

**Kaiser Permanente Mid-Atlantic States/Johns Hopkins Medicine  
Research Collaboration Program  
Guidelines and Application**

---

## **I. APPLICATION GUIDELINES**

### **A. OVERVIEW**

- Funding is available for up to four 12-month pilot research projects with a non-renewable maximum award amount of \$75,000 per project. No indirect costs are allowed. Research project support staff (project manager, analyst, biostatistician etc.) should be specific to each Applicant's Kaiser Permanente (KP) region and/or Johns Hopkins Medicine (JHM) entity and should be budgeted for.
- To avoid lengthy regulatory processes that may delay considerably the start of the project, JHM investigators should avoid proposing any activities that meet the NIH's definition of a [foreign component](#). The ICTR Navigators can be contacted at [ICTR\\_Navigators@jhmi.edu](mailto:ICTR_Navigators@jhmi.edu) to assist with this.
- Successful pilot research projects will produce initial results within 12 months and demonstrate an effective collaboration between investigators from both KP and JHM.
- Examples of desired results would include but are not limited to: 1) addressing known healthcare issues common to both institutions; 2) submission for publication and poster or platform presentation at a national conference; or 3) larger grant application to an external funding source.
- There is an expectation to present results to relevant senior leadership of both institutions and work collaboratively with operational teams at the two institutions to address any care gaps identified from the research.
- Pilot research projects should be new research and not a continuation of prior research or continuation of previous funding. Research can be based on prior efforts but should be unique and able to "stand alone".
- It is recognized that some potential Applicants may have an excellent idea but do not know a potential research collaborator at the other institution. The Research Collaboration Committee (RCC) will endeavor to make introductions after consultation with various colleagues. For more information, contact [ResearchCollaboration@kp.org](mailto:ResearchCollaboration@kp.org) (KPMAS) or [ICTR\\_Navigators@jhmi.edu](mailto:ICTR_Navigators@jhmi.edu) (JHM).

### **B. PROGRAM FUNDING PRIORITIES**

Applications should consider addressing one of the following recommended categories (but not exclusive to funding):

- **Outcomes and Effectiveness:** Electronic Health Record (EHR) or claims data analysis; patient outcomes and potential disparities; comparative effectiveness trials addressing unmet patient needs or care gaps by race/ethnicity, language, education, and income; and development and use of clinical research registries.
- **Quality Improvement and Implementation Research:** data analysis targeted at improving value to our patients or to understand the complexity of care delivery, including appropriateness of the care, patient safety, and reducing unneeded care. Other areas of interest include examining care gaps by race/ethnicity, language, education and income.
- **Learning Health Systems Research:** studies an evolving model where continuous information on process, outcomes, and preferences of care is derived from EHRs and other mainly digital sources and is meaningfully used by the system to improve health care and outcomes. **Applications that address Learning Health Systems Research will be given extra consideration.**

### **C. APPLICATION REVIEW CONSIDERATIONS**

- Considerations for Application review include:
  - **Feasibility of project scope given limited resources and 12-month timeline of the pilot research project funding. Applicants should err on the side of more feasible project proposals.** Appropriately scoped projects could include focus groups, interviews, surveys, and intensive chart

reviews but Applicants must be able to communicate how these projects are feasible within the 12-month timeframe. All demonstrations of project feasibility must include the time needed for IRB as well as applicable data access and NIH regulatory approvals for JHM investigators.

- Relevance of the proposed research
- Appropriateness of research methodology
- Likelihood of further work based on the proposed pilot research project
- *Pilot research projects should have a long-term goal of leading to larger external (to KP and JHM) joint grant applications. Failure to show evidence of that in the Application will greatly hinder the likelihood of initial pilot funding.*

#### D. APPLICATION SUBMISSION DEADLINE

- Applications must be submitted by **5:00pm, ET, December 15, 2022**.
- Email Applications, Budget Justifications, and CVs together to [ResearchCollaboration@kp.org](mailto:ResearchCollaboration@kp.org).

#### E. FUNDING NOTIFICATION AND TERMS

- Funding decisions will be notified by **February of the award year**.
- **Funding will begin April 1<sup>st</sup> of the award year**. JHM investigators may not begin using their grant funding until all applicable regulatory approvals have been obtained, including IRB as well as those required by NIH NCATS.
- All pilot research projects are expected to be completed within the 12-month funded period.
- **Only the work proposed within the Application will be authorized. No indirect costs are allowed.**
- Funded pilot research projects will co-managed by both Applicants with appropriately budgeted support from each. Note that the RCC will assist with coordination with organizational and operational leaders.
- Funding is nonrenewable.

#### F. QUESTIONS

- Contact [ResearchCollaboration@kp.org](mailto:ResearchCollaboration@kp.org) (KPMAS) or [ICTR Navigators@jhmi.edu](mailto:ICTR_Navigators@jhmi.edu) (JHM) with any questions about the KP-JHM Research Collaboration Program and/or the Application.
- Applicants may also review [KP-JHM Research Collaboration Program Overview](#) document for a complete program description.
- For other useful information, visit [Kaiser Permanente Mid-Atlantic States/Johns Hopkins Medicine Research Collaboration Program – Mid-Atlantic Permanente Research Institute](#) or [Johns Hopkins and Kaiser Permanente Research Collaboration Committee - Institute for Clinical and Translational Research](#).

---

## II. APPLICATION INSTRUCTIONS

- **Applications should be jointly written by one researcher from KP and one researcher from JHM.**
  - **Applications should not be longer than 3 pages total.** Application section headings and instructions will not count towards the 3-pages total.
  - A Budget and Budget Justification is required with the Application. This is not part of the 3-page limit.
  - Applicants' most recent CV is required with Application. This is not part of the 3-page limit.
  - Applications should be prepared in Microsoft Word using the template below.
  - Applications should be submitted as Microsoft Word documents.
  - Use only 11 font size.
  - Follow all specified sentence, paragraph, and page limitations for each section.
  - **Application, Budget/Budget Justification, and CV should be emailed together to [ResearchCollaboration@kp.org](mailto:ResearchCollaboration@kp.org).**
  - **All Applications are due by 5:00pm, ET, December 15, 2022.**
-

### III. APPLICATION

#### A. Applicants Identifying Information

**KP Applicant Name:**

**KP Applicant Email Address:**

**JHM Applicant Name:**

**JHM Applicant Email Address:**

---

**B. Pilot Research Project Title.** Provide the title of the pilot research project.

---

**C. Description of Research Question.** Provide a brief description of the research question(s) the proposed pilot research project seeks to answer.

---

**E. Gaps in Knowledge/Evidence.** Briefly describe known gaps in knowledge/evidence. Explain why/how the proposed research project is relevant and for which population of stakeholders.

---

**F. Study Population.** In **3-5 sentences**, describe the population to be included in the proposed research project.

---

**G. Methods.** Briefly describe the methods to be used to answer the Research Question. Include the data source and research design approach envisioned, for both this pilot and the overall project (as they may differ). Identify types of data needed to support the proposed pilot research project (e.g., inpatient, ambulatory, etc.). Identify the specific KP region and/or JHM entity that you would like to work with. Be sure to address feasibility of completion within the 1-year timeframe.

---

**H. Prior work completed.** Explain what prior work may have already been completed at one or the other collaborating organizations that might help make this project more feasible.

---

**D. How will the proposed pilot research project assist the aims of a larger funded project over the long term?**

---

**I. Key Deliverables.** In **1 paragraph**, describe the key deliverables or “products” that are achievable for the proposed pilot research project and the expected timeframe. Include a table of 2-3 milestones and a short project timeline/schedule to be used to monitor progress throughout the 12-month period. The respective contributions of the KP and JHM teams should be noted for each deliverable and milestone.

---

**J. Investigators.** Describe the researcher investigators at each institution who would collaborate on both the pilot research project and then a potential subsequent larger effort. State why KP and JHM will be the right institutions to do this research. Include a CV for both investigators with the Application submission.

---

**K. Budget and Budget Justification.** Provide a brief budget to support the work at each site for the proposed pilot research project. This should be accompanied by a Budget Justification. Research project support staff (project manager, analyst, biostatistician etc.) should be specific to each Applicant’s KP region and/or JHM entity and should be budgeted for. Funding must stay within the two individual organizations of KP and JHM. No indirect costs are allowed. More detailed budgets may be requested if needed. The Budget and Budget Justification are submitted as an Appendix to the Application and does not count towards the 3-page limit of the Application.

---

**L. References.** Provide list of references. This will not count towards the 3-page limit of the Application.