REQUEST FOR PROPOSAL (RFP)

PRIORITY 2-5 TRAUMA AND EMS RESEARCH

A COMPREHENSIVE ASSESSMENT OF PRE-HOSPITAL AND EMERGENCY DEPARTMENT COMMUNICATION

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

FEBRUARY 15, 2020
PROJECT PURPOSE AND DESCRIPTION

Project 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 trauma research to improve and enhance EMS and trauma patient care in Ohio, under the established priorities as described in Ohio Revised Code (R.C.) 4765.07 (A)(2), (A)(3), (A)(4), (A)(5).

The Division is seeking a proposal for the comprehensive assessment of communication between pre-hospital and emergency department settings. With a specific focus on trauma, stroke and cardiac arrest cases, at a minimum, the following should be addressed: communication between pre-hospital and emergency department personnel; a comprehensive review and comparison assessment between patients of alert criteria; the functionality of current systems and if they provide resilience for the provider and the emergency department personnel to be on common ground.

1. PROJECT SCOPE

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.
2. **Proposal Guidelines**

**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.

**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 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).
- 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 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 via electronic copy in MS Word or PDF form to EMS-Proposals@dps.ohio.gov or US Postal Service 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
All proposals must include the following:

**Project Narrative Form** – All project information in this section should relate directly to the requested budget information.

**Planning and Evaluation Worksheet**

**Budget** – 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.

3. **Budget**

4. **Proposal Evaluation Criteria**

5. 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.

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<th>OBJECTIVES</th>
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