



# Educational Foundation

## PPAEF Practice Grant Announcement

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### Grant Program Description

Beginning in 2019, in addition to the Foundation's Mini-Grant program, the Pennsylvania Pharmacists Association Educational Foundation will award one Practice Grant up to a maximum amount of \$5,000.

PPAEF encourages the submission of grants that investigate, demonstrate, document, measure or otherwise explore the advancement of innovative pharmacy practice and patient care.

Applicants are strongly encouraged to consider how their project might address healthcare disparities, social determinants of health (e.g. food and healthcare access, language and health literacy, transportation) and/or positively impact historically marginalized populations.

Submitted projects must have a measurable result or outcome.

### Objectives

The purpose of this larger grant is to encourage exploration of innovative and best pharmacy practices especially those which focus on patient-centered services or which offer patient benefit. Submitted projects must have a measurable result or outcome which is articulated in the application.

### Grant Requirements

- Applicants/Principal Investigator and co-applicants (pharmacists, pharmacy technicians and/or student pharmacists) must be current members of PPA at the time of application and continue through as members to grant completion. If partnering with other healthcare professionals, their membership is not required or applicable.
- Applicants should be encouraged to seek IRB approval or quality improvement committee approval as appropriate or applicable based on the intended research.
- Applicants' and co-applicants' primary practice site and site of this research must be physically located in Pennsylvania.
- Applicants may be pharmacists, student pharmacists, or pharmacy technicians. If a student pharmacist or pharmacy technician is submitting this request, a faculty or other pharmacist member must be a co-applicant.
- Applications should include information about how any data or outcomes will be utilized or shared with PPA to potentially change or affect practice.

- Submit signed and completed application with complete proposal to PPA by the stated deadline.
- Any pharmacy or pharmacist directly involved in the project shall also be a PPA member or in the case of the pharmacy, have at least one member from that location.
- Within two years of the announcement of the grant award, the grant applicant must conclude the study and submit a final report to PPA indicating the specific outcomes. The applicant is required to deliver a platform presentation at a PPA Annual Conference.

### **Appropriate Use of Grant Funds**

Grant applications shall include a requested funding level with a budget which shall not exceed \$5,000. Grant funds may only be used for the direct costs associated with the development and implementation of the project as described in the application. No indirect funds will be awarded.

Proposals may include requests for:

- capital/equipment/operational expenditures,
- purchase of medications and/or medical devices or related medication/testing supplies,
- regular administration expenses such as salaries or student pharmacist stipends,
- travel or convention/conference expenses for the recipient.

Funds may be used for services such as:

- transcription or statistical analysis,
- patient incentives, and
- patient education and information materials.
- Travel costs for patients involved in the study/project may be considered, if reasonable.

Monies may be used for reasonable printing costs relative to materials used for the project.

Proposed budgets should not include more than 20% of the total budget in any single category or area. This is a guideline percentage, and the Grant Review Committee may consider exceptions to the 20% with appropriate explanation and justification.

All costs associated with the project should be listed in the budget including those funded by the practice organization, those to be funded by the grant, and those from other sources.

Funding through and from other sources is permitted but must be noted in the grant application or sent as an update to the PPA Educational Foundation. All related presentations and related reports must recognize the PPA Educational Foundation as a grantor.

### **Application Procedure**

The application process requires the electronic submission of the application form and a detailed proposal with appropriate attachments by the stated deadline. All documents must be combined upon submission into one pdf.

## **Application and Proposal**

The Grant Application is available on the PPA website under the Foundation section, <http://www.papharmacists.com/page/GrantProgram>. The application shall be fully completed and submitted according to the guidelines described on the application. In addition to the application form, a typed description outlining the detailed proposal must be included.

Your description must address each of the following areas while limiting your total response to up to ten (10) pages. The ten-page limit does not include the attachment(s) outlined in the final bullet point below or the cover application.

### **Business Plan including:**

- General project description - this must include a very specific definition of how *you believe this project will advance the practice of pharmacy and how you plan to show that it is scalable to general pharmacy practices.*)
- Project objectives and evaluation strategy.
- Methods to be utilized.
- Detailed timetable for the project up to two years.
- Budget – Include total project budget outlining specific funds being requested for this grant.
- Projected utilization of any data or outcomes.
- Study Limitations.
- Attachments: Supporting documents (not included in the ten (10) page limit) – These would include samples of any assessment tool(s), survey(s), or patient materials you plan to utilize. If these are not fully developed include basic structure and plan.

Applicable Letter(s) of Support from collaborating organizations.

## **Review Procedures**

Grant submissions will be initially reviewed by the Grant Review Committee of the Board of Directors of the PPA Educational Foundation and will consider the following criteria:

- Completeness of application and proposal
- Clarity of project objectives
- Project design
- Adequacy of resources available to complete the project including from other sources
- Evaluation strategy and intended outcomes
- Reasonableness of budget
- Probability of completing the project
- Utilization of resulting data or outcomes or purpose of study/project
- Significance of the project in advancing pharmacy practice

Reviewers will utilize a standardized form in comparing all submissions.

Final awardees will be confirmed by the Foundation's Board of Directors. All members of the PPA Foundation Board, including the Grant Review Committee must disclose any potential relationships or conflicts of interest with any potential awardees and if deemed relative, must recuse themselves from the grant evaluation and approval process. Members of the PPA Educational Foundation Board of Directors are not eligible to be applicants, co-applicants, or co-investigators on any grant submissions.

## **Submissions**

Applications are to be submitted using the online form via the PPA website.

## **Award Announcement**

Successful awardees will be notified of their award and asked to sign an acceptance agreement. Applicants that are not selected will also receive a notice on or around the same time. Awards will be formally announced at the PPA Annual Conference. While not required, the Foundation encourages successful recipients to be present for this recognition.

## **Interim Reporting and Payment**

Up to one thousand dollars will be presented immediately upon the Foundation's receipt of the Grant Acceptance/Agreement form completed and signed by the awardee, following the initial announcement of the grant award. Additional payments, up to 75% of the total (less the initial \$1000), will be paid upon submission of a short report noting milestones in the project and appropriate accounting of the money spent utilizing the appropriate update form.

At a minimum, awardees will submit a progress report at the halfway point denoting where the project stands on its proposed timetable, expenses to that point, expected expenses, preliminary results, and anticipated events in the following year.

The remaining amount of the grant (25%) will be paid upon delivery of the final report suitable for publication, along with an accounting or documentation of the expenses incurred.

**Failure to submit the final report and/or the required accounting/documentation may result in a recoupment of all or a portion of the previously awarded grant funding.**

## **Additional Information**

Additional information regarding the Foundation, past grants awarded, previous reports, and other projects that the Foundation is undertaking may be found on the PPA website at <http://www.papharmacists.com/page/GrantProgram>

## **Questions**

Please direct all questions to Diane Powell at [dpowell@papharmacists.com](mailto:dpowell@papharmacists.com).