

## Innovation for Health (IFH) Application Instructions

For questions about applying, please contact Megan Springer, Project Manager for Academic Collaborations at OSF HealthCare ([megan.n.springer@jumpsimulation.org](mailto:megan.n.springer@jumpsimulation.org)) or Dr. Brad Andersh, Director of Sponsored Programs at Bradley University ([bja@bradley.edu](mailto:bja@bradley.edu))

- **Applications MUST include ALL components listed below (1-14) to be reviewed.**
- If items are not applicable to your project, clearly state.

The first five items will be entered directly into Qualtrics.

1. **Names and Contact Information** for Bradley University employee(s) and OSF HealthCare mission partner(s) serving as principal investigators.
2. **Other Project Team Members** (if applicable) - does not include students or post-doctoral fellows
3. **Project Title**
4. **Executive Summary** (Up to 5,000 characters including spaces)  
State the application's broad, long-term objectives and specific aims with relevance to and how the project meets IFH's goals. Provide a succinct and accurate description of the proposed work that should be able to stand on its own (separate from the application). This section should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of the first person. The executive summary must include any additional information necessary for reviewers to evaluate the proposal (see evaluation criteria for more details). **Please be concise.**
5. **Proposed Project Start Date** (Award decisions should be available in April 2023.)

All remaining items will be uploaded into Qualtrics as a **SINGLE** pdf document. **Use one-inch margins and an 11 pt. or larger font for all documents** (Images, charts, and tables may use a smaller font.)

### 6. Research Plan:

- The research plan should be **NO MORE THAN SIX (6) PAGES TOTAL** – The page limit does not include items 7-14.
- For the narrative section, **please use the headings listed below** (bold text) to aid in the review of the proposal. If there are unique aspects to the project that do not fall within these categories, do not hesitate to include additional information necessary to evaluate your proposal.
  - **Specific Aims:** Restate the specific aims of the proposed project as **actions** to be taken. A list of bullet points is acceptable. If they are sequential, place in a temporal order. If non-sequential, place them in order of priority.
  - **Relevance and Significance:** Be concise and focused on only the critical points while providing the reviewer with the necessary details to understand why you are proposing the work. What significant problem does the project address? How will scientific knowledge or clinical practice be advanced if the aims are achieved? Is the project original and innovative (e.g., challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field; develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area; etc.)? Does the proposal hold the potential to improve the Greater Peoria and Central Illinois community? Be sure to incorporate relevant literature as needed. However, the literature review in this section should be no longer than three to five sentences, because other proposal sections will also include references to the literature. The goal is simply to provide the reader with the necessary background to understand the research and how the proposed project addresses the identified research question.
  - **Hypothesis:** State your central hypothesis clearly, specifically, and with simple language. Demonstrate to the reviewers that you have a hypothesis-driven proposal that is testable. In general, avoid vague hypotheses. Reviewers seek clarity regarding the intended purpose and outcome of the proposed research.
  - **Rationale:** Explain how you arrived at your central hypothesis (example., your past research,

findings in published literature, etc.). Briefly, state what your project's completion would make possible (e.g., generation of new knowledge, new equipment, facilities, software, procedure, etc.), and tie the outcome(s) to the funding entity's mission.

- **Introduce Solution(s):** Your goal should be to introduce the solution that fills a gap in knowledge and/or practice. It is critical to convince reviewers that you (and your colleagues) have the solution to address the current knowledge or practice gap and the expertise to accomplish this solution. Keep your wording simple, relevant, and to the point. Address specific short-term and longer-term aims (as applicable).
- **Approach/Research Design:** Describe the conceptual or clinical framework, design, methods, and analyses necessary to achieve the aims of the project. Also, include expected outcomes and potential pitfalls & alternative strategies for each aim.
- **Impact/Innovation:** State how your project would help those who need it. What will be the effect of the studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- **Project Timeline:** Provide a timeline/Gantt chart for completing the objective(s) of the project.
- **Structure of the Collaboration:** Discuss the leadership and collaborative structure of the partnership. Who are the specific members of the collaborative team? Describe strategies used to keep both the Bradley University and OSF HealthCare participants informed and involved. Where will the work be completed? When work is completed offsite, how will the other key personnel remain engaged?

Items 7-14 do not count against the research plan page limit. **(Please title sections appropriately)**

- 7. Facilities/Equipment:** If facilities or equipment are required that are not available in your laboratory or institution (e.g., use of a Simulation Center, simulation equipment, 3D printers, or VR/AR laboratories), please contact [Megan Springer](#), Project Manager for Academic Collaborations at OSF HealthCare.
- 8. Plan for Securing Institutional Review Board (IRB)/Committee on the Use of Human Subjects in Research (CUHSR) or Institutional Animal Care and Use Committee (IACUC) Approvals (If applicable):** While these approvals need not be in place at the time of submission, they MUST be secured before an award is executed. Failure to secure appropriate approvals may result in the award being rescinded.
- 9. Future Funding and Intellectual Property Statement:** Given IFH awards are seed grants, discuss opportunities for future or matching funding from sources other than Bradley University or OSF HealthCare, such as governmental or non-governmental organizations (e.g., private foundations, industry, etc.). Identify specific programs and submission deadlines. Discuss plans for submitting invention disclosures of intellectual property ideas to the [OSF's Office of Innovation Management \(OIM\)](#) and Bradley's [Office of General Counsel](#).
- 10. Budget and Budget Justification:** See the separate budget and budget justification guidelines below.
- 11. Bibliography:** Only list citations used in your project description.
- 12. Data Request Form (if applicable):** Please fill out the [OSF Data Request](#) form **if your project requires data** from OSF, such as patient, billing data, or other OSF data. You do not need to fill out this form for data generated during the project (e.g., in the course of a trial or experiment.)
- 13. Biographical Sketches of Investigators:** This information is mandatory for all Principal Investigators and Co-Principal Investigators who will provide substantial contributions to the project. Please use the [NIH](#) or [NSF](#) format for all biosketches.
- 14. Suggested Reviewers:** Please list two to four (2-4) possible reviewers from both Bradley University and the clinical institutions (OSF HealthCare and University of Illinois College of Medicine-Peoria). Provide the reviewers' Name, Unit/Department, Institution, and Email address.

## Budget and Budget Justification Guidelines

A detailed budget and budget justification must be included with the proposal. The budget justification should match and complement the detailed budget spreadsheet. Applicants must provide:

- 1) A completed [Budget Form](#)
- 2) A separate budget justification (narrative) describing why each line item is necessary for the project's success and include a brief explanation for how each amount was determined (calculations, quotes, vendor websites, etc.). *Do not include the actual quotes, webpages, etc.* [Budget Justification Example](#)

Allowable Expenses:
<p><b>Extra compensation for Project Leads:</b> All institutional extra compensation policies must be followed. At Bradley University, the appropriate policies are found in section II.B.3.b of the <a href="#">Faculty Handbook</a> (the hourly rate for federally funded projects will be used) and in the <a href="#">Exempt Employee Handbook</a>.</p> <p><b>Course/Duty Releases:</b> These are costs that will be incurred by the unit to cover the release from normal duties (e.g., teaching, clinical hours, etc.) Institutional approvals must be obtained before the application is submitted. A letter of support from your supervisor must be included with the budget justification.</p> <p><b>Undergraduate or Graduate Student Wages:</b> <i>This is</i> compensation at an hourly rate for current, degree-seeking Bradley University undergraduate and graduate students, regardless of enrollment modality, to facilitate their engagement on the project.</p> <ul style="list-style-type: none"><li>• It is the expectation that students supported by grants will earn at least Illinois' state minimum wage rate.</li><li>• <b>Bradley University Policy:</b> Students cannot receive both compensation and course credit for the same effort. Students may receive compensation if the duties are in addition to their course work as students. There must be a clear delineation between the course work and the duties being performed for compensation. Work duties versus course assignments must be specifically documented and there can be <b>no</b> overlap of responsibilities or the appearance thereof.</li></ul> <p><b>Consultants/contractual services:</b> These are services necessary for the proposed project, such as interpretation or translation services, transcription or annotation services, printing costs, use of equipment and instrumentation at another facility, or submission of samples for analysis by an outside vendor.</p> <p><b>Participant Costs:</b> These are costs related to involving human subjects in a study, such as participation incentives, fees for the purchase/use of a survey instrument or assessment tool, or other expenses that are directly related to the involvement of human subjects in an approved study.</p>
<p><b>Materials and Supplies:</b> Items required to conduct the project (e.g., expendable materials and supplies that are less than \$5,000). – It must not be used to replenish supplies necessary for other ongoing projects</p>
<p><b>Capital Equipment or Instrumentation:</b> These are items with a value greater than or equal to \$5,000. A plan for ownership and maintenance of equipment upon project completion must be included.</p>
<p><b>Travel:</b> These are registration fees and travel expenses necessary to present findings at conferences and professional meetings, as well as travel expenses required for the performance of the project (e.g., fieldwork, access to archives, service sites, etc.).</p>

**\*Publication or Patent Application Costs:** *Please do not include these expenses in the budget.* If funding is needed as the project develops, please contact Dr. John Vozenilek, Chief Medical Officer, Vice President for Innovation and Digital Health OSF HealthCare System or Dr. Christopher Jones, Vice President for Strategy and Innovation at Bradley University.

**UNALLOWABLE EXPENSES:** Overhead/in-directs, tuition remission, routine costs (secretarial, supplies, etc.) that are a standard line item in institutional budgets, compensation for students who are not current, degree-seeking Bradley University students, and compensation for external research collaborators/presenters/co-authors.

## Terms of Awards

- Each Party must identify the key personnel who will participate in an Innovation for Health (IFH) Project, with at least one Principal Investigator from each Party, who shall be joint Principal Investigators. In cases where only one Principal Investigator may be named (e.g., federal agency or grant), the parties will mutually agree on the Principal Investigator. Additional key personnel could, for example, include an appropriate combination of Co-Investigators, research scientists, and post-doctoral fellows. If any key personnel become unavailable to continue participating, the relevant Party will make every reasonable effort to arrange a substitution acceptable to the Primary Contact – OSF HealthCare (OSF) and the Primary Contact – Bradley University (BU). The Steering Committee shall have the right to reject any employee designated by a Party to work on an IFH Project. Other events, such as negative preliminary research results could demonstrate that the IFH Project should not or cannot be completed. The Principal Investigators are responsible for informing the Primary Contact - OSF and the Primary Contact - BU if it appears that it might not be appropriate or otherwise reasonably possible to continue the IFH Project or Project Specification. In such event, the Principal Investigators and the Primary Contact - OSF and the Primary Contact - BU shall consult to determine the most appropriate course of action, which may include a modified scope of research or early termination of the IFH Project defined by a Project Specification. Final decisions rest with the Primary Contact - OSF and the Primary Contact - BU. If the decision results in funds originally budgeted to an IFH Project not being utilized for such a Project, then funds shall be deposited promptly back to the IFH Program.
- The Principal Investigators from each Party (as applicable) will meet with their respective patent and technology commercialization representatives and the Intellectual Property Administrators at least quarterly to review existing details from any IFH Project relating to intellectual property. The Principal Investigators shall provide a semi-annual progress report to the Steering Committee, the format of which shall be developed by the Steering Committee.
- A final report will be submitted by the Principal Investigators no later than one (1) month after the project end date listed on the project specification sheet. The final report will include all progress made on the project (with respect to project aims), intellectual property (IP) disclosures, summation of expenses, lessons learned, and any publications, papers, presentations, technologies or technique inventions, patient applications and/or licenses.
- Unless otherwise specified, IFH Projects will last one year. One-year extensions may be granted dependent upon a progress review performed jointly by the Primary Contact - OSF and the Primary Contact - BU. An updated Project Specification Sheet will be generated summarizing the progress made, revised budget, and outlined aims/goals to be reached should funding be extended.
- Any Device(s) exchanged during the conduct of an IFH Project are owned by the providing Party. The transfer of a Device from one Party to the other under the terms of this Agreement shall not affect the providing Party's ownership interest in the Device(s). The recipient Party will maintain all Device(s) so that they are readily identifiable. The recipient Party shall use the Device(s) solely for the research purposes defined in the relevant Project Specification and shall not transfer, deliver or otherwise release the Device(s) to a third party without the express prior written consent of the providing Party. Upon termination or expiration of a Project Specification, and at the instructions of the providing Party, the recipient Party shall return the Device(s) to the providing Party. In the event of damage or the failure of one Party to return the Device to the providing Party, the replacement cost of such Device shall be assessed by the Party responsible for the damage or loss.

## Use of Information

- The Parties each acknowledge that in executing an IFH Project and performing their respective roles pursuant to one or more Project Specifications, each may need to be exposed to and work with various confidential and proprietary information of the other Party. To assure protection of future Patent Rights and otherwise to preserve the confidences of the Parties and results of an IFH Project, each Party will advise its employees to use reasonable efforts to hold in confidence all proprietary information received from the other Party in connection with the IFH Project ("Confidential Information"); provided, however, that each Party may share Confidential information with third parties to the extent necessary to perform the IFH Project under terms consistent with this Agreement
- The obligations of nondisclosure and nonuse shall not apply to any information that:
  - as generally known to the public at the time of the disclosing Party's disclosure to receiving Party or becomes part of the public domain, through no action or inaction by the receiving Party;
  - a third party disclosed to the receiving Party without any apparent violation of the disclosing Party's confidential rights;
  - was known to the receiving Party prior to its receipt of the information;
  - is explicitly approved for release by written authorization of disclosing Party;
  - was developed by receiving Party independently of the activities in the IFH Project; or
  - is required to be disclosed by law, including civil or administrative procedure.
- Upon the disclosing Party's request, the receiving Party will return all Confidential Information in the receiving Party's possession. One copy of the Confidential Information may be retained for legal archiving purposes. The obligations under this section shall survive for three years after the termination or expiration of this Agreement.
- To preserve the confidentiality and potential to seek patent protection or otherwise preserve IP rights, neither BU nor OSF shall publish any Data, IFH Project results, research, or any other material or information concerning an IFH Project, including in any scholarly or professional journals and shall not present the IFH Project results at professional meetings and conferences without first submitting it for review and comment to the Primary Contact - OSF and the Primary Contact - BU. The Primary Contacts shall have no less than fifteen (15) business days to provide such comments to both Parties, who will either revise the presentations to eliminate such disclosures or will delay publication for a limited period (thirty (30) business days or longer by written agreement) to allow for protection of IP related to any Project. In the event no comments are received in the review period, the presentation may proceed.
- The Parties will determine the authorship of publications in compliance with national research publication standards. In the event of joint authorship of manuscripts or materials by employees of OSF and BU concerning an IFH Project, the respective authors shall cooperate and share, as professionally appropriate, responsibility for preparation, review, and submission of the proposed manuscript or presentation materials. Any proposed manuscripts or presentation materials concerning the IFH Project will be furnished to the Primary Contact - OSF and the Primary Contact - BU at least thirty (30) business days prior to submission for the publication or public disclosure. The Primary Contact - OSF and the Primary Contact - BU shall respond within thirty (30) business days and if no response is forthcoming, the publication may proceed. Upon notice that the proposed publication contains Confidential Information or enables disclosures of Intellectual property owned by a party, the Parties will either revise the publication to eliminate such disclosures or will delay publication for a limited period, not to exceed sixty (60) business days, to allow for preparation and filing of U.S. patent applications. If a joint publication is not submitted within twelve (12) months after the conclusion abandonment, or termination of an IFH Project, or after one Party confirms there will be no joint publication, the Parties may publish the results individually in accordance with the above review by the Primary Contact - OSF and the Primary Contact - BU. The Parties shall use reasonable efforts to arrange expedited reviews for abstracts, poster presentations, or other materials.
- To facilitate the protection of Foreground, the Parties will encourage researchers to disclose potentially patentable discoveries to their respective technology commercialization offices in a timely manner.
- As scientifically and professionally appropriate, BU and OSF will acknowledge the contributions of the other Party in any resulting publication or public disclosure. The Parties will agree on the form and content of such acknowledgment prior to publication.

- All disclosures, presentations, reports, collateral, and publications conveying any aspect of the IFH Projects or the results of an IFH Project shall identify both OSF and BU as well as IFH and provide further attribution and credit as determined by agreement of the Primary Contact - OSF and the Primary Contact - BU. The Parties will collaborate, where appropriate, and provide donor-appropriate recognition.
- The Parties shall be respectful of the privacy of medical and personal information and shall at all times comply with all applicable federal and state laws governing the privacy of medical and personal information. OSF shall be ultimately responsible for Health Insurance Portability and Accountability Act (HIPAA) compliance related to its patient's protected health information, and accordingly, all awardees are required to disclose upon application, any activity that may include human subjects' research data. All primary awardee investigators will not be allowed to execute an IFH Project without written approvals from the ethical review board (e.g., Institutional Review Board) and other compliance bodies within OSF and/or BU.