**2020 UNC School of Medicine Well-Being Pilot Awards**

**Request for Proposal**

*Issued:* ***Thursday, November 7, 2019***

*Proposals Due:* ***Tuesday, January 14, 2020 at 5:00 PM***

*Awards Announced:* ***Mid-March 2020***

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

The UNC School of Medicine Office of Faculty Affairs and Leadership Development and the UNC Center for Health Innovation (“Center”) are collaborating to offer three awards of up to $10,000 each for pilot projects aimed at promoting the well-being of faculty, staff, and/or students at the UNC School of Medicine as well as medical trainees serving within the UNC Health Care System.

**Areas of Interest**

* Individual well-being solutions or structural/system changes to improve well-being; at any stage of development (ideation/development, feasibility/proof of concept, hypothesis testing, or implementation)
* Novel and innovative concepts that address well-being and/or proven methods that improve well-being applied in a novel/innovative manner or setting

**Review and Selection Process**

Proposals will be reviewed and scored by a committee comprised of members from the Center and subject matter experts from the UNC School of Medicine. 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 area of interest (see above) and based on the following:

* Significance of the problem, based on evidence
* Anticipated meaningful impact on well-being (applicants should define what aspect of well-being will be addressed)
* Novelty / innovation of concept, application, or setting
* Soundness of the proposed approach and validity of methods
* Feasibility of accomplishing the stated project goals within the one-year project period
* Potential to generate data for a larger, externally funded grant
* Potential to produce a publication in a peer reviewed publication or be invited for a presentation

Proposals with the following elements will be given strong consideration:

* Potential for changing system behavior patterns and dynamics
* Scalable and sustainable ideas
* Potential for system-wide benefit / change

**Eligibility**

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

* The PI must be a current UNC SOM faculty member. Other faculty, staff, and students affiliated with the UNC Health Care System or University of North Carolina at Chapel Hill are welcome to participate on a project team but may not apply as PI.
* Members of the proposal review committee may not apply as a lead PI/Project Leader
* There is no limit to the number of proposals that may be submitted by a division, department or individual.
* Project activities must occur primarily within the School of Medicine and/or facilities within 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 activities 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 Tuesday, January 14, 2020**. 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 SOM’s providers and employees and UNC Health Care medical trainees;
	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. A project timeline that includes activities, duration, and deliverables for each step;
	5. Potential barriers or risks to implementation and plans for mitigation
	6. List of UNC and non-UNC partners and their roles; and
	7. 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; and
	4. 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 the Division Chief or Department Chair or Chair’s Designee
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. If execution of your project is dependent upon additional funding not described in your budget, please describe the total required budget, current or planned additional source(s) of funding, and the intended use for these other funds
7. *Abbreviated* CV / Biosketch for PI/Project Lead (required)
8. *Abbreviated* CV / Biosketch for other critical team members (optional)
9. 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 within one month after the conclusion of the project (month 13).

**Other**

Questions about this RFP can be sent to innovatehealthcare@med.unc.edu.