transdisciplinary collaboration, with at least two specialties, disciplines, or stakeholder groups.

## **INSTITUTIONAL SUPPORT**

The applicant is required to demonstrate that the project will be successfully completed at their institution. The applicant must demonstrate institutional accessibility to resources (e.g., patient population, or database) that will be available for study during the funding period to successfully complete the proposed study. **Research must be approved by a single institutional review board (sIRB), or its equivalent, before funds will be available.**

The applicant must also submit a letter from each Chair of the Department(s) represented by the PI(s) of the application. The letter must demonstrate the equivalent of at least \$30,000 in support by the institution or department of adequate funds, including support required by the grant mechanism or time allocated to the applicant to complete the proposed study. The applicant must submit letters of support if the proposed project uses facilities not routinely available to or directly under the supervision of the sponsoring program.

This support can come from institutional funds (e.g., startup packages, chair funding) or other career development awards (e.g., K08, K23, KL2, VA, GEMSSTAR, Beeson awards).

## **EVALUATION OF APPLICATIONS**

Each application will undergo scientific review by the EMF Scientific Review Subcommittee with GEAR 2.0-ADC involvement. Each application will be judged primarily on the following:

1. The relevance to research priorities established by the GEAR 2.0-ADC;
2. The transdisciplinary study team;
3. Significance of the project to emergency care of PLWD and their care partners;
4. Innovation;
5. The soundness of the research approach;
6. The likelihood the project will be successfully completed and lead to further research funding.

Each application will also undergo review by a panel of community stakeholders empaneled by the GEAR 2.0-ADC. Both the EMF Scientific Review Subcommittee and the community stakeholder panel will provide scores to the GEAR 2.0-ADC Executive Committee and EMF Board of Directors, who will make final funding decisions. All decisions are final and not subject to appeal. Selected grantees will be notified as early as June 2023 to allow for preparation for the earliest funding start date of July 2023.

## **TERMS OF THE AWARD**

The GEAR 2.0-ADC / EMF / WHI Pilot Project grant funds will be per policy of the funding sources. Disbursement of payments will be contingent upon satisfactory progress reports.

Proposed pilot projects involving more-than-minimal risk human subjects research will require NIA review and approval prior to the award. Additional information is available at <https://www.nia.nih.gov/research/dgcg/nia-policies-data-and-safety-monitoring-oaic-funded-human-subject-studies>.

### Project Support and Participation

In addition to receiving pilot funding, awardees will receive support from GEAR 2.0-ADC Core Resources that have been developed to enhance their ability to implement their pilots, prepare robust future proposals building from these pilots, and transition successfully to independence. This will include access to content experts in the design, implementation, recruitment and retention, data collection, and evaluation. More importantly, there will also be resources to guide how to engage and partner with communities and patients having cognitive

impairment, PLWD, and their care partners. Awardees can expect to participate in weekly GEAR 2.0-ADC educational webinars and programming as well as present project updates at work in progress videoconferences. Investigators will have early intervention consultations with the GEAR 2.0-ADC Cores as necessary to address gaps and concerns.

#### Limitations on Awards

Funds may be used for materials and supplies and to provide salary support. Capital equipment expenditures (costing more than \$5,000 and a life of over one year) must be justified in the budget. Payments will be made to the principal investigator's institution that will be responsible for administering the funds. Please note that the award includes funds from **three different sources (NIH, WHI, EMF)** with **two different indirect rates**. NIH and West Health Institute funds can include up to **10%** institutional overhead costs for facility and administrative support (indirect costs) but must be part of total costs for proposed budget. **EMF does not allow indirects for institutional overhead (0%)**. GEAR 2.0-ADC, WHI, and EMF will not be responsible for cost for publications, travel, renovations, or secretarial support. Detailed audited financial reports may be required. GEAR 2.0-ADC, WHI, and EMF are not fiscally responsible for funds necessary for the project's completion.

These are non-renewable pilot studies. No-cost extensions are generally not allowed but will be considered in exceptional circumstances and are not guaranteed.

GEAR 2.0-ADC administrative staff will assist awardees in navigating the financial support of the grant. Please contact them early in the proposal development process: [gearnetwork@yale.edu](mailto:gearnetwork@yale.edu)

#### Change of Status of Principal Investigator

If the principal investigator changes affiliations or ceases research in the field for which the award was made, the award will terminate, and the remaining balance will be returned to the respective funding source.

#### Liability of the EMF and GEAR 2.0-ADC

The EMF, WHI, and GEAR 2.0-ADC assume no financial liability if patient care responsibilities of any kind are undertaken by the program faculty or investigator. The principal investigator and his or her institution acknowledge that the GEAR 2.0-ADC, WHI, and EMF are not legally liable for the conduct of the institution, the principal investigator, the program faculty, or any associate investigators.

#### Patent Policy

The principal investigator and institution acknowledge that, though unlikely, if a patentable invention or discovery is conceived, or conceived and reduced to practice by GEAR 2.0-ADC / EMF / WHI-supported personnel under the award, the GEAR 2.0-ADC, WHI, and EMF must be apprised of the invention and the institution's plans for protecting such invention under existing institutional patent policy. The GEAR 2.0-ADC, WHI, and EMF will defer to NIH and institutional and federal policies. EMF reserves the right when the institution has no patent policy, or organizational policies are not in compliance with those of the federal government, to claim rights and interests in the invention or discovery.

#### **PUBLICATIONS**

All discoveries resulting from work supported in part by the GEAR 2.0-ADC / EMF / WHI Pilot Project Grant should be made available to the public and scientific community through scientific and/or public policy channels such as national meetings and peer-reviewed publications, in line with applicable NIH policies regarding open access and attribution of funding. Publications must also acknowledge the support of the GEAR 2.0-ADC (R33AG069822), WHI, and the EMF.

## **PROGRESS REPORTS AND MONEY MANAGEMENT**

The principal investigator will submit a six-month progress report and a final progress report within thirty days of the conclusion of the award year. Failure to provide the reports will delay transmission of funds. Furthermore, failure to provide interim and final reports to the EMF, WHI, and GEAR 2.0-ADC may negatively impact the institution's ability to apply for future EMF, WHI, and/or GEAR 2.0-ADC awards. GEAR 2.0-ADC, WHI, and EMF will maintain the copyright of all such reports. Progress reports must include an accounting report using generally accepted accounting procedures showing the distribution of funds with a signature from an institutional official (e.g., accountant, grants manager, administrator from the Office of Sponsored Research). If grant funds are unspent at the end of one grant cycle, grant awardees can request a no-cost extension for up to one year. The GEAR 2.0-ADC, WHI, and EMF reserves the right to withhold release of interim funds if >25% of the previous cycle remains unspent. Any unspent monies at the project's conclusion will be returned to the respective source of the unspent funds.

## **SURVEYS**

The principal investigator and the institution will be surveyed periodically following completion of the award regarding career paths, subsequent grants/contracts obtained, and publications. The principal investigator and the institution will be expected to respond to these surveys as the GEAR 2.0-ADC will rely on such information to support continuation of the award program.

## **ABSTRACT PRESENTATION – ACEP RESEARCH FORUM**

Awardees are required to present their work at the American College of Emergency Physicians (ACEP) Scientific Assembly/Research Forum immediately following the completion of the award. At the time of submission, abstracts must not have been accepted for publication in any journal. Abstracts may not be presented at any U.S. nationwide emergency medicine meeting or major international emergency medicine meeting prior to the ACEP Scientific Assembly. Presentation at non-emergency medicine meetings is allowed after presentation at ACEP. Funds cannot be requested to cover the travel cost nor registration to Research Forum.

## **ADDITIONAL INFORMATION**

GEAR 2.0-ADC has posted materials on the GEAR website (<https://gearnetwork.org>) to help study teams develop their proposals. Study teams can find the budget template and instructional video, and videos on the research priorities, the layperson's summary, and importance of integrating health equity as part of the proposal.

## **CONTACT INFORMATION**

Please address questions to Cynthia Singh, MS, Deputy Executive Director at [csingh@acep.org](mailto:csingh@acep.org) and to Anna Crawford, MS, GEAR 2.0-ADC Project Coordinator at [anna.crawford@yale.edu](mailto:anna.crawford@yale.edu)

## APPLICATION INSTRUCTIONS

Please see the [GEAR Network RFP webpage](#) for additional guidance on preparing your application. Do not submit an incomplete application. **An application will be considered incomplete if it is illegible, if it fails to follow instructions, or if the material presented is insufficient to permit an adequate review.** Unless specifically required by these instructions (e.g., human subjects certification, vertebrate animals verification) do not send supplementary material.

The application consists of the following sections:

### 1. COVER PAGE

Name the **one** person responsible to the applicant organization for the scientific and technical direction of the project. Choose a title that is descriptive and specifically appropriate, rather than general. List principal investigator, co-investigator, and others involved in the research. (See sample below)

### 2. TABLE OF CONTENTS

### 3. SCIENTIFIC ABSTRACT (limit 1 page; 500 words)

The abstract should succinctly describe every aspect of the proposed project. Include rationale, research hypothesis, specific aims, study design, study population, setting, intervention(s), outcome measures, data analysis, and significance.

### 4. LAYPERSON SUMMARY (limit 1 page; 500 words)

The summary should succinctly describe the proposed project in terms understandable to persons living with dementia, their care partners, and community stakeholders who will be reviewing this statement. Include the significance, specific aims, study design, study population, setting, intervention(s), outcome measures, and data analysis.

### 5. RESEARCH PROPOSAL (limit 6 pages)

Please use the following subheadings:

#### Specific Aims

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.
- Specific Aims may be less than but no more than one page.

#### Significance

- Describe how your project addresses GEAR 2.0 mission and its research priorities. ([Research Priorities GEAR 2.0 – GEAR \(gearnetwork.org\)](#))
- Explain the impact of the proposed research on the health of individuals or populations living with dementia.
- Describe the potential for the study to improve healthcare and outcomes.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

### Innovation

- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

### Approach

- If available, include information on PD/PI's preliminary studies, data, and or experience pertinent to this application. Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.
- Describe overall strategy, methodology, analytic plan, including sample size/power calculations (unless able to justify not needing this) used to accomplish specific aims of project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Describe any strategy to establish feasibility and address the management of any high-risk aspects of the proposed or future work.
- Please include an explicit timeline and your plans for obtaining extramural support upon successful completion of the proposed project.

## **6. PERSONAL STATEMENT (limit 1 page)**

The applicant should compose and submit a personal statement that addresses:

- a. The applicant's interest in the topic and this project
- b. The applicant's perception of his/her role in the project
- c. Any additional pertinent experience or interests the applicant wishes the committee to consider

## **7. ROLE OF PARTICIPANTS (limit 1 page)**

List the principal investigator, co-investigator, and others involved in the research. Include a brief description of how and to what extent each will be involved in the proposed project and how the transdisciplinary team will function.

## **8. BIOGRAPHICAL SKETCHES**

Use the latest NIH Biographical Sketch Format Page (for grants due on/after January 25, 2022) available on the internet at <https://grants.nih.gov/grants/forms/biosketch.htm>. Information is requested for the applicant and any collaborators / co-investigators.

## **9. RESOURCES AND ENVIRONMENT**

Describe the research facilities (laboratory space, clinical population, etc.) available. If computer access or statistical support is available, it should be described in this section.

## **10. LETTERS OF SUPPORT**

## **11. BUDGET**

Use the GEAR 2.0-ADC [Budget Template \(Excel\)](#) In this section, clearly detail the support provided by your institution to meet the \$30,000 matched support. **Provide a budget narrative** to indicate how the money will be spent, accounting for direct costs in addition to indirect costs. Justify all major expenditures. Use the current

NIH salary cap. Due to the multiple sources of funding for this award and varying rules of facility and administrative support, applicants must also complete the budget spreadsheet provided with this application. Specifically, applicants must explain which parts of your proposed budget will be covered by the GEAR 2.0-ADC / EMF / WHI Pilot Project Grant and which parts will be met by your institution's contribution. Please budget for single IRB costs if these are not covered by your institution (See below Section 13. Human Subjects). If selected, all subcontracts issued to programs or institutions of the awardee must be registered with Systems Award Management (SAM) and possess a Data Universal Number System (DUNS). [Additional information on SAM and DUNS.](#)

## 12. OTHER SUPPORT

List all current and pending intramural and extramural research funding for the applicant, mentor and co-investigators. For each item indicate the grant identification number, grant type, PI, funding source, annual direct costs, funding period, percent effort, grant title, and brief description of project. For all items indicate whether there is any scientific or budgetary overlap with the current proposal. See the NIH Other Support page for more details: <https://grants.nih.gov/grants/forms/othersupport.htm>

## 13. ETHICS

**Human subjects.** For all research involving human subjects, a part of the peer review process will include careful consideration of protections from research risks, as well as the appropriate inclusion of women, minorities, and children. The EMF Scientific Review Committee will assess the adequacy of safeguards of the rights and welfare of research participants, and the appropriate inclusion of women, minorities, and children, based on the information in the application. This evaluation will be factored into the overall score. The information on the protection of human subjects that you are required to provide in this section is identical to information that you will be required to provide for single IRB (sIRB) review, at your own institution, and by most federal agencies.

Since GEAR 2.0-ADC pilot funding is supported with NIH funding, studies located in the United States engaged in cooperative research must rely upon approval by a sIRB for that portion of the research that is conducted in the United States. **sIRB costs should be included in the application budget.** This is a requirement of the revised Common Rule's Cooperative Research provision at 45 CFR 46.114 and can be found on [OHRP guidance document on engagement of institutions in human subjects research.](#)

Additionally, the applicant should include specific measures on how protected health information (as defined by the Human Health Services) will be handled in accordance with the Privacy Rule of the Health Insurance Portability Accountability Act (HIPAA). This section must address the following items:

### 1. RISKS TO THE SUBJECTS

#### a. Human Subjects Involvement and Characteristics

Describe the proposed involvement of human subjects in the work outlined in the Research Design and Methods section. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins. List any collaborating sites where human subjects research will be performed and describe the role of those sites in performing the proposed research.

#### b. Sources of Materials



Describe the research material obtained from living human subjects in the form of specimens, records, or data. Describe any data that will be recorded on the human subjects involved in the project. Describe the linkages to subjects and indicate who will have access to subject identities. Provide information about how the specimens, records, or data are collected and whether material or data will be collected specifically for your proposed research project.

c. Potential Risks

Describe the potential risks to subjects (physical, psychological, social, legal, or other), and assess their likelihood and seriousness to the subjects. Where appropriate, describe alternative treatments and procedures, including the risks and benefits of the alternative treatments and procedures to participants in the proposed research.

## **2. ADEQUACY OF PROTECTION AGAINST RISKS**

a. Recruitment and Informed Consent

Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed study will include individuals who are unable to consent for themselves, such as adults that lack capacity, describe the process of consent and assent adherent to IRB requirements. Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. Informed consent document(s) need not be submitted.

b. Protection Against Risk

Describe planned procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Studies that involve clinical trials (biomedical and behavioral intervention studies) must include a description of the plan for data and safety monitoring of the research and adverse event reporting to ensure the safety of subjects.

## **3. POTENTIAL BENEFITS OF THE PROPOSED RESEARCH TO THE SUBJECTS AND OTHERS**

Discuss the potential benefits of the research to the subjects and others. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and others.

## **4. IMPORTANCE OF THE KNOWLEDGE TO BE GAINED**

Discuss the importance of the knowledge gained or to be gained as a result of the proposed research, specifically as it relates to PLWD and/or their care partners. Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result.

## **5. DATA AND SAFETY MONITORING PLAN (if applicable)**

If your research includes a clinical trial, create a heading entitled "Data and Safety Monitoring Plan." Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring.

## **6. VERTEBRATE ANIMALS (if applicable)**

For all applications involving vertebrate animals, the applicant must address the following five items. These five points may be copied and pasted directly into the application.

- a. Provide a detailed description of the proposed use of the animals in the work outlined in the Research Design and Methods section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
- b. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
- c. Provide information on the veterinary care of the animals involved including the name of the supervising veterinarian. Include information from the Association for Assessment and Accreditation of Laboratory Animal Care International: the name of the accredited parent organization (e.g., University of X) and the certificate number and date of last inspection.
- d. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
- e. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following the recommendations.

#### **14. SINGLE IRB DRAFT APPLICATION**

#### **15. LITERATURE CITED**

#### **16. APPENDIX**

Include letters of support from the department chairs, co-investigators, and collaborators (required). Include proof of IRB approval or submission. Copies of questionnaires and relevant testing forms should also be included as appendices. No page numbering is necessary for the Appendix. Do not use appendix to circumvent page limitations for research plans. Do not include experimental methods, protocols or figures that should be incorporated within the research project description.

#### **17. SIGNED STATEMENT OF CONDITIONS (see below)**

## Cover Page Sample

Full Name with Titles: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Grant Category: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

Principal Investigator (*Last, first, middle*): \_\_\_\_\_

## Table of Contents

_____	Cover Page
_____	Table of Contents
_____	Scientific Abstract
_____	Layperson Summary
_____	Research Proposal
_____	Personal Statement
_____	Role of Participants
_____	Biographical Sketch
_____	Resources and Environment
_____	Letters of Support
_____	Detailed Budget Justification
_____	Detailed Templated Budget (Excel)
_____	Other Support
_____	Ethics
_____	Single IRB (draft) application
_____	Literature Cited
_____	Appendix
_____	Signed Statement of Conditions

**STATEMENT OF CONDITIONS GOVERNING THE GERIATRIC EMERGENCY CARE APPLIED RESEARCH (2.0) NETWORK -ADVANCING DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION / WEST HEALTH INSTITUTE PILOT PROJECT GRANT**

It is understood that any GEAR 2.0-ADC / EMF / WHI Pilot Project Grant approved by the GEAR 2.0-ADC and EMF will be made with the following conditions:

1. Institutional overhead is not allowed on funds provided by EMF.
2. The principal investigator's institution is organized for humanitarian purposes and is established as a non-profit organization.
3. All reports of work achieved with this grant will acknowledge the support of the Geriatric Emergency Care Applied Research (2.0) Network – Advancing Dementia Care, Emergency Medicine Foundation, West Health Institute, and any co-sponsors.
4. Any discovery that arises from work supported by the GEAR 2.0-ADC / EMF / WHI Pilot Project Grant will be submitted for publication in accordance with NIH policy.
5. Independent progress reports by the applicant will be submitted to the EMF, WHI, and the GEAR 2.0-ADC mid-project, and within thirty days of completion of the funding period. Additional reports may be required, like presenting project progress at bi-monthly work in progress videoconferences. The EMF, WHI, and GEAR 2.0-ADC will maintain the copyright of all such reports.
6. Grantees must submit the abstract of the funded project to the ACEP Research Forum at the end of the project. Research Forum is held each year during the American College of Emergency Physicians Scientific Assembly. Grant funds may not be used for registration nor travel.
7. If the named principal investigator leaves the institution or terminates research in the designated field, all remaining funds revert to the EMF, WHI, and GEAR 2.0-ADC, depending on the source of funding. If unused funds exist at the completion of the project, all remaining funds revert to their respective funding source(s).
8. Patent rights will conform to institutional and NIH standards. If none exist, the Emergency Medicine Foundation reserves the right to protect such interests.
9. No research proposal will be funded unless the Principal Investigator and the Institutional Official of the sponsoring institution affirm:
  - a. That the investigation(s) proposed in this application are endorsed by the Human Subjects Committee or other designated body of the preceptor's institution, and
  - b. That any research involving human subjects conforms with the principles of the Helsinki Code of the World Medical Association, and
  - c. Research involving human subjects or vertebrate animals must be approved by the institutional review board (IRB), or its equivalent, and
  - d. That research involving vertebrate animals will conform to the "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society, and
  - e. Research involving vertebrate animals must have approval from the Institutional Animal Care and Use Committee.

\_\_\_\_\_  
Date, Signature of Principal Investigator

\_\_\_\_\_  
Type Name of Principal Investigator

\_\_\_\_\_  
Date, Signature of co-PI, if applicable

\_\_\_\_\_  
Type Name of co-PI, if applicable

\_\_\_\_\_  
Date, Signature of Institutional Official

\_\_\_\_\_  
Type Name of Institutional Official

**GERIATRIC EMERGENCY CARE APPLIED RESEARCH (2.0) NETWORK – ADVANCING DEMENTIA CARE / EMERGENCY MEDICINE FOUNDATION/ WEST HEALTH INSTITUTE**

**PILOT PROJECT GRANT BUDGET WORKSHEET INSTRUCTIONS**

Please follow these instructions with the accompanying Excel Geriatric Emergency Care Applied Research (2.0) Network – Advancing Dementia Care (GEAR 2.0-ADC) / Emergency Medicine Foundation (EMF) / West Health Institute (WHI) Pilot Project Award Budget Template. Use the GEAR 2.0-ADC [Budget Template \(Excel\)](#).

The funding for the GEAR 2.0-ADC / EMF / WHI Pilot Project Awards come from the following sources:

<b>Source</b>	<b>Total Amount</b>	<b>Indirect Rate</b>
GEAR 2.0-ADC (NIA funded)	\$82,000 (includes direct and indirect costs)	10%
Emergency Medicine Foundation (EMF)	\$15,000	None
West Health Institute (WHI)	\$23,000 (includes direct and indirect costs)	10%
Institution Commitment ( <b>Required</b> )	Minimum \$30,000	None
<b>TOTAL</b>	<b>\$150,000</b>	

NIH Salary Cap applies to all award money.

The award budget template has the required formulas to calculate the budget imbedded.

Enter your information in the cells colored in blue. Items to be entered include:

- PI name
- Institution name
- NIH Salary Cap
- Salary, percent effort and fringe rate for all study staff
- Equipment (if any)
- Budget for single IRB review and continuation fees
- Other Expenses (if any) (if the item is exempt from IDC, use appropriate line)
- Sub-Contracts (if any)

If you have staffing needs beyond those listed on the “Detailed Budget” page include the additional staff on the “Add'l Personnel”. The information will automatically carry over to the “Detailed Budget” page.