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**RRC-GME RESEARCH PROGRAM DEVELOPMENT GRANT FOR FACULTY**

**Letter of Intent (Fall 2024)**

**This funding opportunity is intended to support GME faculty who are interested in leading and developing research programs on a topic of interest. Research programs are comprised of more than a single study on a topic.**

* The grant funds are to be used to conduct retrospective research only.
* Projects must be led by a GME faculty member and must involve KPSC GME trainees.
* The funding cycle for this grant is January 1, 2025 - December 31, 2025.

**INSTRUCTIONS:** Use the template below to draft your Letter of Intent. The LOI should be 3-5 pages including the mentorship plan and principal investigator’s biosketch. Please use 11-pt. font and .5 margins. Please delete the instructions in red font prior to submitting your letter of intent.

* Please review information about the RRC’s [eligibility criteria and funding guidelines](https://www.kp-scalresearch.org/virtual-research-office/regional-research-committee/) and read the [FAQ](https://www.kp-scalresearch.org/wp-content/uploads/2023/07/RRC-FAQ_15May23.pdf) to ensure your project is eligible for internal funding. Clinical trials are not eligible for RRC funding.
* Projects that do not meet eligibility criteria will not be considered for funding.
* LOI submission deadline: Friday, July 19, 2024, at 11:59PM.
* Send the LOI submission to: [Regional-Research-Committee@kp.org](mailto:Regional-Research-Committee@kp.org)

**PRINCIPAL INVESTIGATOR: [Insert faculty name, GME program, and medical center]**

Please list only one Principal Investigator. Only GME faculty members are eligible to be Principal Investigators for this funding opportunity. The PI should be willing to assume responsibility for the management of the research, while also complying with the financial and administrative policies, and human subject protection regulations associated with the research project.

**RESEARCH PROGRAM TITLE: [Insert title for the research program]**

**1.0 BACKGROUND AND SIGNIFICANCE:** Provide a paragraph summary of the background and significance of the research program. The background should succinctly describe the current state of knowledge and identify the problem to be addressed. References are not required.

**1.1 RESEARCH QUESTION / HYPOTHESIS TO BE ADDRESSED DURING GRANT PERIOD:** State the main research question and/or hypothesis that will be addressed initially during the grant period.

**1.2 STUDY DESIGN AND MAIN VARIABLES:** Provide a brief description of the proposed study design, i.e., case-control, cohort, cross-sectional, and a description of the main variables that will be measured.

**1.3 ADDITIONAL RESEARCH QUESTIONS TO BE ADDRESSED IN FUTURE STUDIES:** A goal of this initiative is to develop research programs within GME. Specifically, these research programs should provide further opportunities for future projects. State one or more research question(s) that will be addressed in future studies using the data collected. Describe the proposed time frames for these studies.

**1.4 ANTICIPATED CONFERENCE PRESENTATION:** Please provide the name and dates for one or more national conferences (2025 or later) where study results would be presented.

**2.0 GRADUATE MEDICAL EDUCATION (GME) TRAINEE MENTORSHIP PLAN:**Applicants must involve Kaiser Permanente Southern California GME trainees in their projects. Residents, fellows, or medical students from external institutions **are not eligible** to participate in this grant.

* The detailed mentorship plan should include:

1. names of the KPSC trainees to be involved, their GME program affiliation, medical center, PGY-level,
2. defining mentor / mentee roles and responsibilities,
3. establishing guidelines (meeting frequency and format / location),
4. outlining goals and objectives (what aspects of the study will the trainee be assigned?), and
5. stating the mentor’s plans for cultivating a research environment for the trainee.

**3.0 BIOSKETCH:** The Principal Investigator must provide a one-page biosketch using the template below.

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| --- | --- | --- | --- | --- |
| **BIOGRAPHICAL SKETCH** | | | | |
| NAME | | POSITION TITLE | | |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)* | | | | |
| INSTITUTION AND LOCATION | DEGREE  *(if applicable)* | | MM/YY | FIELD OF STUDY |
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**A.** **Personal statement:**

**B. Relevant areas of research:**

**4.0 SUPPORTING DOCUMENTATION:** Please review the categories listed below. If applicable, provide the supporting documentation.

**Category #1: Previous Regional Research Committee (RRC) Funding:  Yes  No**

* If you have received RRC funding in the past, on a separate page, provide the RRC grant number (if applicable) and a summary of your previous work (presentations / publications).
* You must provide a summary for each project that was funded by the RRC.

**Category #2: Institutional Review Board (IRB) Approved Study:  Yes  No**

* If your study is already IRB approved, please provide:
  + the IRB approval number,
  + copy of the IRB research application,
  + summary of the work that has already been completed, and
  + state why you are seeking RRC funding.
* If your study is pending IRB approval, please provide the date of when the research application was submitted to the IRB.
  + It is preferred to hold off on the IRB submission until after the RRC review meeting to ensure there are no delays with obtaining IRB approval and funding support. If the RRC approves your funding request, the RRC support team will coordinate and complete the IRB research application submission for you.

Contact the RRC support team at [Regional-Research-Committee@kp.org](mailto:Regional-Research-Committee@kp.org) if you have questions, need help determining eligibility, or need assistance completing the letter of intent.