



REQUEST FOR PROPOSAL (RFP)

**SIMULATION-BASED PEDIATRIC CURRICULUM FOR SUPRAGLOTTIC
DEVICE INSERTION AND INTRAOSSEOUS CATHETER PLACEMENT**

PRIORITY 2-5 TRAUMA AND EMS RESEARCH

Responses must be submitted electronically to: EMS-Proposals@dps.ohio.gov

Due Date and Time: April 15, 2019, 5:00 p.m.

**OHIO DIVISION OF EMERGENCY MEDICAL SERVICES
OHIO DEPARTMENT OF PUBLIC SAFETY
1970 WEST BROAD STREET
PO BOX 182073
COLUMBUS, OHIO 43218-2073**

MARCH 5, 2019



1. PROJECT PURPOSE AND DESCRIPTION

The Ohio Department of Public Safety, Division of Emergency Medical Services, on behalf of the State Board of Emergency Medical, Fire, and Transportation Services is currently accepting proposals for the development, implementation and evaluation of a simulation-based pediatric curriculum for the improvement of EMS provider skills, with a focus on supraglottic device insertion and intraosseous catheter placement.

2. PROJECT SCOPE

Research should address the following:

Protection of Human Subjects from Research Risk: As appropriate, provide evidence that the involvement of human subjects and protections from research risk relating to their participation in the proposed research have been addressed. Provide evidence that the project has been reviewed and approved by the duly authorized Institutional Review Board (IRB) of the applicant or a third party at the time the application is submitted.

Significance: Explain how your study will address an issue of importance to the EMFTS Board and have a regional or statewide focus. List the goals and objectives. Discuss how scientific knowledge or clinical practices will be advanced, and the effect this study will have on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field.

Approach: Provide details on the conceptual or clinical framework, design, methodologies, and analyses to be used. Identify the kinds of data that will be collected and maintained. Discuss the criteria to be used to evaluate results and determine successes. State the methodology you will use to determine the extent to which your research has achieved its stated goals and objectives.

Innovation: Explain how your project is original and innovative. Discuss how this project challenges existing paradigms or clinical practices and addresses an innovative hypothesis or critical barrier to progress in the field. Discuss how your project develops or employs novel concepts, approaches, methodologies, tools, and / or technologies.

Personnel: Provide evidence that the investigators are appropriately trained and well-suited to carry out this study. Explain why the work proposed is appropriate to the experience level of the principal investigator and other research staff. Discuss how the investigative team brings complementary and integrated expertise to the project. List organizations, cooperating entities, consultants. All individuals who will work on the project and how they will contribute to the project must be included, even volunteers.

Environment: Provide details on how the environment where the work will be completed will contribute to the probability of success. If there are unique features of the scientific environment, subject populations, or collaborative arrangements, explain these. Provide evidence of institutional support.

Inclusion of populations needing special representation in research: Provide evidence that you plan to include subjects from both genders, all racial and ethnic groups (and subgroups), children, elderly, subjects with disabilities, and those in geographically isolated areas, as appropriate for the scientific goals of the research that will be addressed.

Plan for dissemination / publication of final product: Discuss and provide evidence that there are plans to disseminate the results of your project. This should include evidence that the applicant has been successfully published in a peer reviewed journal and / or has presented research at scientific conferences. As appropriate to the project, provide details on how the applicant plans to continue to offer the services and / or products following the expiration of this grant agreement.

3. BUDGET

Budget Narrative: Explain how the proposed budget will support the project. Provide enough detail to adequately demonstrate how the funds will be expended. Detail any in-kind contributions that will be provided.

Budget Form

In addition to the Budget Narrative, complete the Budget Form, including all anticipated costs for implementation of your project. **(Attachment 2)**

The EMS Priority 2-5 funds may be used to supplement, not supplant, currently funded projects.

Please refer to the Ohio EMS Grant Budget Policies and Guidelines for a comprehensive list of allowable and unallowable costs. (Attachment 3)

COLUMN A. Research, test and evaluate medical procedures and systems related to adult and pediatric trauma care funding: Describe project purchases and estimate costs.

COLUMN B. Cash or In-kind Contribution: Outline and estimate costs of in-kind support and contributions from participating agencies or groups. Typical examples of in-kind support include volunteer time, copying and mailing costs absorbed by organization, salaries or wages paid by lead organization for time spent on project activities, telephone use, donated incentive prizes, or other services provided by participating groups or coalition efforts.

4. PROPOSAL EVALUATION CRITERIA

Complete the planning and evaluation worksheet **(Attachment 4)**, and provide an action plan for your project. The objectives and activities should match what you describe in the narrative section. Deadline for completion of the project is June 30th in grant cycle.

5. PROPOSAL GUIDELINES

APPLICATION DEADLINE:

Deadline date is April 15th, 2019. Applications must be submitted electronically to EMS-Proposals@dps.ohio.gov; hand-delivered by 5:00 p.m. or postmarked by this date to be considered for funding. **No faxed applications will be accepted.**

AVAILABLE FUNDS:

Funding is provided by the EMFTS Board through seat belt violation fines. The amount available for each Priority will be contingent upon the amount of seatbelt violation fines collected for the award year. Due to limited availability of funds, awarded grantees may not be funded at their requested amount.

AWARDING AND PAYMENT OF FUNDS

Agencies may receive up to half of the awarded grant funds upon approval by the Division of the submitted Mid-Year project report, financial report and proof of expenditures. The remainder of the grant funds will be released once the completed final project report, financial report, and requested expenditures are approved by the Division of EMS. Failure to submit a timely Mid-Year or Final report shall result in the termination of the grant and ineligibility for future participation in the EMFTS Research grant program.

PROJECT PERIOD:

This is a one year grant. The grant cycle is July 1st to June 30th of the following year.

EXTENSIONS:

Extensions may be granted for up to one year upon written request, and approval by the Division. Requests must be submitted using the "Grant Revision/Extension Request" form, and sent to the attention of the Grants Administrator by the 1st of May in order to be reviewed at EMFTS June board meeting.

FUNDED PROJECTS: AGENCY RESPONSIBILITIES:

- Submission of a completed Mid-Year Project Report by December 30th of grant cycle (see **Attachment 5**). **Failure to submit a timely Mid-Year report may result in the termination of the grant and in ineligibility for future participation in the EMFTS Research grant program.**
- Submission of a completed Final Project Report by June 30th of grant cycle year, or the approved extension due date, summarizing grant accomplishments. (see **Attachment 6**).
- A Presentation of final Research Project may be required to the EMFTS Board following the completion of the project report, verification of expenditures, and financial report. If required, a grantee must present the final project at the February Board retreat.

APPLICATION INSTRUCTIONS:

Proposals must be typed and must have all questions answered, and include the following to be reviewed for funding:

Proposal Criterion:

Project Face Sheet (see Attachment 1)
Project Scope
Planning and Evaluation Worksheet
Budget & Narrative A detailed budget including rental or leased equipment, salaries, and miscellaneous expenses should be provided. If any in-kind contributions are being made for the project, please indicate these on the budget sheet. (see Attachment 2)
Attachments – A curriculum vitae for the principal investigator and each co-investigator must be included.
W-9 Form – Completed with original signature if you are not currently on file with the Ohio Department of Public Safety.

Proposals are due by on April 15th, 2019 at 5:00 p.m. EST. Bidders must submit one electronic copy in MS Word to EMS-Proposals@dps.ohio.gov, or a mailed, or hand-delivered hard copy of their proposal to the following address: **(NO FAXED APPLICATIONS WILL BE ACCEPTED)**

ATTN: EMFTS Research Grant
 Ohio Department of Public Safety
 Division of EMS
 1970 West Broad Street
 P.O. Box 182073
 Columbus, OH 43218-2073

Attachment 1

EMFTS RESEARCH PROPOSAL FACE SHEET (Shaded area EMS use only.)

FISCAL YEAR	DATE RECEIVED	GRANT NUMBER
REVISED GRANT AMOUNT	REVISED PROJECT COST	
AGENCY NAME	PROJECT TITLE	
FEDERAL TAX ID #	GRANT AMOUNT REQUESTED	ESTIMATED PROJECT COST
CONTACT PERSON		
TITLE	E-MAIL	
PHONE	CELL	FAX
AGENCY ADDRESS		
ADDRESS 2		
CITY	STATE	ZIP
APPLICANT SIGNATURE X	PRINT NAME	DATE

Attachment 2

BUDGET FORM

Description (In the space provided, provide a detailed explanation of any of the following requested funds)	COLUMN A REQUESTED FUNDS	COLUMN B CASH OR IN-KIND CONTRIBUTION
Direct Labor / Personnel Costs (include percentage of time spent on research project activities) All individuals receiving funds from the grant must be listed, including volunteers.		
Material & Supplies (include unit Costs and quantities – e.g., 3000 Items @ \$0.20 / item = \$600.00)		
Equipment leased or rented (specify items and quantity)		
Contractual Services (e.g., printing services, training, product development, consultants)		
Other (miscellaneous expenses)		
Description (In the space provided, provide a detailed explanation of any of the following requested funds)		

	COLUMN A REQUESTED FUNDS	COLUMN B CASH OR IN-KIND CONTRIBUTION
Column Totals Total for COLUMN A is the amount of EMS funding being requested.		
Total Project Expenditures (Should equal the total of COLUMN A plus COLUMN B)		

Ohio Division of EMS Grants



Grant Budget Policies and Guidelines

Supplanting

By submitting a complete application, the grantee is certifying to ODPS/OEMS that awarded funds will not be used to supplant federal, state or local funds. Funds must be used to supplement existing funds for project activities and not replace those funds, which have been appropriated for the same purpose. Potential supplanting will be the subject of pre-award and post-award monitoring, and auditing.

Allowable costs

Allowable costs are those costs identified by the state or federal granting authority and the expenses in budgeted categories and line items that have been approved by ODPS/OEMS and specified in the Grant Guidance. The authorized budget categories for ODPS/OEMS grants are Personnel, Contractual, Supplies, Equipment, and Other. Allowable costs include all grantee expenditures, whether paid by grant funds, applicant funds, or program income.

The NOA, which constitutes approval of the original program budget or a subsequently approved budget revision, is used to approve line item expenditures as allowable costs. To be allowable under ODPS/OEMS, grantee project costs must be budgeted and must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient performance and administration of the program; be allocable to the program under the proper cost principle, and not be a general expense required to carry out overall agency responsibilities;
- b. Be authorized or not prohibited under State or local laws or regulations;
- c. Conform to ODPS/OEMS grant guidelines and any limitations or exclusions set forth in Federal or State laws, terms and conditions of the award, or other governing regulation/limitations on types or amount of cost items;
- d. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal or State awards and other activities of the grantee agency;
- e. Be accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances;
- f. Be supported by adequate documentation;
- g. Not be allocable to or included as a cost or used to meet cost sharing or matching requirements of any other state or federally funded program in either the current or a prior period; and
- h. Are net of applicable credits (refers to those receipts or reductions of expenditure-type transactions that offset or reduce expense items allocable to Federal awards as direct costs). This may include vendor rebates, discounts, or refunds granted to project expenditures.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration shall be given to:

- a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the agency or the performance of the Award;
- b. The restraints or requirements imposed by such factors as sound business practices; arm's length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the award;
- c. Market price for comparable goods or services;
- d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the agency, its employees, the public, and the Federal or State Government;
- e. Significant deviations from the established practices of the agency, which may unjustifiably increase the cost of the program.

Note: If a line item is deemed noncompliant with rules and regulations, that cost will be disallowed.

Note: Refer to your Grant Guidance to determine whether Client Incentives and Enablers are allowed.

Even if a federal program or cost principle allows an expense, ODPS/OEMS reserves the right to be more restrictive and

disallow the cost for simplicity or to reduce the burden of monitoring certain expenses.

Unallowable Costs

Grant costs cannot be considered allowable by ODPS/OEMS unless they meet the appropriate OMB cost principles and have been approved either in the initial application budget or in a subsequent approved budget revision. Funds must be used solely for the purpose as specified in the grant announcement or the Grant Guidance. However, costs that were previously approved on a budget, but have been found to be unallowable through a site monitoring visit or an audit, will be disallowed. The use of funds for prohibited purposes will result in the loss of grant funds and may require the grantee to return funds to ODPS/OEMS.

Grant funds **may not** be used for the following:

1. Fringe Benefits
2. Advancement of political or religious points of view
3. Fund raising and investment management costs
4. Dissemination of factually incorrect or deceitful information
5. Consulting fee for salaried program personnel to perform activities related to grant objectives
6. Advertisement – other than for recruitment or procurement or if required by the specified program’s Grant Guidance
7. Bad debts of any kind
8. Contributions to a contingency fund or reserve
9. Entertainment
10. Alcoholic Beverages
11. Fines and penalties
12. Legal fees incurred in defense of any civil or criminal fraud proceeding
13. Membership fees
14. Loan or the principle amount of mortgage payments
15. Contributions made by program personnel
16. Costs to rent equipment or space owned by the funded agency
17. Inpatient services
18. Purchase or improvement of land; the purchase, construction or permanent improvement of any building
19. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds
20. Lodging, travel and meals
21. Training longer than one week in duration, unless prior approved by ODPS/OEMS
22. Contracts, for compensation, with advisory board members
23. Goods or services for personal use regardless if reported as taxable income to employee
24. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants or other lobbying costs
25. Gas Card/Vouchers may be used for participant incentives only
26. Promotional items (include items with slogans, logos, agency name/address, messaging). Promotional like items must be preapproved prior to submitting in agency grantee program budget (e.g., to water bottles, t-shirts, totes that do not include slogans, logos, agency name/address, messaging)
27. Purchase of office furniture or computer equipment, to include TV/CD players
28. Cash Incentives
29. Fire Trailers
30. Indirect cost rates are not permitted

LINE ITEM BUDGET

Allowable Costs:

Labor/Personnel	<p>Project funds may be used to compensate employees for the time and effort devoted specifically to the execution of a grant program. Employees are individuals that are entered into the grantee's employment system, receive fringe benefits (i.e., unemployment and worker's compensation), are eligible to participate in the grantee's retirement program and are subject to grantee's personnel policies. Individuals who do not meet these criteria are not considered employees but are considered contractual personnel.</p> <p>Compensation must follow the Ohio Department of Administrative Services regulations and meet federal merit system or other requirements, where applicable.</p> <p>Compensation will be considered reasonable as long as it is consistent with compensation paid for similar work in other activities of the grantee's agency.</p>
Contractual Services	<p>A Contract is defined as a written agreement with a person(s) or organization(s) that is not an employee of the grantee's agency to perform services or provide goods for the project. No employee of the grantee's agency or Board Member is eligible to participate as a Contractor within the ODPS/OEMS project. Obtaining goods and services for project support through contractual means may be an allowable cost for project funds.</p> <p>Grantees shall not contract for extra compensation with its employees to provide services to the project without prior written authorization of ODPS/OEMS. Consideration will only be given in the following situation: a salaried faculty member of an educational institution when the consultation is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load.</p>
Supplies	<p>Material and Supplies are defined as items used to carry out the project activities and meet the definition of equipment for which early obsolescence is expected, such as office supplies specific to the grant, cd's/dvd's, videos, software, books, and participant incentives.</p>
Equipment	<p>Equipment is defined as any single item of tangible property and includes, but is not limited to computers, office equipment, furniture and furnishings. Items that meet the definition of equipment for which early obsolescence is expected, such as films, tapes, videos, and books, are not classified as equipment should be budgeted and reported as supplies.</p>
Other	<p>All other costs associated with the project.</p>

In-kind Contributions

In-kind contributions are defined as the value of non-cash contributions provided by the grantee or third parties for project activities. In-kind contributions made by non-federal third parties may be used as cost sharing or matching funds if they have not been counted toward any other federal grant, federal procurement contract, or any other award of federal funds on a matching or cost sharing stipulation of specific grants, if these contributions are normally considered allowable costs. All in-kind contributions counted as allowable or matching cost sharing funds must be documented and assigned dollar values at the rates established for comparable items or services. In-kind contributions may consist of charges for real property and non-expendable property, and the value of goods and services directly benefiting and specifically identifiable to grantee project activities. The grantee may not retain grant funds or program income as compensation for in-kind contribution provided.

Attachment 4

Planning and Evaluation Worksheet

OBJECTIVES	ACTIVITIES	RESPONSIBLE PARTY	TARGET DATES	EVALUATION METHODS

Attachment 5

MID-YEAR PROJECT REPORT

- ◆ Due December 30th
- ◆ Limit to 3 pages

1. Provide an activity report that lists progress-to-date for your research project objectives.
 - Describe any events / activities that have occurred by the completion date of the report and provide a calendar of upcoming activities.
 - Describe any successes and / or failures you have had in collaborating with the partners named in your proposal.
2. Discuss any problems or delays encountered in meeting project objectives.
3. Explain and justify any changes in research project objectives, activities, or schedule from your original proposal. Provide a revised work schedule if different from your original proposal.
4. If there have been any changes in personnel working on the grant, explain and justify the change, and disclose the names and qualifications of these individuals. If principal investigator or co-investigator have changed a curriculum vitae must be included.
5. Describe the techniques used to track research project activities and measure achievement of project goals and objectives.
6. Provide a budget expenditure and narrative report listing grant expenditures-to-date. Attach relevant documentation, including copies of receipts / invoices for all goods and services utilizing EMFTS grant funds.

Agencies may receive up to half of the awarded grant funds upon approval by the Division of the submitted Mid-Year project report, financial report and proof of expenditures. The remainder of the grant funds will be released once the completed final project report, financial report, and requested expenditures are approved by the Division of EMS. Failure to submit a timely Mid-Year or Final report shall result in the termination of the grant and ineligibility for future participation in the EMFTS Research grant program.

Attachment 6

FINAL PROJECT REPORT

◆ Due June 30th

The final report submitted by the researchers must be submitted in an electronic format, and should include as many of the items listed below as is applicable to the topic. Any publishing or peer review format used routinely by the researchers will be considered an acceptable final report. Otherwise, the report should contain such graphics, figures and tables as necessary to clearly document and explain the researcher's findings as follows:

Format for Organization of Final Report:

- Introduction
- Table of contents
- Executive summary
- Information / qualifications – principal and all co-investigators
- A review of the literature related to the project topic
- Historical perspectives on the topic of this report
- A brief review of the current status of the topic in Ohio, the surrounding states, and nationally
- Future trends, both regionally and nationally
- Financial issues and considerations
- Education and training issues and considerations
- Legislative and regulatory issues and considerations
- Data and information issues and considerations
- An analysis of the researcher's findings
- Conclusions
- Recommendations

Formatting Style: A one-inch margin is required, text should be double-spaced, and font should not be smaller than 10 point with all pages numbered sequentially. All final reports must be submitted in an electronic format as they will be posted on the Ohio EMS Web site.

Footnotes: Each reference must include the name of the authors (in the same sequence in which they appear in the report), the article title, book or journal title, volume number, page numbers, years of publication, and Web site address if available electronically.

Report's Audience: The researchers are reminded the intended audience of this report will include members of the general public and legislators as well as healthcare and safety professionals. The report must be written with this audience in mind, striking a balance between terms and verbiage understood by the public while conveying the essential and necessary data to healthcare and safety professionals who read this report.

Failure to submit a properly completed Final Project Report to the Ohio Division of EMS by June 30th, or the approved extension due date, shall result in ineligibility for future participation in the EMFTS Research grant program.

Presentation of Final Report: As part of the final report a presentation to the EMFTS board may be required at the retreat the following February. If required, failure to present the final report to the board may result in ineligibility for future participation in the EMFTS Research grant program.