



## Research Grants Program Application Process and Requirements

### Statement of Purpose and Eligibility Requirements

The NCCPA Foundation's Research Grants Program supports research regarding the training, practice, employment, assessment and/or certification of physician assistants. Priority will be given to research projects that support the mission, goals and prioritized research agenda of the National Commission on Certification of Physician Assistants (NCCPA) or the NCCPA Foundation.

The Foundation welcomes applications for grants of \$5,000 to \$10,000 for projects conducted within a single institution or up to \$25,000 for collaborative projects for *direct costs only* associated with research projects that support the purpose of its grants program. The Foundation will consider only applications that include a proposal that follows the requirements described below and an executed *NCCPA Foundation Research Grant Agreement*.

### Proposal Requirements

Proposals must be compiled into a single electronic file (in Microsoft Word or PDF format) that does not exceed 5 MB in size and submitted by e-mail to [foundation@paexcellence.org](mailto:foundation@paexcellence.org). Proposals should not include font sizes smaller than 11-point type; they should use 1.5 line spacing and 1-inch margins. Proposals must be organized as follows:

- 1) Cover page that includes:
  - a) the name of the project
  - b) date of submission
  - c) name and contact information of the primary investigator
- 2) Executive summary, one to two pages in length, that includes the following elements in order:
  - a) Purpose of the research project
  - b) The research question
  - c) Brief description of the research method(s)
  - d) Amount requested
- 3) Proposal, not to exceed 12 pages in length, that includes the following elements:
  - a) Background information and rationale for the proposed research, including how it supports the purpose of the NCCPA Foundation Research Grants Program
  - b) The hypothesis or research question to be explored and specific outcome objectives for the project
  - c) A description of the research design and methodology that will be used
  - d) Details regarding the methods and analytic tools that will be used in the analysis phase
  - e) Intended application of the research results
  - f) Names and brief description of qualifications of all key personnel who will be associated with the project
  - g) Timeline for the project
- 4) Budget for the project, including projections of:
  - a) Direct costs

- b) Amount requested from the NCCPA Foundation
  - c) Amounts secured from other sources (if any), including “in kind” contributions.
  - d) Description of and status of outstanding applications for additional funding from other sources (if any)
  - e) Description of projection of the indirect costs associated with this project and the anticipated source of support for those costs.
- 5) Appendices
- a) Curriculum vitae of principal investigator
  - b) Disclosure of any conflicts of interest for the principal investigator or key personnel
  - c) Written notice of project approval from NCCPA (if project requires the provision of data from NCCPA)
  - d) Documentation of Institutional Review Board approval, exemption from IRB review, or attestation that IRB approval cannot be obtained prior to securing funding for the project due to institutional requirements<sup>1</sup>.
  - e) Evidence of approval for the project from the grants office of the base institution (if applicable)
  - f) References cited in proposal (if any)

## Grant Agreement

All grants applications must include a copy of the *NCCPA Foundation Research Grant Agreement*, executed by both the principal investigator and his or her employing institution. Applications will not be considered unless they are accompanied by appropriately executed agreements.

## Schedule and Deadlines

Grants will be awarded annually in the fall. Proposals must be submitted by **October 15, 2010**. Research projects that require data from NCCPA must be approved in accordance with the NCCPA Research Policy prior to the submission of a grant proposal to the NCCPA Foundation.

## Selection Process

The number of grants awarded during a review cycle will be determined by the number and quality of applications and the amount of funding available and requested. Proposals will be evaluated on criteria including the following:

- Degree to which the program supports the mission, goals and prioritized research agenda of the NCCPA or the NCCPA Foundation.
- Degree to which the project will enhance the training, practice, employability, assessment and/or certification of physician assistants.
- Likelihood of successful completion of proposed project.
- Completeness of the proposal, adequacy of the research design and methodology, and qualifications of the principal investigator.

The NCCPA Foundation will provide written notice to all applicants regarding the approval or denial of their request for research funds in November.

## Reporting Requirements

Principal investigators on projects that receive NCCPA Foundation grants must submit a status report approximately one year after the funds are awarded, a final report upon the project’s completion that

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<sup>1</sup> Though in some cases projects may receive provisional approval contingent upon subsequent IRB approval, no funds will be awarded until IRB approval is obtained.

includes an account of how grant funds were expended, and copies of all articles or presentations derived from the research project.

**Questions?**

Contact the NCCPA Foundation office at 770-232-4008, or e-mail your inquiry to [foundation@paexcellence.org](mailto:foundation@paexcellence.org).

# NCCPA Foundation Research Grant Agreement

This Award Agreement (the "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ (the "Effective Date"), by and between the NCCPA Foundation ("the Foundation") and \_\_\_\_\_, an individual ("Recipient") employed by \_\_\_\_\_ ("Institution").

WHEREAS the Foundation is sponsoring the 2010 Research Grants Program (the "Program") under the terms and conditions set forth herein; and

WHEREAS Recipient is submitting an application for the Program based on Recipient's project "\_\_\_\_\_" (the "Project");

NOW, THEREFORE, Recipient hereby agrees that, should Recipient be selected as a recipient of a Research Grant ("Grant"), Recipient will strictly abide by the following terms and conditions of the Program:

1. Reports

- (a) Annual Written Reports. Recipient agrees to submit to the Foundation by October 1 of next year an annual written report setting forth (1) the use of the Grant funds awarded and detailing all expenditures made from the Grant funds (including travel, salaries, and supplies) and (2) progress made toward completion of the Project and achievement of the purposes of the Program.
- (b) Final Report. Recipient agrees to submit to the Foundation a Final Report upon completion of the Project. If the Project involves the creation of a written product, a copy of such written product must be submitted with the Final Report.

2. Investigation. If any of the reports required above suggest to the Foundation that Recipient is not working toward achieving the purposes of the Grant, the Foundation may, at its discretion, conduct an investigation. Recipient understands and agrees that if the Foundation determines, in its sole discretion that Recipient has not met the terms and conditions of the Grant, the Foundation may halt the disbursement of further funds and take all reasonable and appropriate steps to recover the Grant funds and/or to ensure the restoration of diverted funds. Recipient further understands and agrees that the Foundation may withhold any further payments until such time as it is satisfied that Recipient is meeting his/her obligations under this Agreement.

3. Use of Funds

- (a) Recipient agrees to utilize all Grant funds in accordance with the purpose of the Program as determined by the Board of Directors of the Foundation.
- (b) Except as may be expressly provided herein, Recipient agrees that Grant funds shall be used only for the direct support of Recipient's Project and only in the manner and for the purposes indicated in the Grant proposal. Foundation grant funds may be used to pay for all direct costs associated with the Project. In addition, Recipient agrees that Grant funds given by the Foundation shall not duplicate funds obtained from any other source.

4. Institution Commitment. Institution agrees that Recipient's time, facilities, and position will remain at an appropriate level to facilitate the Project.
5. Assignment of Rights. If any original notes, presentations, publications, or other materials, without limitation (including any summary or description of research results) ("Materials") arise out of or are developed in connection with the research funded by the Foundation Program described herein, the rights to which are deemed to be the property of Recipient and/or Institution, Recipient and Institution agree to (1) acknowledge in all Materials the support of the Program; (2) provide the Foundation with copies of the Materials; and (3) assign to the Foundation a non-exclusive, fully paid, worldwide, unrestricted license to publish and distribute the Materials following any publication thereof. The Foundation agrees that it shall not publish any previously unpublished Materials of which it receives copies or otherwise vitiate the intellectual property rights of Recipient in said Materials.
6. Indemnification. Recipient and Institution agree to and hereby do indemnify and hold harmless the NCCPA Foundation, NCCPA, and their respective directors, officers, members, owners, employees, and agents ("Indemnitees") from any and all demands, claims, suits, and expenses, including but not limited to reasonable attorney's fees ("Claims"), which one or more of the Indemnitees may incur by reason of Recipient's negligent acts or omissions (including, without limitation, use of third party intellectual property rights) arising out of or in connection with this Agreement. Nothing provided herein shall be construed to impute liability to any party for injuries sustained by any third party.
7. News Releases.
  - (a) Recipient agrees that the Foundation may issue news releases regarding the award of the Grant. Recipient also agrees to assist in the development and production of such releases as requested by the Foundation.
  - (b) Recipient agrees to acknowledge the Foundation in any publication in a manner that shall be approved by the Foundation in advance.
  - (c) Recipient agrees to submit to the Foundation for prior approval any and all news releases or other published statements if such news releases or published statements mention or refer to the Foundation or the Grant.
8. Permissions. No party shall use the name or names of another party, or any adaptation, abbreviation, or derivative thereof, whether oral or written, without the permission of such party, except as otherwise set forth in this Agreement. Notwithstanding the foregoing, prior written permission of Recipient shall not be necessary for the Foundation to identify him/her as a grantee or in research results, summaries, or discussions the distribution of which is permitted pursuant to Section 5.
9. Compliance with Applicable Laws. Recipient warrants that, in connection with Recipient's acceptance of the Grant, Recipient's work on the Project, and all investigations conducted in connection therewith, he/she shall, at all times, comply with all applicable federal, state and local laws, regulations and other requirements including, but not limited to, the following:
  - Protection of human subjects
  - Inclusion of women and minorities
  - Inclusion of children

- Financial conflicts of interest
- All applicable sections of the following statutes and the regulations promulgated thereunder:
  - Federal Food, Drug, and Cosmetic Act
  - Clinical Laboratory Improvement Amendments (“CLIA”)
  - Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

10. Termination.

- (a) Either party may terminate this Agreement at any time for material breach by the other party. Within ten (10) days of such termination, Recipient shall return any unspent and uncommitted grant funds to the Foundation and provide the Foundation with a copy of all Materials prepared up to the date of termination.
- (b) Either party may terminate this Agreement upon the death or permanent disability of Recipient. Within thirty (30) days of the date of Recipient’s death or permanent disability, Institution shall return any unspent and uncommitted grant funds to the Foundation and provide the Foundation with a copy of all Materials prepared up to the date of death or permanent disability.
- (c) Either party may terminate this Agreement in the event Recipient leaves the employ of Institution, for any reason other than death or permanent disability, prior to completion of the Project. Within sixty (60) days of the date of such end of employment, Recipient shall return any unspent and uncommitted grant funds to the Foundation and provide the Foundation with a copy of all Materials prepared up to the date of the end of employment, unless and until the Foundation, Recipient, and Recipient’s new place of employment enter into a written agreement providing for the continuation of the Project under the same conditions applicable herein or other conditions agreed to by such parties.

\* \* \*

**Agreed to and Approved:**

**Recipient:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Institution:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# NCCPA Research Policy

## **Purpose**

The purpose of the NCCPA Research Policy is to guide decisions regarding the provision of NCCPA data to external researchers. Approval of such data requests is at the sole discretion of the NCCPA. This policy is subject to change and may be amended at the discretion of NCCPA.

## **Definition of Research**

In this policy, research is defined as a systematic investigation for the accumulation of scientific knowledge. Projects approved by NCCPA must have stated goals that include outside publications or other methods of knowledge dissemination. Investigations intended to result in presentations or publications in books, monographs, and journals will be considered under this policy.

NCCPA Data is defined as data received and/or generated by the NCCPA that is not generally made available to the public.

NCCPA generally will provide publicly available data upon request at not charge to the recipient. A listing of the type of data that will be routinely released is attached to this policy.

## **Purpose and Scope of Research**

NCCPA will consider research requests that may enhance the assessment of individuals preparing for, or continuing to, practice as a physician assistant and that may enhance the development of NCCPA's activities and the physician assistant profession. Priority will be given to research projects that support NCCPA's mission, goals, and prioritized research agenda.

## **General Requirements for Research Proposals Using NCCPA Data**

Proposals by external researchers for the use of NCCPA Data ("Research Proposals") must be submitted for approval by NCCPA and must contain the following:

- Name(s) and contact information of primary investigator and all co-investigators
- Purpose of the research, the research question or hypothesis, and definition of scope
- Description of the design, materials, and methods used in the project
- Description of the analyses that will be conducted
- Location and facility or institution where research will be conducted
- Evidence of institutional approval, where appropriate
- Intended source(s) of publication
- Budget, including direct and indirect costs, and source(s) of funding
- Description of NCCPA Data or other information needed for the project
- Projected timetable and completion date for the project
- Disclosure of any potential conflicts of interests for the researcher(s), including any financial involvement with the project

- Description of how the project will comply with institutional and NCCPA policies on confidentiality and research guidelines
- Disclosure of how any confidential or sensitive information will be masked or safeguarded
- A copy of the formal approval from the applicant's Institutional Review Board (if applicable)

### **Eligibility**

- The designated principal investigator must be responsible for the project oversight and reporting.
- A maximum of two revised proposals representing a previously submitted application will be accepted by NCCPA for review.

### **Selection Process**

The number of proposals approved each year will be determined by the number, nature, and quality of applications and the resources needed to fulfill the request for NCCPA Data. Proposals will be evaluated by NCCPA based on the following criteria:

- Completeness of the proposal, adequacy of the design and methodology, qualifications of the principal investigator
- Extent to which the proposal will enhance the evaluation and assessment process of individuals entering or continuing in the PA profession
- Extent to which the proposal relates to NCCPA's goals and research priorities

### **Project Approval and Continuing Review**

Researchers will be provided with a written notice of NCCPA's approval or denial regarding research proposals.

Researchers must agree to provide NCCPA with copies of any report resulting from the use of NCCPA Data to NCCPA prior to the presentation or publication of such report so that NCCPA can determine whether the data was used in a manner consistent with the Research Proposal.

Researchers also must agree to acknowledge NCCPA's contribution to the research in all publications and presentations. NCCPA requires ethical behavior in all aspects of research projects. NCCPA has the right but not the obligation to review the progress of all projects.

### **Authorship Credit**

NCCPA should not be considered an author of the research projects but should receive appropriate acknowledgment in all publications and presentations. NCCPA representatives who contribute directly to the research and publication or presentation should be offered authorship credit.

### **Ownership of Copyright**

The owner of the copyright in any written work will be that person(s) and/or entity which is the "author" under U.S. copyright law.

### **Ownership of Research Data**

NCCPA reserves the right to ownership of all research data collected using NCCPA's name or collected in collaboration with NCCPA. Use of data released from NCCPA is restricted to the purpose specified in the Research Proposal and may not be disclosed to any other individual or entity or used for any other purposes or projects without prior written consent from NCCPA.

### **Confidentiality and Release of Data**

NCCPA reserves the right to restrict the use or publication of NCCPA Data which may breach the confidentiality of or otherwise disadvantage NCCPA or its examinations, examinees, certificate holders, or other representative or stakeholders. NCCPA Data that is or can be linked to an individual or organization will not be released without written, signed authorization from the individual or appropriate personnel from the organization.

### **Disclaimer**

All publications and presentations arising from the use of NCCPA Data shall include the following disclaimer:

*“NCCPA has not reviewed or evaluated the content of the research described or the conclusions reached in this report, and does not endorse or warrant the content, quality or accuracy of such research or conclusions.”*

### **Data Use Agreement**

Individuals desiring to conduct research projects utilizing NCCPA Data will be required to enter into a written agreement with NCCPA. The agreement will contain the terms and conditions of use. The signed agreement and the final approved proposal will together constitute a binding contract between NCCPA and the researcher(s). Amendments may be made to such contract only upon the written approval of both parties.