

2023 Request for Proposal

SIDP Diversity, Equity and Inclusion Research Grant

The Society of Infectious Diseases Pharmacists (SIDP) is a dynamic association of health professionals dedicated to promoting the appropriate use of antimicrobials. SIDP is committed to excellence in infectious diseases education, pharmacotherapy, and research. The mission of SIDP includes the promotion of infectious diseases research endeavors. This award was developed by the SIDP Diversity, Equity, and Inclusion (DEI) committee as a means of promoting research by diverse investigators and to better serve underrepresented populations.

Purpose: SIDP is soliciting **Infectious Diseases Diversity, Equity, & Inclusion** research proposals from SIDP members who qualify as investigators with a focus on projects that promote more equitable, inclusive, diverse, accessible, and just practices involving infectious diseases (as defined in the Applicant Criteria section below). The primary purpose of this research award is to support and build careers of the underrepresented researcher community (and/or) to improve communities most affected by structural racism. The proposed research must address our understanding or improvement of the impact of racial disparities and/or structural racism in our profession or the care of our patient populations. Applications in clinical and bench research that impact underrepresented communities may be considered.

Funding: Financial support is limited to \$20,000 for a one (1) year non-renewable grant.

Deadline: Applications must be submitted **no later than 11:59 PM EST on July 31, 2023.**

Applicant Criteria: At the time of application submission, the Principal Investigator (PI) must meet all eligibility requirements to be an Active or Associate Member of SIDP (see eligibility criteria - <https://sidp.org/Become-a-Member>). If not a current SIDP member, membership will be awarded as part of receipt of this grant award. The PI or co-principal investigator (co-PI) must self-identify as being from a race, ethnicity, gender identity, or sexual orientation historically underrepresented in infectious disease research. Applications from individuals who are trainees at the time of submission will not be considered. However, applicants employed in a position eligible to serve as PI at their institution who are enrolled in post-PharmD graduate or non-degree programs are eligible. This award cannot fund work in fulfillment of any graduate degree requirements. Finally, members are ineligible to serve as PI for this award if they have received an SIDP Research Award as PI in the past two years or serve on the SIDP Board of Directors. Questions regarding applicant eligibility should be addressed in writing to the Chair of the Research Committee prior to submission.

If a Research Committee member chooses to apply (as PI, co-investigator, mentor, or consultant), the Committee member will be recused from participating in the review or handling of this award. It is the responsibility of the Committee member to notify the Research Committee Chair of their intent to participate in an application. DEI Committee liaisons to the Research Committee reviewing the applications are not eligible to apply.

Failure to comply with these requirements will result in rejection of the proposal.

Completing and submitting the application: (see Appendix A)

Review of Applications: The applicant must explain how their research supports the purpose of this award as stated above. Applications will be reviewed by the SIDP Research Committee members, and selected members of the DEI Committee, according to the following criteria: (1) scientific merit and emphasis on cultural diversity, (2) scope and impact on intended underserved communities, (3) innovation and quality of research environment, (4) experience of candidate and dedication to diversity in professional work. If none of the applications are deemed suitable for the grant, then no grant will be awarded for that cycle.

Announcement of Winner: The recipient of the Grant will be notified by the end of October. The results of the research project must be presented (poster/platform) at the SIDP Annual Meeting within 12 months of completion of the project.

Terms and Conditions

1. The term of the award is one (1) year, beginning **December 1, 2023** and may not be deferred.
2. A written MID-YEAR report shall be submitted to the SIDP Executive Director and the SIDP President by **June 1, 2024 (see other scenarios below)**.
3. A written FINAL report shall be submitted to the SIDP Executive Director and the SIDP President at the end of the one (1) year research project (as described below).

SUBMISSION OF MID-YEAR REPORT

Submission of a MID-YEAR report must coincide with either the six-month anniversary of the award (date as stated above), six months following the IRB approval date, or six months from funds disbursement, **whichever is latest**. This mid-year report shall be submitted to **BOTH** the President of SIDP and the SIDP Executive Director. The following content should be covered in the mid-year report and submitted as a Word document. Use additional pages as needed, up to a maximum of six single-spaced pages.

1. A summary of project accomplishments during the reporting period. These should relate to the project's goals, objectives, and time frame.
2. A detailed explanation of any changes in focus or major changes in protocol. Provide justification for all changes. Include a copy of the IRB approval letter for these changes, as appropriate.
3. A detailed explanation of specific problems encountered. Include a description of current efforts to resolve the problems.
4. An explanation of budget changes, both in the reporting period or anticipated changes in the next period.
5. A list and copies of all publications, including reprints, abstracts, manuscripts, and presentations resulting from work accomplished during the reporting period.
6. An outline of work to be accomplished in the next reporting period.
7. Other relevant information.

SUBMISSION OF FINAL WRITTEN REPORT

Submission of a FINAL report shall be submitted to BOTH the President of SIDP and the SIDP Executive Director. The following content should be covered in the report and submitted as a Word document. Use additional pages as needed, up to a maximum of six single-spaced pages.

1. A summary of project accomplishments during the reporting period. These should relate to the project's goals, objectives, and time frame.
2. A detailed explanation of any changes in focus or major changes in protocol. Provide justification for all changes. Include a copy of the IRB approval letter for these changes, as appropriate.
3. A detailed explanation of specific problems encountered. Include a description of current efforts to resolve the problems.
4. A list and copies of all publications, including reprints, abstracts, manuscripts, and presentations resulting from work accomplished during the reporting period.
5. At Grant completion or termination of this Agreement, the Grant recipient will provide a detailed accounting of the costs and expenses for the Grant compared to the submitted budget and SIDP payments. The Grant Recipient agrees to refund any unused, undisbursed, or misallocated funds. Please notify SIDP Executive Director, Margo Farber (mfarber@sidp.org) and sidp@affinity-strategies.com to coordinate the return of remaining funds.
6. Upon request from SIDP based on a good-faith belief that the funding was not used in accordance with the terms of this Agreement, Grant Recipient will provide SIDP access to all records related to the funding to allow SIDP to verify that the funding was used in accordance with the terms of this Agreement.
7. Other relevant information.

PRESENTATION AT THE ANNUAL SIDP MEETING

A platform or poster presentation is required at the SIDP Annual Meeting following the research award grant date (presentation in 2024). A request to delay the presentation must be received by the Chair of the Research Committee and the SIDP Board of Directors at least 3 months prior to the SIDP Annual Meeting.

Appendix A. INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE APPLICATION

Format requirements: One-inch margins on all sides; at least 11-point font size; single spacing is allowed; and text format must be paragraph style from margin to margin (i.e., column format as used in journals is not allowed). Figures and tables, if needed, should be included in the body of the text. In support of their application, applicants can include no more than **2 key original papers** that are relevant to their proposal and that they have authored, as appendices. Investigators must adhere to the noted page limitations. Brevity and clarity of proposal will be favorably considered. Grant applications must be completed using Public Health Service Form 398 (PHS 398) as required for NIH grant submissions. Use of the PHS 398 forms, which are available from the research offices of most institutions or at <http://grants.nih.gov/grants/funding/phs398/phs398.html>, is required. (Forms obtained from other sources should have PHS 398 (Rev. 01/18) on the lower left corner.) An abbreviated application based on the required forms specified in the table below is required for the **ECRG and DEI research grant applications:**

PHS 398 Forms:	
Form Page 1: Face Page	Required
Form Page 2: Performance Sites and Key Personnel ONLY (may omit project summary)	Required
Form Page 3: Research Grant Table of Contents	Omit
Form Page 4: Detailed Budget for Initial Budget Period	Omit
Form Page 5: Detailed Budget for Entire Proposed Project Period & Justification	Required (also include Payment Schedule Estimation [as in section IV below])
Biographical Sketch (limit 5 pages) http://grants.nih.gov/grants/forms/biosketch.htm	Required (Include “Research Support”) for all key personnel
Resources Format Page (limit 1 page)	Required
Checklist Form Page	Omit
Continuation Page	As needed
PHS Human Subjects and Clinical Trials Information	Omit
Mailing Address	Omit
Personnel Report Format Page	Omit
Research Plan (sections A-C limit 7 pages)	Use continuation page

A link to instructions for completing PHS 398 forms is provided on the website listed above. All applicants are advised to carefully read the instructions. *Please note the new instructions for the Research Plan.*

The IRB Process and Requirements for Human or Animal Research: All human subjects or animal research shall be submitted to an oversight committee for review. The PI must include (at a minimum) documentation of IRB, IACUC or Institutional Biosafety Committee submission prior to receipt of initial payment. After notification of the award, the PI should provide documentation of oversight committee approval (when applicable). SIDP will work with the PI to ensure timely initiation of the research. In some instances, approval to begin

non-human subject or non-animal research related parts of a project may be considered along with an adjusted initial payment. Disbursement of funds related to any human subjects or animal research component will be withheld until documentation of **IRB or IACUC approval** is provided to SIDP.

SIDP Research Grant Applications must adhere to the following format:

- I. Completed PHS 398 Form Page 1 Face Page**
- II. Completed PHS 398 Form Page 2 Performance Sites and Key Personnel.** Please provide information on where the study will take place and list the key personnel and his or her role on the project. It is not necessary to list technical personnel in this section. You may omit the project summary as this will be covered under your Research Plan.
- III. SIDP Review Assignment Form Page (Appendix C)**
- IV. Completed PHS 398 Form Page 5 Budget & Justification.** The section titled “Additional years of support requested” should be left blank. You must complete the budget justification at the bottom and attach one continuation page if needed. The SIDP Research Committee will review the justification statements carefully to ensure that requested funds are truly needed to complete the proposed project. Justification of the above provisos should be carefully considered. Use of one continuation page is suggested to ensure that the budget is adequately defended. The continuation page should include a header (same as PHS 398 forms), title (Budget for Entire Proposed Project Period) and subtitle (Justification – Page 2 of 2).

The following provisos should be noted when planning your budget:

- Supplies and Capital Equipment: SIDP will permit the purchase of supplies provided adequate justification is included. However, the purchase of capital equipment, specifically a single item more than \$5,000, is prohibited.
- Travel and Publication Expenses: Cannot exceed 10% of the total award.
- Institutional Overhead: Not permitted unless adequate justification, including a letter from Dean or Institutional Chairperson indicating that these fees cannot be waived, and that total fees for both overhead and IRB (below) are less than 10% of the total award.
- Institutional Review Board (IRB) fees: Not permitted unless adequate justification, including a letter from the IRB Chairperson, indicating these fees cannot be waived and that total fees for both overhead (above) and IRB are less than 10% of the total award.
- No salary support is provided for the PI, Co-Investigator, or consultants. Salary may be included for technical personnel. Salary support for graduate students and fellows will be permitted provided adequate justification is provided (e.g., graduate students or fellows are paid exclusively out of research grants).

V. **Payment Schedule Estimation.** Please specify schedule of payments necessary to ensure that resources are available to efficiently complete the project.

Example:

First Payment [December 1, 2023] (Request maximum 50%)

Second Payment [June 1, 2024] (Request maximum 25%; 75% of total budget requested by this milestone)

- Specify benchmarks needed as prerequisites to requesting second payment.
- Research Committee will review and recommend payment to Board of Directors.

Final Payment [November 30, 2024] (Final 25% of award)

- Provided upon receipt and acceptance of final report

VI. **Biographical Sketch (PHS 398 Form).** Examples are provided with the forms. The first page should include name, position, and education/training at the top. Sections A and B should follow and be completed within the first page and one additional page. Section C (Contributions to Science) and Section D (Research Support) should follow. Complete a biographical sketch for all personnel listed on page 2 and assemble in the order listed. The length of **each** biographical sketch should not exceed 5 pages. Sequentially number each page in the grant application.

VII. **Completed PHS 398 Resources Format Page.** Provide information on facilities and equipment available to the research team. Any equipment required to complete the project should be listed here or included in the budget with justification. Limit to 1 page.

VIII. **Research Plan** (Sections A-C **NOT** to exceed 7 pages)

A. Title of Project

B. Specific Aims (Limit to 1 page)

C. Research Strategy

1. **Significance:** explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses; explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields; describe how the field will change if the proposed aims are achieved.
2. **Innovation:** explain how the application challenges and seeks to shift current research or clinical practice paradigms.
3. **Approach:** describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project
 - Type of experimental design
 - Preliminary studies (if applicable)
 - Study population, sample selection, and sample size (if applicable)
 - Human Subjects or animal use committee: state whether human subjects or animal use committee will be involved. **See D below.**
 - Methods for data collection
 - Data analysis plan
 - Potential problems, alternative strategies, and benchmarks for success

D. Statement about IRB or IACUC submission including the name of the review Committee.

E. Literature cited (not included in page limit).

F. Project timetable for completion (not included in page limit). Provide specific dates by

which each step of the project will be completed. Any milestones detailed in the payment schedule should be included in the timetable.

G. Institutional/Investigator Approval Form (see Appendix B)

IX. SUBMISSION OF PROPOSAL

Proposals should follow the guidelines described in the RFPs and be submitted via email to **ALL:** sidp@affinity-strategies.com, Chair of the Research Committee, Trang Trinh (trang.trinh@ucsf.edu), and Vice Chair of the Research Committee, Greg Tallman (Gregory.Tallman@providence.org). Applications submitted after the application deadline will not be considered. **Proposals must be submitted by email no later than 11:59 PM EST on July 31, 2023.**

Appendix B

INSTITUTIONAL/INVESTIGATOR APPROVAL FORM

In making this application, I hereby indicate that **I meet the eligibility criteria** as stated in the "Applicant Criteria" section on page 1. I also confirm that receipt of this award will not duplicate financial support available from other sources and agree to perform the research project in accord with the attached proposal. I agree to file a mid-year/interim progress report which will coincide with either the six-month anniversary of the award (date as stated), six months following the IRB approval date, or six months from funds disbursement, **whichever is latest**. This report will be emailed to the President of SIDP and the Chair of the Research Committee. My obligations to SIDP are to complete the research project, submit a mid-year and final report, and present the research findings at one of the two subsequent SIDP Annual Meetings following the research award grant date. If changes in personnel, research conditions, or facilities occur that may retard or prevent completion of the research project in the specified time, I agree to immediately notify the President of SIDP. If the project cannot be completed, I agree to return all unused funds to SIDP. I also agree to acknowledge the support of the SIDP in any presentations and publications that arise from these efforts.

Disbursement of all grant funds (from SIDP) must be completed within 2 years of initial granting of the award. The final date for application of the remaining funds is the two-year anniversary from the date in which the grant was awarded. If needed, a No-Cost Extension (NCE) request may be made to the chair of the SIDP Research Committee prior to the grant's expiration date and must be approved by the SIDP Board of Directors. After that date, unclaimed grant funds from the award will be returned to SIDP general funds. Any money disbursed to the grantee within the period belongs to the institution representing the Principal Investigator, if obligations to SIDP are fulfilled. SIDP expects return of unused funds as stated above.

SIDP is a not-for-profit professional organization. The SIDP Research Committee stipulates that a maximum of 10% of the total award may be allocated to indirect costs + IRB fees for the funding request. The funding request may **NOT** include salary support for PIs, co-investigators, or consultants. My signature below confirms each of the above statements.

Study Investigators

Key Personnel	Printed Name	Signature	Date
Principal Investigator			
Co-Investigator(s)			

Institutional Representatives

	Printed Name	Signature	Date
Department Chair/Supervisor*			
Institutional Official*			

*Write in position/title. Institutional official must be authorized by the institution to sign proposals and contracts (e.g. Director of Sponsored Programs).

Appendix C

SIDP Review Assignment Form Page

The information collected here will be used internally by the SIDP Research Committee to help assign reviewers to the proposal.

Select all that apply to the proposed research:	
<input type="checkbox"/> <u>Laboratory-based</u>	<input type="checkbox"/> <u>Clinical research</u>
<input type="checkbox"/> <u><i>In vitro</i> modeling (PK/PD)</u>	<input type="checkbox"/> <u>Epidemiology/outcomes</u>
<input type="checkbox"/> <u>Animal modeling</u>	<input type="checkbox"/> <u>Hospital setting</u>
<input type="checkbox"/> <u>Qualitative design (e.g., surveys)</u>	<input type="checkbox"/> <u>Ambulatory/community setting</u>
<input type="checkbox"/> <u>Implementation science</u>	<input type="checkbox"/> <u>Long-term care setting</u>
<input type="checkbox"/> <u>Randomized controlled trial</u>	<input type="checkbox"/> <u>Claims data or electronic medical records</u>

List 3-4 key words pertaining to the proposed research:	
_____	_____
_____	_____
_____	_____