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**2019 Innovation Well-Being Pilot Awards**

**Request for Proposal**

*Issued:* ***Tuesday, September 3, 2019***

*Proposals Due:* ***Friday, November 1, 2019 at 5:00 PM***

*Awards Announced:* ***Mid-December 2019***

*Project Commencement Date:* ***no later than March 1, 2020***

The UNC Integrated Well-Being Program and Center for Health Innovation are collaborating to offer an award that provides funding for pilots that promote the well-being of faculty and staff in the organization with the goal of meeting the fourth arm of the Quadruple Aim: preventing burnout and improving work-life balance.

**UNC Integrated Well-Being Program Pilot Award**

Through the UNC Integrated Well-Being Program, UNC Physicians, the UNC School of Medicine (UNC SOM) and UNC Health Care are working to develop a comprehensive, system-wide approach to identify the best tools already in use throughout our system and find innovative ways to prevent and treat burnout, facilitate efficiency of practice, and promote a culture of wellness.

Together, the UNC Integrated Well-Being Program and Center for Health Innovation are pleased to announce this request for proposals. This award is meant to foster innovation in key areas of focus such as measuring and addressing stress, promoting resilience, and redesigning care delivery to improve provider and staff well-being.We seek proposals from UNC Health Care (owned entities) and UNC SOM employees for initiatives that support the mission of the Well-Being Program. An award of up to $25,000 is available. Owned entities include the following:

* Caldwell
* Chatham Hospital
* Medical Center
	+ UNC Hospitals
	+ UNC Faculty Physicians
	+ Hillsborough Campus
	+ WakeBrook
* UNC Physicians Network
* UNC Rockingham
* UNC REX

**Areas of Interest**

The Well-Being Program is interested in proposals of novel and innovative approaches to be piloted within the UNC Health Care System across a broad spectrum of interest areas, including:

* Care redesign to change or eliminate stressors in everyday work processes
* Advanced analytics (e.g., risk assessment, event prediction and detection, resilience/burnout outcomes analysis)
* Assessment tools and techniques
* Alternative staffing and new workforce development

**Review and Selection Process**

Proposals will be reviewed and scored by a committee made up of the Innovation Council of the Center for Health Innovation and additional subject matter experts. Proposals that qualify as research will be required to obtain IRB approval if selected for funding before funds will be released.

Proposals will be evaluated according to:

* Anticipated meaningful outcomes / significance of the work
* Novelty / innovation of the idea
* Soundness of the proposed approach / methods
* Feasibility of accomplishing the stated project goals within the one-year project period
* Degree of alignment with the goal of the UNC Integrated Well-Being Program

Proposals with the following elements will be given strong consideration:

* Cross-disciplinary, multi-partner teams
* Potential for being positively disruptive
* Scalable and sustainable ideas

**Eligibility**

Eligible proposals and team members must meet all of the following criteria to be considered:

* The PI or Project Leader must be a current employee of UNC SOM, UNC HC, or one of the UNC HC owned affiliates
* Members of the proposal review committee may not apply as a lead PI/Project Leader
* Translational research projects must have a PI or co-PI who is an UNC SOM faculty member with an appointment that allows them to serve as PI on an externally sponsored research project. Researchers who hold an Adjunct appointment are not eligible to apply as PI.
* Faculty or employees from other UNC schools (e.g., Pharmacy, Nursing, Dentistry, Public Health, Kenan-Flagler) are welcome to participate but may not apply as PI or Project Leader. Co-PI’s and co-leaders must be current employees of UNC HC, any of its affiliates, or UNC-Chapel Hill.
* There is no limit to the number of proposals that may be submitted by a division, department or individual.
* Project activities must occur primarily at facilities of UNC Health Care and/or its affiliates.
* Project must be limited to one year in scope with a start date no later than June 1, 2020.
* Project should not be submitted elsewhere for funding at the time of the submission to the Center.

**How to Apply**

Proposals are **due to the Center by 5:00 PM on Friday, November 1, 2019**. Proposals must be submitted before the deadline or will not be considered. Proposals must be emailed to innovatehealthcare@med.unc.edu in .pdf format (see Proposal Requirements below).

**Proposal Requirements**

The proposal package must be emailed in .pdf format to innovatehealthcare@med.unc.edu. The proposal package must include two (2) pdfs:

1. Cover Sheet (available with the RFP on the Center for Health Innovation website)
2. Full Proposal *in a single .pdf* (descriptions below):
	1. Project narrative (5 single-spaced page limit)
	2. Budget (1 single-spaced page limit)
	3. Budget Justification (1 single-spaced page limit)
	4. Letters of Support
	5. Abbreviated CV/Biosketches
	6. References (1 single-spaced page limit)

The project narrative should be in 12-point font, and must **not exceed** 5 single-spaced pages. The budget, budget justification, letters of support, references and CVs are not included in the narrative 5-page limit.

Required proposal components:

1. Narrative that includes the following sections (responses to all questions under this section #1 should **not exceed** 5 single spaced pages):
	1. Background and significance of the issue being addressed, including its specific relevance to UNC HCS’s providers and employees;
	2. Specific goals of this project, including anticipated outcomes and metrics that will be utilized to measure progress throughout the project cycle;
	3. Detailed description of project, approach and methods;
	4. Brief statement of the project’s alignment with the mission of the UNC Integrated Well-Being Program;
	5. A project timeline that includes activities, duration, and deliverables for each step;
	6. Potential barriers or risks to implementation and plans for mitigation
	7. List of UNC and non-UNC partners and their roles; and
	8. Description of scalability potential and sustainability when funding has ended
2. Detailed budget (not to exceed 1 page) that includes:
	1. Key personnel costs (salary and fringe);
	2. Equipment;
	3. Supplies;
	4. Travel; and
	5. Other costs
3. Budget justification (not to exceed 1 single-spaced page) that includes:
	1. Description of roles of all key staff; and
	2. Description of each major budget item and how it supports the project goals
4. Letter of support from one of the following: Division Chief, Department Chair, UNC HC Vice President or higher ranking leader from the reporting unit of the PI/Project Leader
5. If your proposal requires a commitment of time from staff or other resources outside of your department/division/unit (e.g., ISD, hospital operations or administration, other clinics), please also include a letter of support for use of such resources from the appropriate VP or higher ranking leader
6. *Abbreviated* CV / Biosketch for PI/Project Lead (required)
7. *Abbreviated* CV / Biosketch for other critical team members (optional)
8. References (optional; not to exceed 1 single-spaced page)

**Use of Funds**

* Awards may not be used for faculty salary support
* Awards may be used to pay salary and benefit expense for staff and other non-faculty project personnel, as well as to fund other direct project-related expenses (e.g. equipment, software, materials) as outlined in the project’s budget and approved by the Center.
	+ Please note that equipment, software and materials budget items must be reasonable. Teams are encouraged to consider whether technologies or equipment already exist at UNC and may be borrowed or leased during the period of award.
* No indirect costs or overhead charges will be allowed
* Funds will not be released until completion of IRB approval or waiver, as appropriate
* Funding will only be provided for actual expenditures up to the amount of the award

**Award Administration and Reporting**

* Award recipients will be required to invoice for actual expenses incurred during the one-year project.
* Award recipients will be required to submit quarterly progress reports
* Evaluation of project results will be required in writing to the Center within one month after the conclusion of the project (month 13).

**To Learn More**

Go to <https://www.unchealthcare.org/wellbeing/>. In addition, questions about this RFP can be sent to innovatehealthcare@med.unc.edu.