



RESEARCH GRANT APPLICATION PRIORITY 2-5

ADMINISTERED BY THE DIVISION OF EMERGENCY MEDICAL SERVICES

ELIGIBLE APPLICANTS & Priorities: The following is a description of each of the Priorities and eligibility information per Ohio Revised Code (R.C.) 4765.07 divisions (A)(2), (A)(3), (A)(4), (A)(5).

The Emergency Medical, Fire, & Transportation Services (EMFTS) board has the authority to establish priorities in the types of grant projects eligible for funding. For details refer to the EMS Web site www.ems.ohio.gov.

Priority 2: Consideration will be given to entities that research, test, and evaluate medical procedures and systems related to adult and pediatric trauma care.

Priority 3: Consideration will be given to entities that research the causes, nature, and effects of traumatic injuries; educate the public about injury prevention; and implement, test, and evaluate injury prevention strategies.

Priority 4: Consideration will be given to entities that research, test, and evaluate procedures that promote the rehabilitation, retraining, and reemployment of adult or pediatric trauma victims and social service support mechanisms for adult or pediatric trauma victims and their families.

Priority 5: Consideration will be given to entities that conduct research on, test, or evaluate one or more of the following:

- (a) Procedures governing the performance of emergency medical services in this state;
- (b) The training of emergency medical service personnel;
- (c) The staffing of emergency medical service organizations.

- The Emergency Medical, Fire & Transportation Services board reserves the authority to move an agency's application from one Priority to a more accurate Priority.
- Research projects previously funded or projects significantly similar to projects funded may not be considered.

OHIO ETHICS LAW:

Grantees agree to abide by the Ohio Ethics Law as set forth in R.C. chapter 102, especially section 102.04, and chapter 2921 sections 2921.42, and 2921.43.

Board, Committee, and Work Group members whose employers wish to apply for funding must disclose this fact to the Executive Director of EMS as soon as they become aware or at the time of application, whichever is earlier. Such members must not participate (e.g., discuss, deliberate, and / or vote) on the topics to be considered for research grants, participate in any way in the application process, or advise the individuals who are applying for the grant. Board, Committee, and Work Group members must abstain from discussing, deliberating, or voting in any situation where there is a conflict of interest, where their employer or another associate is the grant applicant, or if there is an appearance of impropriety.

Board, Committee, and Work Group members are prohibited from receiving funding from the grant, nor can they perform work in furtherance of, or act as a consultant on the grant; recusal from discussing, deliberating, and / or voting on the grant will NOT overcome this prohibition.

Applicants are responsible for knowing and understanding the Ohio Ethics Law. Violations can result in a grant application being rejected, terminated, and / or in criminal prosecution.

If you have any questions regarding your obligations under the Ohio Ethics Law, you should contact the Ohio Ethics Commission for advice.

OHIO ETHICS CLAUSE: Per R.C. 102.04 (D): The Grantee affirms by their signature they and any members conducting the research are:

- (a) He / she or any members are not elected or appointed to an office of or employed by the General Assembly or any department, division, institution, instrumentality, board, commission, or bureau of the State, excluding the Courts,
- Or
- (b) If the Grantee or members of the research project are appointed or employed as described above, then the Grantee affirms by his / her signature that he / she is a public official appointed to a non-elective office or is a public employee, but, is exempt from the provisions of R.C. 102.04 (A), (B), or (C) because,
 1. The Grantee is supplying the good and / or services that are subject of the agreement to an agency other than the one with which he / she serves; AND
 2. The Grantee has filed the required statements with the following agencies:
 - a. The appropriate ethics commission; AND
 - b. The public agency with which he / she serves; AND
 - c. The public agency to which the goods and / or services will be provided.

APPLICATION AVAILABILITY:

Applications are available February 1st by visiting the Division of EMS Web site at: <http://www.ems.ohio.gov/emsgrants> or contacting the Division of EMS at (800) 233-0785.

APPLICATION DEADLINE:

Deadline date is **April 1st**. Applications must be hand-delivered by 5:00 p.m. or postmarked by this date to be considered for funding. If April 1st falls on a Saturday or Sunday, the application will be accepted the next business day by 5:00 p.m. **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.

RESOURCES AVAILABLE:

Grant administration staff members are available at (800) 233-0785 to answer questions and assist with the application process.

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. Grantees should contact the EMS Grants staff, by e-mailing EMSGrants@dps.ohio.gov, for the "Grant Revision / Extension Request" form, when they are seeking an extension.

SELECTION PROCESS:

- Panel of experts (the "Review Panel") review the research grant applications.
- Grant applicants may be required to present their proposed grant to the Review Panel on a scheduled date in May.
- Recommendations from the Review Panel are presented to the EMFTS board for approval in June.
- Notification of grant awards will be mailed by June 30th with an agreement to be signed and returned.
- Project may begin after the executed agreement and purchase order have been received by the awarded agency.

Funded Projects: Agency responsibilities:

- Submission of a completed Mid-Year Project Report by December 30th of grant cycle (see page 11 for required Mid-Year Project Report content). **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 page 12 for required Final Project Report content and format).
- Following the project report, verification of expenditures, and financial report, as part of the final report, a presentation to the EMFTS board may be required at the retreat the following February.

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

APPLICATION INSTRUCTIONS:

Proposals must be typed and all questions must be answered to be considered for a grant.

Applications are due by 5:00 p.m. on April 1st. Send completed applications (one electronic copy in MS Word on a CD-ROM and one mailed, or hand-delivered hard copy) 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

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Application checklist: Please put your application in the following order:

- Research Grant Application**
- Project Narrative Form** – All project information in this section should relate directly to the requested budget information.
- Planning and Evaluation Worksheet**
- Budget Form** – 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.
- 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.

EMFTS RESEARCH GRANT APPLICATION (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	

GRANT PRIORITIES (Select one)

- See Announcement on EMS Web page www.ems.ohio.gov for this year's top priority for each category
- The EMFTS Board has the authority to move the Priority the Agency is applying to a more appropriate Priority. (Check only one Priority)

<input type="checkbox"/>	Priority #2: Shall be given to those entities that research, test, and evaluate medical procedures and systems related to adult and pediatric trauma care.
<input type="checkbox"/>	Priority #3: Shall be given to those entities that research the causes, nature, and effects of traumatic injuries; educate the public about injury prevention; and implement, test, and evaluate injury prevention strategies.
<input type="checkbox"/>	Priority #4: Shall be given to those entities that research, test, and evaluate procedures that promote rehabilitation, retraining, and reemployment of adult or pediatric trauma victims and social service support mechanisms for adult or pediatric trauma victims and their families.
<input type="checkbox"/>	Priority #5: Shall be given to those entities that conduct research on, test, and evaluate one or more of the following: (a) Procedures governing the performance of emergency medical services in this state; (b) The training of emergency medical service personnel; (c) The staffing of emergency medical service organizations.

PROJECT SYNOPSIS

Please provide a typewritten and double-spaced overview of the project and what is to be accomplished: (Fields will expand to accept text)

APPLICANT SIGNATURE X	PRINT NAME	DATE

PROJECT NARRATIVE GUIDELINES

Your narrative should be typewritten and double-spaced, and should address each of the topics in the order they are listed below. The narrative provides a major means by which the application is evaluated and ranked along with competing applications for available funds. Thus, the narrative should be concise, complete, and should address the activity for the Priority requested. Supporting documents should be included when they can present information clearly and succinctly. Cross-referencing should be used instead of repetition. The EMFTS board is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Narratives are evaluated on the basis of substance, not length. Extensive exhibits are not required. (Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.) Pages should be numbered for easy reference.

All project information described in this section should relate directly to the requested budget information.

The Project Narrative should address the following: (Fields will expand to accept text.)

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.

Protection of Human Subjects from Research Risk

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.

Significance

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.

Approach

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.

Innovation

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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.

Personnel

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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.

Environment

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. In addition to the narrative, be sure to complete the Budget Form (page 9 - 10).

Budget Narrative

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.

Inclusion of populations needing special representation in research

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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.

Plan for dissemination / publication of final product

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PLANNING AND EVALUATION WORKSHEET

Complete the following worksheet to 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.

OBJECTIVES	ACTIVITIES	RESPONSIBLE PARTY	TARGET DATES	EVALUATION METHODS

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BUDGET FORM

In addition to the Budget Narrative, complete this Budget Form, including all anticipated costs for implementation of your project. Please sign and date.

Examples of Allowable Costs: Personnel and material costs directly associated with the implementation of a project, **The EMS Priority 2-5 funds may be used to supplement, not supplant, currently funded projects.**

Examples of Costs not allowed: Fringe benefits, travel, indirect costs, cash incentive payments to project participants, construction and remodeling projects, furniture, computers, TV / VCRs, fire trailers, entertainment, alcoholic beverages, and equipment for the project, however grant funds can be used to defray cost of renting or leasing equipment involved in the project.

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.

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)		

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APPLICANT SIGNATURE X	PRINT NAME	DATE
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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.

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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.