**FRSP Application Guidance**

For **ALL** Applications:

1. **Mentorship Agreement** *(See form on page 2)*
2. **Project Timeline** (*Editable templates available for both Research and QI projects)*
3. **Letter of Support**

*Please provide a letter of support on division letterhead from the applicant’s division director indicating support for release from 0.1 FTE of clinical duties. Please define the roles and names of the people responsible for the approval and coordination of FTE changes for the applicant. Please indicate that clinical coverage will allow for the applicant’s participation in the FRSP.*

1. **Curriculum Vitae**
2. **Project Charter**
3. **Project Proposal**

For Applicants who have **previously been awarded FRSP**:

**7. Re-application supplement**

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Formatting Requirements:

* Arial or Times New Roman, 11-point font
* No smaller than 0.5 inch margins
* Single spaced
* Please submit as a Word document with title “FRSP [Section Title] [First Initial & Last Name of Applicant]”

***Mentorship Agreement (required for all applicants)***

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| **Mentor Expectations and Goals** |
| How will you provide project oversight and support resident learning? |
| List at least three goals for your participation in the FRSP (e.g. mentorship skills (constructive feedback, sharing knowledge, building confidence), methodological skills, project management skills etc. )? |
| How will you schedule your protected time for scholarship activities? |
| What challenges do you anticipate in meeting your project timeline and how do you plan to address them? |
| **Mentee Expectations and Goals** |
| What substantial contributions related to scholarship activities will you make (project design; data acquisition, analysis, or interpretation; and the drafting, revising and approval of abstracts, poster/platform presentations, and/or publications)? |
| List at least three goals for your participation in this project (e.g. specific skills - REDCap, IRB project submission, EndNote, poster and presentation creation; career guidance; manuscript writing; time management; project management; etc.)? |
| What strategies will you use to allocate time to the project? |
| **Mentee/Mentor Project Meetings**  *Please remember to set meeting agendas and take notes that include written deliverables/action items for next meeting to share with your study team* |

**QI Project Charter** *(1 page – similar to “Aims Page” for research projects – this is your condensed elevator pitch for your QI project)*

***Quality Improvement Projects Only:*** *Please complete the following section for the BBCH Scholars Academy Faculty Resident Scholarship Program if you are submitting a Quality Improvement Project. All italicized text should be deleted prior to submission as it is guidance for you when completing each required section.*

**1. Problem Statement** *(should be duplicative of what’s listed in Proposal)*

**2. Project Description** *(defines what)*

**3. Rationale** *(defines why)*

**4. Expected Outcomes and Benefits** *(short summary)*

**5. SMARTIE Aim Statement**

**QI Project Proposal** *(max 5 pages)*

*If you have already received a Research Determination from the IRB, please submit your IRB application for NHSR and IRB acknowledgement letter.*

1. **Problem Statement** *(Describe in 2 sentences the issue you aim to improve)*
2. **Recognizing Risk** *(Background on problem/existing risk if issue is unaddressed. This could include citations and available knowledge on the topic.)**For your impacted population – what risk exists when the issue goes unaddressed? (I.e. does it impact patient outcomes, time to treatment, clarity in roles etc and how does this impact care delivery/outcomes/resource utilization).  
   Consider the stakeholders involved in the project. What happens if the problem isn’t solved? How will it affect patients, families, staff, the hospital system, and the community? It is important to describe and understand the risks to create buy-in for your project and as an important step to change.*
3. **Available Knowledge**

*Summary of what is currently known about the problem, including relevant previous studies.*

1. **Stakeholders/QI team**
   1. **QI Team**
      1. **QI Project Lead** (manages the project and ensures completion of the teams tasks)**:**
      2. **Other core members of QI team:**
   2. **Stakeholders you will engage with** *(clinical leads/IS/programmatic/admin leadership)*
2. **Clarifying the Problem***How do you know it’s a problem at our institution (in our health system)? This is your current state analysis – share data as to why you know it is an issue and what efforts have been completed to document the current state. Remember, you can’t solve the problem unless you understand it! Ideas to include: direct observation accounts, individual or group interviews or focus groups, survey data, baseline data describing a problem (ie percentage of eligible patients who are undervaccinated)*
3. **Optional: If you are able to use a QI tool to organize your thinking, this will be helpful.** *If you are not sure which tool to use, please ask your BBCH SA mentor team for assistance.**QI tools you could include are: Process map, fishbone diagram, key driver diagram, histogram, pareto charts, run/control charts, FMEA. Examples of these QI tools can be found linked on the BBCH SA website*
4. **Please List Potential Proposed Change Ideas (PDSA Cycles) with Impact/Effort**

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| **Change Idea (PDSA Cycle)** | **Impact (High/Low)** | **Effort (High/Low)** |
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1. **Implementation plans:** *(How might you approach your potential PDSA cycles? Consider Kotter’s 8 step process for leading change, outline of project goals/scope with abbreviated timeline)*
2. **Measures** *(at least one outcome, two process, and at least one balancing measure)*

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| **Measure Name** | **Operational Definition (numerator/denominator)** *Example:*  *Numerator: # of pts w CLABSI event Denominator: total # of central lines days during time period* | **Data Plan** *(where is the data, how will you access it, do you need help to access it?)* | **How it will be displayed** |
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1. **SMARTIE** (Strategic, Measurable, Achievable, Realistic, Time-bound, Inclusive, Equitable) **Aim Statement:**
2. **Dissemination Plan***How will you share your work beyond the study team and the teams your work impacts? Which regional/national conference will you submit this work to for presentation?*

**Please list 1-2 target journals to publish this work.** *If you do not think the project is suitable for publication, please explain.*

**References:**

***Re-application Supplement:*** *Please complete the following section for the BBCH Scholars Academy Faculty Resident Scholarship Program if you have previously been awarded FRSP.*

**Re-Application Supplement** *(1 page)*

**1. Please check all that apply:**

* This application is a continuation of my previously funded FRSP project
* This application is an expansion of my previously funded FRSP project
* This application does not have overlap in content to my previously funded FRSP project

**2. What was the impact of your previously awarded FRSP project?**

**3. What scholarly accomplishments were completed as a result of your previous cycle(s) of FRSP?** *This should include presentations, published abstracts, publications, and other material disseminated as a result of your project.*

**4. What challenges did you experience in your prior FRSP cycle(s) and how did you address those challenges?**

**5. What new skills/knowledge do you hope to gain from an additional year of FRSP funding?**

**6. Please summarize your growth as a mentor as a result of your previous FRSP funding cycle.**