# 2025 Catalyst Grant Program

# Quality Improvement Grant Application

Funding Opportunity for Innovative Ideas from All Employees

Catalyst Grants fund projects that enhance translational research, foster innovation, and range in cost and complexity.

Quality Improvement Grant Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Grant Description | Funding Amount | Timeline | Final Deliverables |
| Leads to quality improvement in a clinical or research process or outcome. | $10,000- $25,000 | 12-18 months | * A positive change in processes or patient outcomes * Presentation (internal/external) |

* The Quality Improvement Grant is intended for quality improvement projects that lead to a positive change in process or outcomes resulting in improved operational efficiency or patient care.
* Quality Improvement Grants should utilize a quality improvement framework as well as research methodology to document efficacy. Applicants should use the quality improvement methodology described by Guo et al. (2019). [Click this link to go to the article: https://pubmed.ncbi.nlm.nih.gov/30729748/](https://pubmed.ncbi.nlm.nih.gov/30729748/)

Application Instructions

1. Every Quality Improvement (QI) Grant application must include a QI mentor and a non-researcher (clinician or non-clinician).

If you have an idea for a Quality Improvement Grant, please contact Melissa Briody ([mbriody@sralab.org](mailto:mbriody@sralab.org)) by **February 14, 2025**, to connect with a QI mentor for a preliminary discussion before starting the application. You may also have a researcher on the project, but it is not required. The QI mentor will assist in identifying the best team members to support your project.

1. Application resources (Catalyst Grants 101, examples, FAQs, submission checklist, etc.) are available at <https://www.sralab.org/catalystgrants>
2. Complete the application below, save as a single PDF file, and submit through our website: <https://shirleyryanabilitylab.submittable.com/submit> by **Friday, March 14, 2025, 11:59pm CST.**

Instructions*: The Quality Improvement Grant Application consists of six sections. Please complete all sections with single-spaced Arial 11pt font., follow instructions carefully, and do not change formatting.*

## Section 1: Cover Sheet

1. **Project Title:**
2. **Applicants:**

Each application must include two Primary Applicants: a Primary QI Applicant and a Primary Project Applicant as defined below. All Primary Applicants must be SRAlab employees.

* Primary QI Applicant: QI mentor who is primarily responsible for overseeing all aspects of planning and conducting the project, including following QI protocol and format.
* Primary Project Applicant: Team member who has knowledge of the clinical or research process or outcome targeted in the project. They are responsible for completing QI activities as planned in collaboration with the Primary QI Applicant.

Identify the primary QI applicant, primary project applicant and additional team members.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | SRAlab Position | Department | Role on this project |
|  |  |  | Primary QI Applicant |
|  |  |  | Primary Project Applicant |
|  |  |  | Researcher (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Total Funding Amount Requested:**
2. **Signatures** *(Physical or electronic signatures accepted. Please do not type.)*

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*Primary QI Applicant/Mentor*  *Date*

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*Primary Project Applicant Date*

## Section 2: Project Proposal (3-pg max)

1. **Introduction (background information, significance and implications of the project)**
2. **Methods** *Please refer to* [*this article*](https://pubmed.ncbi.nlm.nih.gov/30729748/) *for guidance on applying the Plan-Do-Study-Act (PDSA) QI framework:* 
   * 1. **Plan**
        1. **Problem Statement** *Describe the problem.*

Template: *"Currently, [describe the current state/problem] in [setting/location/population], which has resulted in [specific impact or consequences]. This issue is evidenced by [data, metrics, or observations]. Improving [specific process or outcome] is critical to [reason/goal]."*

* + - 1. **Data** *What data do you have to support this as a problem?*
      2. **Opportunity Statement** *Describe what you would like to accomplish. It should be measurable.*

Example:“*To decrease average patient wait times from 10 days to 5 days within 6 months through process optimization."*

* + - 1. **Root Cause** *What is the cause of the problem and what needs to be fixed?*
    1. **Do**: *What solution(s) will you implement? How? When? What data will you collect to determine if the solution has the intended (or unintended) consequences?*
    2. **Study**: *How frequently will you collect and analyze data? What methods will you use to evaluate and determine success?*
    3. **Act**: *If the initial intervention does not have the desired effect, what additional steps will you take to adjust or refine the approach? If your intervention is successful, describe your plan for sustaining the improvements?*

1. **Project timeline** (What are your key milestones, and when do you plan to achieve them?
2. **Plan for final deliverables and dissemination**
3. **Positive change in processes and/or improved patient outcomes** *(Describe how your project will lead to specific anticipated changes):*
4. **Internal/External Presentation(s)** *Describe how and with whom you plan to share your findings (e.g., internal teams, external conferences, stakeholders).*

## Section 3: References

## Section 4: Proposed Budget & Justification

1. **Budget**

*Use the table below to create your project budget. Double click in a cell to make it an editable Excel table. Answers to frequently asked budget-related questions are in Catalyst Grants 101 at* [*sralab.org/catalystgrants*](https://www.sralab.org/catalystgrants)



1. **Budget Justification**

*For each budget item, please include a brief description, its purpose, and the method used to determine the amount. Ensure all expenses are specific, justified, and directly aligned with the project’s objectives. Please refer to budget FAQs in Catalyst Grants 101 at* [*https://www.sralab.org/catalystgrants*](https://www.sralab.org/catalystgrants) *for additional guidance if needed.*

## Section 5: Primary Applicant Roles & Responsibilities

Each Catalyst Grant application must include two Primary Applicants, as defined below. All Primary Applicants must be SRAlab employees.  Employees may serve as the Primary Research Applicant on up to three Catalyst Grant applications. For additional eligibility details, please refer to Catalyst Grants 101 at [sralab.org/catalystgrants](https://www.sralab.org/catalystgrants).

## Definitions

Project, Mentorship, Foundational 1, Foundational 2, and Renewal Grants must include a Primary Research Applicant and a Primary Non-research Applicant.

Primary Research Applicant: SRAlab Research Scientist or Team Scientist who is primarily responsible for overseeing all aspects of planning and conducting the research project. Engineers may be the Primary Research Applicant for a Project Grant.

Primary Non-research Applicant: Team member who is primarily responsible for the aspects of the project that include clinical care, business operations, or environmental/operational support.

Quality Improvement Grants must include a Primary QI Applicant and a Primary Project Applicant.

Primary QI Applicant: QI mentor who is primarily responsible for overseeing all aspects of planning and conducting the project, including following QI protocol and format.

Primary Project Applicant: Team member who has knowledge of the clinical or research process or outcome targeted in the project. They are responsible for completing QI activities as planned in collaboration with the Primary QI Applicant.

Collaboration between researchers and non-researchers is essential to the success of the Catalyst Grant Program. Below are the application and project responsibilities for each Primary Applicant. Please review carefully and confirm you meet these criteria and understand your responsibilities if the grant is awarded.

## Primary Research Applicant/Primary QI Applicant

Application Responsibilities

1. Assist the Primary Non-research Applicant or Primary Project Applicant (the “mentee”) in confirming that they meet the eligibility criteria.
2. Meet with the mentee in person at the beginning of the Catalyst Grant application to discuss the idea, establish a writing timeline and provide a general overview of the grant application process.
3. Verify that the mentee has read and understands the RFA and the application specific to their grant type.
4. Verify that the mentee has reviewed the Catalyst Grant Submission Checklist and the application resources on the Catalyst Grant website ([sralab.org/catalystgrants](https://www.sralab.org/catalystgrants)).
5. Verify the mentee is aware of the deadlines and lead times required for timely grant submission.
6. Discuss with the mentee the general review process (e.g., internal review committee, individually scored and discussed as a group).
7. Help complete appropriate sections for the grant application, which may consist of the background, significance, impact, aims, and method.
8. Help create a budget and justification and discuss the personnel, equipment (if any), supplies and “other” items needed to perform the project.

**Project Responsibilities**

1. Support the mentee in completing all necessary regulatory training for research as needed, such as NetID, CITI training, Responsible Conduct of Research (RCR), and REDCap access, upon grant award notice.
2. Assist in directing mentee regarding IRB permissions and IRB approvals as needed for this project.
3. Meet 1-4 times per month as appropriate with the mentee during the course of the Catalyst Grant project period to assess progress and address barriers that arise.

## Role of the Primary Non-Research Applicant/Primary Project Applicant

Application Responsibilities

1. Review the RFA, application guidelines, and timeline created with the research partner.
2. Provide your clinical or discipline-specific expertise and feedback to develop the idea.
3. Draft sections of the application as determined in collaboration with your mentor.
4. Access application resources and attend office hours or workshops to strengthen the submission.

### Project Responsibilities

1. Follow the approved timeline, protocols, budget, and deliverables agreed upon during the project planning phase.
2. If applicable, recruit, consent, and monitor participants as outlined in the study protocol.
3. If applicable, collect and document clinical data accurately, ensuring compliance with ethical and regulatory standards.
4. Meet with your research/QI partner 1-4 times per month to discuss progress, provide your discipline-specific insights, address barriers that arise, and determine solutions to keep the project on track.

**Signatures** *(Physical or electronic signatures accepted. Please do not type.)*

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*Primary Research Applicant*   *Date*

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*Primary Non-research Applicant*  *Date*

## Section 6: Biosketches

A biographical sketch (formatted to [NIH requirements](http://grants.nih.gov/grants/forms/biosketch.htm)), CV or resume for each team member is required. PIs, Team Scientists, and other employees with research experience should include a biosketch. Others may include CV or resume.