

Investigator Initiated Research Program

Quality
Costs
Access

Applying the research
edge

Blue Cross Blue Shield of Michigan Foundation

The philanthropic affiliate of Blue Cross Blue Shield of Michigan
Dedicated to Improving the Health of Michigan Residents



Blue Cross
Blue Shield
of Michigan

A nonprofit corporation and independent licensee
of the Blue Cross and Blue Shield Association



www.bcbsm.com/foundation

Vision

To make a significant contribution to health care knowledge and its application to improve health by:

- Supporting research and effective demonstration and evaluation projects; and
- Developing innovative and socially responsive health initiatives.

Mission

The Blue Cross Blue Shield of Michigan Foundation is dedicated to improving the health of Michigan residents through the support of research and innovative programs.

Core Values

- Commitment to Quality Performance
- Honesty, Integrity, Collaboration and Team Work
- Effective and Efficient Use of Resources
- Excellence in Programs, Grants and Communications

Blue Cross Blue Shield of Michigan Foundation

The BCBSM Foundation is the philanthropic affiliate of Blue Cross Blue Shield of Michigan — and is a 501(c)(3) nonprofit, incorporated separately from BCBSM. The BCBSM Foundation is an independent licensee of the Blue Cross and Blue Shield Association.

BCBSM Foundation grant programs are conducted in Michigan, by Michigan based researchers and non-profit organizations to address issues of:

- Quality and costs of care
- Access to care
- Community health

The Blue Cross Blue Shield of Michigan Foundation is dedicated to improving the health of Michigan residents through the support of research and innovative programs. The BCBSM Foundation's vision is

to make a significant contribution to health care knowledge and its application to improve health by sponsoring research and effective demonstrations and evaluations, and by developing innovative and socially responsive health initiatives.

None of the BCBSM Foundation's grant-making resources come from BCBSM customer premium payments. The BCBSM Foundation was funded through an endowment from Michigan physicians in 1983 and from proceeds of an earlier prescription drug class action lawsuit settlement.

For more information about the BCBSM Foundation and its programs, go to www.bcbsm.com/foundation.

Research on Health and Medical Care in the State of Michigan: Quality, Cost and Access to Care

This program encourages Michigan-based applied research projects designed to improve health care in the state of Michigan. It does not support basic science or biomedical research, including drug studies or studies using animals.

Projects that focus on the quality and cost of health care and appropriate access are considered priority and include:

- Organization and delivery of health care services
- Evaluation of new methods or approaches to containing health care costs
- Evaluation of new methods or approaches to providing access to high quality health care
- Assessment and assurance of quality care

- Identification and validation of clinical protocols and evidence-based practice guidelines

Grants are typically in the \$50,000 – \$75,000 per year range. Exceptional projects will be considered for multi-year funding or funding requests in excess of \$50,000 – \$75,000.



Investigator Initiated Research Program Funding Criteria

All proposals are screened to determine the appropriateness for this program. After careful screening by BCBSM Foundation staff, proposals are sent for review to a panel of experts external to the BCBSM Foundation. The BCBSM Foundation Grants Advisory Panel rigorously examines proposals according to the following criteria:

1. Significance of the project as a means of understanding or ameliorating important health care concerns which affect the residents of Michigan. Applicants must document, to the extent possible, the significance of the problem being addressed, the anticipated effect(s) of the project on the problem, and the potential for widespread adoption and/or replication of the results.
2. Extent to which the proposed project contributes to new knowledge.
3. Technical quality of the application including:
 - a. Clarity of the presentation
 - b. Degree to which applicant demonstrates understanding of the problem
 - c. Applicant's description of the methodology to be employed
 - d. Suitability of proposed analytical methods for the proposed research
 - e. Quality, appropriateness, and availability of the data to be used.
4. Appropriateness of the principal investigator and his or her research team in conducting the research. Reviewers will consider the qualifications (research degrees, experience) and time commitment of key project staff.
5. Clarity with which the applicant has described the tasks to be undertaken and the objectives to be met in carrying out the project. This will include consideration of the appropriateness and reasonableness of the budget, and the feasibility of achieving project objectives within the specified time frame and budget. All funding requests must be cost-conscious.
6. Likelihood that new and previously untried approaches or new information may actually be implemented, or the likelihood that the information provided may make a significant contribution to knowledge and the improvement of health and medical care in the state of Michigan.

Applications will be accepted from medical- and doctoral-level researchers based in hospitals, university settings, non-profit health care organizations, health systems, medical or nursing schools, schools of public health, or other relevant academic disciplines such as psychology, sociology and urban studies. Blue Cross and Blue Shield of Michigan employees, members of their immediate families, and

employees and immediate family members of any Blue Cross and Blue Shield of Michigan affiliate or subsidiary are not eligible to receive BCBSM Foundation grants.

Grants under this program do not pay for the costs of equipment (e.g., personal computers), hardware, software or on-going operating or

developmental expenses. It is the policy of the BCBSM Foundation to fund research conducted by non-profit organizations. The BCBSM Foundation does not provide support to for-profit organizations or individuals associated with organizations not located in Michigan.

Application Instructions

A complete Investigator Initiated Program application must include the original (unbound) and 4 copies of the items listed below, in the order outlined.

- I. Request for Project Support Form.
- II. One page project summary.
- III. Detailed budget, including details of other sources of funding, either existing or contemplated.
- IV. Body of proposal (approximately 15-20 double-spaced pages) organized as follows:
 - A. Nature of the research question:
 1. Precisely framed statement of the research question or hypotheses for the project
 2. Information on the significance of the problem addressed
 3. Rationale for the proposed activity as a means of understanding or ameliorating the problem addressed
 4. Summary of similar or relevant work by the applicant and others, as reported in the medical and scientific literature, or known to be in progress.
- B. Research and development methodology:
 1. Research design, including a description of the research or intervention being proposed
 2. Method(s) of assessing the effect of the proposed research on any or all of the following: health care costs, cost containment, quality of care, or access to care
 3. Detailed and specific analytical approach, including proposed statistical methods
 4. Identification of measurable outcomes anticipated (if the research or intervention

- proved effective and was later implemented)
5. Detailed work plan showing timeline for project activities, quarterly and final reports
 6. Consideration and evaluation of possible bias and conflict of interests.
- C. Assessment of barriers which may impede widespread implementation of this intervention and how barriers might be overcome.
- D. Discussion of the applied significance and possible implementation of the findings or results. How can the anticipated results influence health care policy or the delivery of health care?
- E. Discussion of the economic implications of the research on the cost of health care.
- V. A statement that all applicable requirements of the applicant's institution on research involving human subjects have been met.
- VI. Resume of the principal investigators and other key personnel.

Applications are accepted at any time and reviewed at the next possible Board of Director meeting. Send complete applications to:

Investigator Initiated Research Program
Blue Cross and Blue Shield of Michigan Foundation
600 Lafayette East, X520
Detroit, Michigan 48226



Blue Cross Blue Shield of Michigan Foundation Investigator Initiated Program Application Request for Support

Title of Project: _____

Purpose of Project:

*Principal Investigator: _____
(name and title)

Address:

Phone, e-mail and fax number:

Applicant Institution: _____

Number of Months Support Requested: _____ IRB Approval Included: _____
Not Included: _____

Amount of 1st year support requested: _____ Mail checks to: _____
\$ _____

Total support requested: _____
\$ _____

Make checks payable to: _____
\$ _____

Attention: _____

The conditions that apply to grants made by the Blue Cross and Blue Shield of Michigan Foundation can be found in the following pages. Please read them carefully before signing this form. Your signature on this form constitutes acceptance in full of all conditions contained herein.

Institutional Approval:
(name and title of official authorized to sign for institution)

(name, typed or printed)

(signature, also required on page 4)

(title)

(date)

*Principal Investigator is the individual responsible for the conceptualization, development, implementation and outcome of the proposed activity.

Conditions of Grant

To induce the Blue Cross and Blue Shield Foundation (“Foundation”) to make the grant requested, the grantee accepts and agrees to comply with the following conditions, in the event that such grant is awarded.

- 1. Purpose and administration:** The grant shall be used exclusively for the purposes specified in the grantee’s proposal, the Request for Project Support form, and related documents, all as approved by the Foundation. In the event that the funds are not used for these purposes within the time specified in the grantee’s proposal or within any approved extension of said time period, the unspent funds shall be returned to the Foundation (unless an extension is approved).

The grantee will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any organization or entity, whether or not formed by the grantee, other than as specifically set forth in the grant proposal referred to above.

All copyright interests in materials produced as a result of this grant are owned by the grantee. The BCBSM Foundation, however, retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, use in modified form (e.g., shortened, summarized or abbreviated) or otherwise use and to authorize use of any such materials for any

lawful purpose in furtherance of the BCBSM Foundation’s mission to enhance quality, control costs, and improve access to health care in Michigan.

- 2.** No part of the grant shall be used for a grant contract or subcontract to another person or organization without prior written approval of the Executive Director of the BCBSM Foundation.
- 3. Budget:** Expenditures of the grant funds must adhere to the specific line items in the grantee’s approved grant budget. Transfers among line items (increases and decreases) must be requested on the Request for Budget Adjustment Form, and approved by the Executive Director of the BCBSM Foundation.
- 4. Accounting and audit:** A systematic record on a fund-accounting basis shall be kept by the grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the grant, and the substantiating documents, such as bills, invoices, canceled checks, receipts, etc., shall be retained in the grantee’s files for a period of not less than four (4) years from the date of the expiration of the grant period. The grantee agrees to promptly furnish the Foundation with copies of such documents upon the Foundation’s request, and without charge to the Foundation.

The Foundation, at its expense, may audit or have audited the

records of the grantee insofar as they relate to the disposition of funds granted by the BCBSM Foundation, and the grantee shall provide all necessary assistance in connection therewith without charge to the Foundation. Randomly selected projects may be selected for routine audit with or without cause.

- 5. Reports:** Narrative and financial reports shall be furnished by the grantee to the Foundation quarterly and upon expiration or termination of the grant. Such reports shall be furnished to the Foundation within 30 days after the quarter or close of the grant. The quarterly narrative report should briefly summarize the objective of the project, describe grant-related activities in the past quarter including, the progress made by the grantee towards achieving the grant's objectives, and discuss any problems or obstacles encountered including the strategy used to resolve the problem(s).

The financial report is to be in the same format as the approved grant budget, and for each line item, show the original project budget, the balance carried forward as of the report date, the amount expended against each line item for the current period, and the resulting balance remaining in each line. A total is to be shown for each column. If an encumbrance system is used, encumbrances are to be shown in a separate column from cash expenditures.

The Foundation may, at its expense, monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the Foundation or its designees to observe the grantee's program procedures and operations, and to discuss the program with the grantee's personnel.

The final report shall be presented to the Foundation within 30 days of the end of the grant period, unless an extension is granted. The final report shall be of a quality and in a format suitable for publication.

The Foundation may request grant recipients to present their research at appropriate forums.

- 6. Public reporting:** The Foundation will report this grant, if made, in its next Annual Report. The grantee may be asked to review and approve a project summary briefly describing the grantee's activity which will be used by the Foundation to respond to inquiries and for other public information purposes.

The grantee shall send to the Foundation copies of all papers, manuscripts, and other information materials which it produces that are related to the project sponsored by the Foundation.

In all publications, press releases, annual reports, or other announcements — grantees are required to refer to the Foundation by its full name: Blue Cross and Blue Shield of Michigan Foundation.

7. Certification required when grant may be used for research involving human subjects: If the grant is to be used in whole or in part for research involving human subjects, the grantee hereby certifies that an institutional review board, which applies ethical standards and the criteria for approval of grants set forth in the Department of Health and Human Services policy for the protection of human research subjects and other appropriate data confidentiality (45CFR part 46, as amended from time to time), has determined that human subjects involved in this grant will not experience risk over and above that involved in the normal process of care, and that appropriate safeguards will be established to protect against the unauthorized use or distribution of confidential data.

8. Grant reversion and termination: If the grant is intended to support a specific project or to provide support for a specific period of time, any portion of the grant unexpended at the completion of the project and the end of the time period and any authorized extension thereof shall be returned to the Foundation within thirty (30) days.

The BCBSM Foundation may, for its sole convenience, cancel this grant in whole or part, with or without cause, at anytime by giving the grantee thirty (30) days written notice of its intention to do so. In the event of such

termination, the grantee will be entitled to recover all approved project costs incurred prior to date of termination.

If the grant is terminated prior to the scheduled completion date, the grantee shall, upon request of the Foundation, provide to the Foundation a full accounting of the receipt and disbursement of the funds and expenditures incurred under the grant as of the effective date of termination. The grantee shall repay within thirty (30) days after written request by the Foundation all grant funds unexpended as of the effective date of termination and all grant funds expended subsequent to the effective date of termination.

9. Limitations and changes: It is expressly understood that the Foundation, BCBSM, or any of its subsidiaries, by making this grant, have no obligation to provide data or support to the grantee for purposes of this project or any other purposes other than the support requested in the grant request. Any changes, additions, or deletions to the conditions of the grant must be made in writing and must be jointly approved by the Foundation and the grantee. If the grant is awarded, the Foundation agrees to fund projects for a period of one year. Subsequent years of funding, for multiple year requests, shall be reviewed and approved annually.

The conditions of the grant are hereby accepted and agreed to as of the date indicated.

Date

Grantee Institution

Authorized Signature of Institutional Official

Title of Institutional Official

Date

Signature of Principal Investigator

Blue Cross and Blue Shield of Michigan Foundation

Budget Guidelines

Budget Period: From _____ To _____

Grant Period: From _____ To _____

LINE ITEMS

Personnel

Name and Project Title	Base Salary	X	Percent Time (%)	=	Project Salary
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Salary Subtotal

Fringe Benefits**

Salary Total

Supplies

Office Operations

(To include items such as printing, duplicating, telephone, postage, computer/data processing)

Project Staff Travel***

Consultant Fees

Grand Total

* Funds requested, anticipated or provided by other sources for the same or similar project proposes must be described in detail on an attached sheet and referenced in a cover letter.

** The Foundation does not pay for indirect costs with the exception of limited fringe benefits. The allowable fringe benefit expense may not exceed the lesser of 25% of the salary subtotal figure or the actual cost of the fringe benefits. Fringe benefits include health, pension and/or medical benefits.

*** Conference travel is limited to \$1,000.



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Detroit, Michigan 48226-2998
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