



## A LETTER OF INTENT FOR:

# COLLABORATIVE RESEARCH RISK MANAGEMENT PROGRAM DEVELOPMENT COMMUNITY-BASED PROJECT

## GRANT PROGRAM 2012

### GUIDELINES FOR LETTER OF INTENT TEMPLATE

#### TITLE, PRINCIPAL INVESTIGATOR, AND CONTACTS:

At least one of the principal investigators (project leads) must be a CMPA member. Include the CMPA membership number.

Include title of the project, and the credentials, title, office address and email address of the principal investigator, and the principal investigator's primary institutional affiliation as well as any other additional contacts.

#### EXECUTIVE SUMMARY (MAXIMUM 200 WORDS):

Summarize the project and explain its relevance to patient safety, quality of care, and medico-legal risk reduction.

#### BACKGROUND (MAXIMUM 200 WORDS):

Describe the problem, existing knowledge about it, and its importance and relevance to patient safety, quality of care, and medico-legal risk reduction.

#### SPECIFIC AIMS (MAXIMUM 200 WORDS):

What is being proposed to address the problems surrounding patient safety, quality of care, and medico-legal risk reduction, i.e. your goals and objectives?

#### METHODOLOGY (MAXIMUM 200 WORDS):

What methods will be employed to study the problem? Be as specific as possible without unnecessary detail, using the following headings:

RISK MANAGEMENT PROGRAM DEVELOPMENT (INCLUDES COMMUNITY-BASED PROJECTS)

##### 1. Educational objectives

Statements that clearly describe what a health professional can expect to know or do after he or she completes the program.

Objectives should be described as precisely as possible. They should be specific, measurable, attainable, relevant, and linked to a timeframe (give a timeframe for completion of the objective).

## 2. Needs assessment

A process whereby the learning and practice needs of health professionals are determined. Most often accomplished by subjective survey methods, though the process may also include objective measures.

## 3. Design and approach

A description of the process that details the methods and procedures related to the program's development, implementation, and deliverable (service or product that will be provided).

## 4. Evaluation and dissemination plan

Evaluation is a process of determining the effect of the program and its activities on a series of possible outcomes such as: the perception of the learner, participation rates, competency, healthcare outcomes and cost-benefits issues.

A dissemination plan is the approach to be used to inform other groups and health professionals regarding the program and its evaluation.

### COLLABORATIVE RESEARCH PROJECTS (INCLUDES COMMUNITY-BASED PROJECTS)

#### 1. Subject material

The patients or physicians to whom the benefits of the research are meant to apply.

The group of patients or physicians addressed in this research should be described precisely. For patients: age, sex, clinical symptoms, severity and stage of the disease as well as relevant comorbid conditions should be taken into consideration. For physicians: specialty, context of practice, etc., should be taken into consideration.

#### 2. Sampling scheme

The methods and criteria used for classifying and selecting the subject material to ensure validity and generalization of the results (e.g. randomised clinical trials, meta-analysis, etc.).

#### 3. Measurement (tools and scales)

A description of the methods or procedures used (including the tools or instruments and their respective scales) as well as information on their sensitivity or specificity to assess outcomes or both.

#### 4. Analysis

The various analytical methods used to establish statistical evidence (e.g. analysis of variance, time series, meta-analysis, etc.) and the generalizability of the study findings.

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### IMPACT (MAXIMUM 200 WORDS):

How do you expect the results will be used, and what impact could they have on addressing the problem?

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### DISSEMINATION (MAXIMUM 150 WORDS):

Summarize how you plan to disseminate the results.

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**ESTIMATED BUDGET AND TIMELINE:**

Detail the estimated direct costs and indicate the amount of funding that will be requested or provided by other institutions or entities. Outline the timeline for completion of the work.

BUDGET LINE ITEM	COST	GRANT REQUEST	IN KIND
<i>Total grant request</i>			
PHASE/TASK NAME	START DATE	END DATE	COMMENTS

**OTHER SOURCES OF FUNDING (RECEIVED OR APPLIED FOR) (MAXIMUM 100 WORDS):**

List all other sources of funding (received or applied for).

The CMPA does not restrict researchers and program developers from obtaining other sources of funding, but does expect that there will be no duplication of funding for the same project.

The onus is on the applicant to provide sufficient information to enable the review committee to evaluate the other sources of support.

Applicants must notify the CMPA of any co-funding, and approval of CMPA funding is conditional upon disclosure to CMPA and approval by CMPA of co-funding.

Cumulative funding from all sources should not exceed the total budget proposal for the research project or program development project.

Applicants must undertake to notify the CMPA of any funding approved for the project from other sources even if it occurs after the CMPA grant is awarded.

The CMPA offers to support collaborative research projects and risk management program development with grants ranging from \$10,000 to \$50,000 for the year 2012. The CMPA also supports similar community-based projects with grant(s) up to \$50,000 and these will be allocated at the discretion of the committee.

**QUALIFICATIONS OF THE KEY INDIVIDUALS INVOLVED:**

Include a CV or biographical sketch of the principal investigator (CV of principal investigator not to exceed 2 pages), listing only most relevant publications. Name other members of the research team, which should include persons from the appropriate disciplines; interdisciplinary teams are strongly encouraged (no CV required for team members; biographical sketch of entire team not to exceed one page). Comment on institutional support and any special characteristics.

**NOTE: The entire letter of intent, including CV and biographical sketch, should not exceed 7 pages and must be submitted as one document.**