

MIPERC MINI-GRANT SUBMISSION GUIDELINES

Submission Deadline: Midnight, September 1, 2021

GENERAL PROPOSAL GUIDELINES

The **purpose** of the mini-grant funding is to add to the body of knowledge for interprofessional education and collaborative practice. To be eligible for a mini-grant, project must be interprofessional in nature. Preference may be given to multi-institutional collaborations.

Research should support the mission of MIPERC and align with one of the National Center priorities.

MIPERC Mission: *To identify ways that the members can develop collaborative, innovative, and interprofessional initiatives across disciplines, learning institutions, and health care systems.*

National Center Priorities:

- Improve the triple aim outcomes on an individual and population level
- Result in sustainable and adaptive infrastructure that supports the triple aim outcomes of both education and practice
- Identify ecological factors essential for achieving triple aim outcomes
- Identify factors essential for systematic and adaptive infrastructure in the transformation of the process of care and education
- Identify changes needed in policy, accreditation, credentialing and licensing for health care provision and education
- Establish a causal connection between health outcomes, education and collaborative practice

Three grants will be available (up to \$1,000 each).

The proposed work should be completed within a 1-year time period.

Eligibility criteria requires that individuals must be an employee (faculty, staff, administrator, practitioner), student, or intern of a MIPERC academic or practice partner member organization. See the [MIPERC website](#) for listing of current partner members.

Note: MIPERC Author Guidelines may be referenced on the MIPERC Member only website.

PROPOSAL FORMAT

Sections II-VII should be created using a word document and uploaded to the Mini-Grant Form on the MIPERC Conference Website. Questions may be directed to Julie Hall at hallju@gvsu.edu.

All application pages must be consecutively numbered, beginning with the cover sheet. Each major proposal section, identified by roman numerals, should begin a separate sheet but continue the page numbering from before. It is the responsibility of the Principle Investigator/Project Director (PI/ PD) to make sure that there are no missing pages in the original document.

The type must be legible, and of standard size (12 or larger) and font (e.g., Times Roman, Courier, etc.), 1.5" spacing. Margins must be one inch on all sides.

If the proposal discloses information that is, or may be, subject to your institution's Invention Disclosure or otherwise contains proprietary or confidential information, it should be so noted on the cover page of the proposal. Each subsequent page with proprietary and confidential information should be marked —confidential.

Section I - Introductory Information: - Log into the [MIPERC website - Mini-grant Proposals](#) and complete the application form questions pertaining to your project. All research must be conducted in compliance with all applicable federal and University policies and regulations. If the proposed project will involve human subjects, vertebrate animals, or hazardous materials, approval must be obtained by the appropriate institution committee. Funds will not be released until receipt of approval letter.

Section II - Project Abstract: - Provide a clear, concise description of the goals, methods, and anticipated outcomes of the proposed project. This abstract will be published on the MIPERC website. Maximum 200 words.

Section III - Significance and Impact: - Explain the significance and impact of the interprofessional approach described in the proposed project and how it will contribute to the advancement of the National Center's research priorities. Maximum 200 words.

Section IV - Itemized Budget and Budget Justification: - Estimate the costs of the whole project. If you have support from other sources, please identify these sources and funding amounts in the budget narrative.

Section V - Project Description: - The main body of the description should be a clear statement of the work to be undertaken. It should be organized and labeled by the following sections: (A standard description is 2-3 pages. No more than 6 pages will be accepted.)

- **Objective(s)** - Clearly state the research problem/question/concept that will be addressed.
- **Background and Significance** – Describe the relationship of the proposed project to the present state of knowledge in the field. Include, as appropriate, a review of pertinent literature or ideas on the subject. This section should clearly describe how the proposed project fills a gap in knowledge.
- **Context** – Describe the setting(s) in which the study will be conducted.
- **Methods/procedures/materials** – Describe in clear and understandable terms the plan of work to achieve the stated objectives. This statement should include (as appropriate):
 1. concepts to be explored or hypotheses to be tested;
 2. project plan and/or procedures for data-gathering, including sample design and size; tools, and descriptions of the type and suitability of statistical analyses;
 3. clear statements of the activities of all personnel (PI and students, if funding is requested for student support); and access to the data;
 4. descriptions/identifications of essential equipment, commodities, software, etc., and its availability; if such items need to be purchased, provide pertinent data in the budget justification;
 5. statement of plans for human subject/student protections and consideration of federal, state or local laws including but not exclusive to HIPAA and FERPA as applicable.

- **Timeline** – an outline, month by month, of the activities to be carried out during the months of funding for the proposed project.
- **Outcome** – What is the anticipated “final product” of the proposed collaborative project?
- **Collaborations** – If this project is being carried out in cooperation with agencies or educational institutions outside of the MIPERC partnerships, please state the nature and extent of the cooperation.

Section VII - Reference Cited: List all sources of information, published or unpublished (e.g., manuscripts, websites, personal communications), cited in the text.

Support Letter (s)

Letters of support should be written by all relevant department chairs. It is the responsibility of the PI that all letters are uploaded in the supporting document section of your application.

Scholarship

For each publication or presentation that results from the support of MIPERC grant- supported activities, recipients must include an acknowledgement of grant support using this statement: “This project was supported by and in collaboration with the Midwest Interprofessional Practice, Education and Research Center member multi-institutional grant funded award”. For additional questions regarding scholarly materials attribution and protocol please refer to the MIPERC authorship guidelines document.

IRB Review

Upon acceptance of proposal, IRB review will be required from each institution affiliated with the submitted work.

Deadline: Midnight September 1, 2021

Awards notification on September 17, 2021

