



# Request for Proposals

## INSPIRE Diversity, Equity, and Inclusion (DEI) Award

**INSPIRE is excited to announce a funding opportunity for investigators in pediatric simulation-based scholarship focused on diversity, equity, and inclusion.**

### Background

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The International Network for Simulation-based Pediatric Innovation, Research and Education (INSPIRE) was established in 2011 from a group of simulation-based pediatric researchers from a variety of disciplines looking to improve collaboration, mentorship, and productivity. Our mission is to improve the delivery of medical care to acutely ill children and ultimately improve survival from acute illness in the pediatric population.

As a global healthcare simulation community, we must ensure that everyone who receives care and those who learn, teach, and work in clinical environments are treated equitably. For patients, systemic and structural inequities have resulted in clear gaps in care, health outcomes, and quality of life across many underrepresented populations. In the last 18 months, COVID-19 has only underscored and exacerbated many of these disparities. For providers, inequities reduce career satisfaction and limit advancement opportunities for health professionals from historically underrepresented or marginalized communities.

INSPIRE is seeking studies to fund scholarship to address these systemic inequities. This project must be simulation-based and have strong potential for a positive impact on diversity, equity, and inclusion. Interdisciplinary applicants/teams are strongly encouraged to apply. Projects at every stage of development are welcome, but those with most potential for opening new areas, programs, or future research will be prioritized.

### Summary

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1. Up to two projects will be funded of a one-year duration with a maximum budget of **\$10,000 USD**. This project must be simulation-based and have strong potential for a positive impact on diversity, equity, and inclusion.
2. Award proposals will be due on **August 31, 2021 at 11:59pm EDT**.

# The INSPIRE DEI Award

## Full Proposal Instructions

### I. Overview and Eligibility

The INSPIRE Awards and Funding Committee is providing funding project(s) of one-year duration (maximum duration 18 months) to address systemic inequities and aim to advance scholarship in diversity, equity, and inclusion (DEI). There is a total budget of **\$10,000 USD** for the INSPIRE DEI Awards. **Although the maximum budget for this award is \$10,000, we may select two awards of smaller budgets based on merit. Investigators may consider this in their proposed budget.** Budget will not go towards indirect costs or investigator salary.

This award is open to all investigators in INSPIRE. The award will fund concrete scholarship: research, a pilot study, or an innovative simulation-based education/curriculum with research component around DEI. The project must be relevant for the simulation community; for example: (1) using simulation as an interventional tool for DEI; (2) using simulation as an investigational tool for DEI; or (3) assessing issues of DEI within the simulation structure.

**Interdisciplinary applicants/teams are strongly encouraged to apply.** Projects at every stage of development are welcome, but those with most potential for opening new areas, programs, or future research will be prioritized.

*Please note that all INSPIRE members involved with the selection process for this award are excluded from reviewing potential applications in which they are investigators.*

### II. Timeline

Completed applications will be due by **11:59pm EDT on August 31, 2021**, and final recipients of the award will be notified **November 15, 2021** and announced at INSPIRE at IMSH 2022. Awardees will be required to present an ALERT on their research for this meeting. Funding will be disbursed within one month of this announcement at INSPIRE at IMSH 2022.

### III. Project Duration

The project's stated aims must be completed within 12 months. Extensions will be considered on a case-by-case basis and must be requested in writing no later than two months prior to the expiration of the award.

### IV. Application Submission

Please submit all required documents in one PDF to the following link [here](#). You will receive a confirmation email when your documents have been received.

## V. Award Notification and Funding

Final recipients of the award will be notified by **November 15, 2021** and awardees will be announced at the January 2022 INSPIRE meeting at IMSH. Funds will be disbursed within one month of the announcement.

## VI. Proposal Requirement and Format

Proposal format follows United States National Institute of Health formats using [PHS398 forms](#). Each line should have no more than 15 words. All pages must be numbered and include a footer with the Principal Investigator's name. Page limit does not include: Cover letter, Budget, Resources, and Supporting Documents.

## VII. Proposal IRB Requirement and Human Subject Protection

Proposals are encouraged to include evidence of submission to the Institutional Review Board (IRB) or Ethics Board from all institutions where the proposed work will take place, regardless of whether human subjects are used. Approval from IRB or Ethics Board is not required at the time of application **but will be required before funds are given**. For human subjects usage definitions guidelines, please refer to the following NIH regulatory documents:

<https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html#46.102>

The following online questionnaire may also be of assistance in determining whether a given proposal qualifies as human subjects' research.

<https://humansubjects.nih.gov/questionnaire>

## VIII. Proposal Content Instructions

***Note: Please submit only requested documents within page limits and follow instruction carefully. Nonconforming applications will not be forwarded to reviewers.***

### ***Format***

The primary proposal itself (including the Cover Letter, Executive Summary, Research Plan, and Budget) must be no more than 10 pages (though fewer are acceptable). In addition to this, further supplemental information is required (these pages are not included in the page count). This information includes a Biosketch of the Primary Investigator, a brief description of Resources available at the site, and any additional Supporting Documents. Please use single-spaced, 11-point Arial font.

### ***Description of Primary Application***

#### *Components*

## Cover Letter

1 page: Please use NIH PHS398 Cover Letter form downloadable at <http://grants1.nih.gov/grants/funding/phs398/fp1.doc>

## Project Executive Summary

1 page. Max: 450 words

This important section serves as a succinct and accurate project description with clear statement of the project's long-term objectives and specific aims. It should explain how this proposal reflects the mission of INSPIRE. Describe concisely the research design and methods for achieving the stated goals.

## Research Plan (Max: 6 pages)

Sections:

### *Specific Aims and Hypotheses (1 page)*

List the goals and objectives of your study, (i.e., to test the hypothesis of your research questions). The hypothesis must be clearly stated for quantitative research. For qualitative research, a hypothesis is not necessary, but guiding research questions should be stated instead. Please note that this component of the research plan should not exceed 1 page.

### *Background and Significance*

Include a succinct overview of the field to be studied, including what is known about the topic and what remains to be explored. Describe how and why the proposed research will advance understanding in the field, bridge gaps in knowledge, and have a positive impact on healthcare delivery, processes and outcomes. Of note, the background literature should include any supporting theoretical or conceptual framework if dictated by the specific research areas. Please include a brief section that describes how this project is innovative. This could include but not be limited to the approach, measurement development, or new application of simulation methodology.

### *Innovation*

Describe the innovation of your proposed study. This includes challenging or seeking to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions.

### *Methods*

In general, describe the methods that will be used to achieve the specific aims listed above. It is often useful to organize an award proposal by listing each aim in the methods section and then delineating the methods to be used to accomplish that specific aim. It is important to list and discuss proposed inclusion and exclusion criteria of subjects, outcome measures that are well defined, statistical methods,

anticipated sample size, data collection and management. Be as specific as possible without unnecessary detail.

### *Project timeline*

List important sequential steps in the timeline that will allow successful completion of the entire proposed project of 12-month duration. This should include a brief 6-month progress report.

### **Budget**

2 pages: Please use the 1-page NIH PHS398 Budget form downloadable at

<http://grants.nih.gov/grants/funding/phs398/fp4.doc>

**IMPORTANT: Please note that this award does not cover indirect or facilities and administrative costs**, and they thus should not be requested in the budget.

A 1-page budget justification should be included to explain how the award will be spent to ensure that adequate support and time is dedicated towards the completion of the stated goals. Please indicate any funds or in-kind resources that will be provided by the institution or other entities.

The investigator may apply the award funds toward any research-based salary and stipends for faculty/staff, postdoctoral trainees/fellows, technical support staff (including statistician, data analyst) required. Other expenses such as travel, membership fees, and conference registration fees are allowed, but justification will be required. A sample budget can be downloaded at the following link: [INSPIRE Sample Budget](#).

### ***Description of Further Supporting Documents***

#### **Biosketch** (Max: 5 pages)

Please use NIH Biosketch form as a template. The form is downloadable at the following link: <https://grants.nih.gov/grants/forms/biosketch.htm>

Biosketches should only contain information relevant to the application.

#### **Resources** (Max: 1 page)

This page allows the assessment of the capability of the organizational resources available to perform the project proposed. Please include a brief description of the relevant facilities and resources that are directly applicable to the PI (e.g., space, computers, simulators, administrative support). Specific focus should be given to any previous collaborations by the investigators and infrastructure already in place to complete this research. Do not include a detailed description of the institution's intellectual environment.

## **Bibliography**

Include the references of publications relevant to proposed study using PubMed format: [http://www.nlm.nih.gov/bsd/policy/cit\\_format.html](http://www.nlm.nih.gov/bsd/policy/cit_format.html)

## **Institutional Review Board approval or copy of submission letter**

In situations where IRB submission is preferred after the notification of award, the approval letter must be submitted before the actual funding takes place.

## **Letters of Support**

Letters of support are **required** from all members of the study team. Applicants are encouraged to include letters from their department chair or program director, or simulation institutions (if applicable) addressing their level of support and available resources to help with the research. One page each.

## **IX. Scoring of Applications**

Applications will be scored based on the following criteria: Overall Impact, Significance, Investigators, Innovation, Approach, Environment, and Impact on DEI. Experts in DEI, simulation, and other disciplines will review applications, and a review panel will meet to determine funding. A brief description of each criterion is presented below.

### **Overall Impact**

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of the following review criteria and additional review criteria (as applicable for the project proposed).

### **Significance**

Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

### **Investigators**

Are the PD/PIs, collaborators, and other researchers well suited to the project? If Early Stage Investigators or those in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? If the project is collaborative or multi-PD/PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?

## **Innovation**

Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

## **Approach**

Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed?

If the project involves human subjects and/or NIH-defined clinical research, are the plans to address 1) the protection of human subjects from research risks, and 2) the inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity, as well as the inclusion (exclusion) of children, justified in terms of the scientific goals and research strategy proposed?

## **Environment**

Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

## **Impact on DEI**

Does the project address an important problem related to diversity, equity, and inclusion? If the aims of the project are achieved, how will more inclusive and equitable scientific knowledge, technical capability, and/or clinical practice be achieved? How will successful completion of the aims lead to more equitable, inclusive, and/or diverse concepts, curricula, methods, technologies, treatments, services, or interventions?

## **X. Progress Reports and Dissemination**

PIs are **required** to submit a 6-month progress report and a final report once the study is complete. Awardees are also expected to present their yearly results at an INSPIRE meeting. INSPIRE must be explicitly acknowledged on all forms of dissemination (abstracts, manuscripts, posters, etc.). The use of official INSPIRE templates is strongly encouraged. Finally, awardees are encouraged to leverage INSPIRE resources and presentations in future budget or program proposals resulting from the completed work.