

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Emergency Medical Services  
1970 West Broad Street  
P.O. Box 182073  
Columbus, Ohio 43218-2073  
(614) 466-9447 • (800) 233-0785  
[www.ems.ohio.gov](http://www.ems.ohio.gov)

**FUNDING AVAILABLE**  
**2013-2014 OHIO EMS BOARD RESEARCH GRANT APPLICATION**  
**EMS Priority 5**

The State Board of Emergency Medical Services (EMS Board) is actively soliciting research-based projects that address Priority 5 as established by section 4765.07 of the Ohio Revised Code. Special consideration will be given to applicants that select from the following high priority topic suggested by the EMS Board:

Highest consideration for this project shall be given to entities that conduct research on, test, or evaluate one or more of the following:

- **A study of prehospital odansetron use for intravenous administration by AEMTS and sublingual and / or IV administration to pediatric patients by AEMTS and Paramedics.**
- **A study of the utility and safety profile of the intranasal use of Narcan by Emergency Medical Responders and EMTs in a rural setting.**
- **Conduct an assessment of the state of emergency dispatch in the State of Ohio.**  
**The EMS Board is interested in knowing:**
  - **Who are the responsible parties for providing dispatch in local areas (e.g., police, fire or EMS), who maintain oversight of dispatch services, how many jurisdictions do dispatch centers manage, do they meet federal dispatch standards, is the dispatch center part of the Emergency Operations Plan, do the centers provide pre-arrival instructions?**
  - **What are local training and education requirements for dispatchers? Do dispatchers provide pre-arrival instructions? How many dispatchers are there statewide?**

**ELIGIBLE APPLICANTS:** All entities are eligible to apply.

**DEADLINE:** The deadline for year 2013-2014 applications is **5:00 PM, Monday, April 1, 2013**. Applications must be hand-delivered or postmarked by this date to be considered for funding.

**APPLICATION AVAILABILITY:** All entities can obtain applications February 1, 2013 by contacting the Division of EMS at 1-800-233-0785 or going to the EMS Web site at: [www.ems.ohio.gov](http://www.ems.ohio.gov) then select "grants".

**AVAILABLE FUNDS:** Funding is provided by the Division of EMS / State EMS Board through certain state fines. The amount available for each category will be contingent upon the amount of fines collected for the award year. All grantees may not be funded at their requested amount.

**RESOURCES AVAILABLE:** Grants administration staff members are available at 1-800-233-0785 to answer questions and assist you with the application process.

**PROJECT PERIOD:** July 1, 2013 to June 30, 2014. Extensions to the project period of up to one year are available.

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

**SELECTION CRITERIA:** A panel of trauma experts will review applications. Each application will be reviewed by three reviewers who will complete a standardized review sheet (attached as Appendix A). Grants may be awarded conditionally, at which time the applicant must provide additional information by a specified date. Notification of grant award offers will be mailed to the contact address by June 30, 2013.

**If funded, the agencies must:**

- Complete a Mid-Year Project Report by December 30th, 2013 (see page 13 for the required Mid-Year Project Report content).

Upon approval of funding, each agency will receive half of its awarded grant funds. Each agency must submit a properly completed Mid-Year Project Report to the Division of EMS by December 30, 2013, in order to receive the remainder of its grant funds.

- Complete a Final Project Report by August 30, 2014, to summarize grant accomplishments (see page 14 for required Final Project Report content and format).

**Failure to submit a properly completed Final Project Report to the Division of EMS by August 30, 2014, may result in ineligibility for future participation in the EMS grant program.**

**2013-2014 EMS BOARD RESEARCH GRANT APPLICATION**  
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Your proposal must be typewritten and you must respond to each question in this application. **All applications must be postmarked by 5:00 PM, Monday, April 1st, 2013. No faxed applications will be accepted.**

**Send completed applications (one electronic copy in MS Word on a CD-ROM, one hard copy with an original signature, and three additional hard copies) to the following address:**

**EMS Board Grant Program  
Ohio Department of Public Safety  
Division of EMS  
1970 West Broad Street, 5<sup>th</sup> Floor  
Columbus, Oh 43223**

If you have any questions, please contact EMS Grants Administration at 1-800-233-0785.

**CONTACT INFORMATION**  
**EMS Priority 5**

Please list an organizational address (not home address). All correspondence concerning the grant will be mailed to the address listed below.

CONTACT PERSON		
ORGANIZATION		
ORGANIZATION ADDRESS		
CITY	STATE	ZIP
DAYTIME PHONE NUMBER (     )     -	FAX NUMBER (     )     -	
E-MAIL		
TOTAL AMOUNT REQUESTED		

## **ASSEMBLING THE APPLICATION**

### **EMS Priority 5**

*Your application must be assembled in the following order:*

1. **Contact Information** (Page 4)
2. **Planning and Evaluation Worksheet** (Page 9)
3. **Project Narrative** (See page 6-8 for required content)  
All project information in this section should relate directly to the requested budget information.
4. **Budget** – A detailed budget, including equipment, salaries, and miscellaneous expenses should be provided. If any in-kind contributions are being made for the project, please indicate these on the budget sheet (page 10-12).
5. **Attachments** – A curriculum vitae for the principal Investigator and all co-investigators must be included.
6. **W-9 Form** – Completed with original signature if you are not currently on file with the Ohio Department of Public Safety.

**SEND COMPLETED APPLICATIONS (ONE ELECTRONIC COPY IN MS WORD ON A CD-ROM, ONE HARD COPY WITH AN ORIGINAL SIGNATURE, AND THREE ADDITIONAL HARD COPIES) TO THE ADDRESS ON PAGE 3. APPLICATION MUST BE POSTMARKED BY 5:00 PM ON MONDAY, APRIL 1, 2013. NO FAXED APPLICATIONS WILL BE ACCEPTED.**

**2013-2014 EMS BOARD RESEARCH GRANT APPLICATION**  
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**PROJECT NARRATIVE**

Your narrative should be typewritten, and should address each of the topics in the order they are listed below. The narrative provides a major means by which the application is evaluated and ranked along with competing applications for available funds. Thus, the narrative should be concise, complete, and should address the activity for which EMS Research funds are requested. Supporting documents should be included when they can present information clearly and succinctly. Cross-referencing should be used instead of repetition. The Division of EMS is particularly interested in specific factual information and statements of measurable goals in quantitative terms. Narratives are evaluated on the basis of substance, not length. Extensive exhibits are not required. (Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.) Pages should be numbered for easy reference.

All project information described in this section should relate directly to the requested budget information.

The Project Narrative should address the following:

**Protection of Human Subjects from Research Risk:** As appropriate, provide evidence that the involvement of human subjects and protections from research risk relating to their participation in the proposed research have been addressed. Provide evidence that the project has been reviewed and approved by the duly authorized Institutional Review Board (IRB) of the applicant or a third party at the time the application is submitted.

**Protection of Human Subjects from Research Risk:** As appropriate, provide evidence that the involvement of human subjects and protections from research risk relating to their participation in the proposed research have been addressed. Provide evidence that the project has been reviewed and approved by the duly authorized Institutional Review Board (IRB) of the applicant or a third party at the time the application is submitted.

**Approach:** Provide details on the conceptual or clinical framework, design, methodologies, and analyses to be used. Identify the kinds of data that will be collected and maintained. Discuss the criteria to be used to evaluate results and determine successes. State the methodology you will use to determine the extent to which your research will achieve its stated goals and objectives.

**Innovation:** Explain how this project is original and innovative. Discuss how your project challenges existing paradigms or clinical practices and addresses an innovative hypothesis or critical barrier to progress in the field. Discuss how your project develops or employs novel concepts, approaches, methodologies, tools, and / or technologies.

**Personnel:** Provide evidence that the investigators are appropriately trained and well-suited to carry out this study. Explain why the work proposed is appropriate to the experience level of the principal investigator and other research staff. Discuss how the investigative team brings complementary and integrated expertise to the project. List organizations, cooperating entities, consultants, or other key individuals who will work on the project and how they will contribute to the project.

**Environment:** Provide details on how the environment where the work will be completed will contribute to the probability of success. If there are unique features of the scientific environment, subject populations, or collaborative arrangements, explain these. Provide evidence of institutional support.

**Budget Narrative:** Explain how the proposed budget will support your project. Provide enough detail to adequately demonstrate how the funds will be spent. Detail any in-kind contributions that will be provided. In addition to the narrative, be sure to complete the Budget Sheet (page 10-12).

**Inclusion of populations needing special representation in research:** Provide evidence that you plan to include subjects from both genders, all racial and ethnic groups (and subgroups), children, elderly, subjects with disabilities, and those in geographically isolated areas, as appropriate for the scientific goals of the research that will be addressed.

**Plan for dissemination / publication of final product:** Discuss and provide evidence that there are plans to disseminate the results of your project. This should include evidence that the applicant has been successfully published in a peer reviewed journal and / or has presented research at scientific conferences. As appropriate to the project, provide details on how the applicant plans to continue to offer the services and / or products following the expiration of this grant agreement.

**PROJECT NARRATIVE**  
**EMS Priority 5**

PROTECTION OF HUMAN SUBJECTS FROM RESEARCH RISK
SIGNIFICANCE
APPROACH
INNOVATION
PERSONNEL
ENVIRONMENT
BUDGET NARRATIVE
INCLUSION OF POPULATIONS NEEDING SPECIAL ATTENTION IN RESEARCH
PLAN FOR DISSEMINATION / PUBLICATION OF FINAL PRODUCT

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Complete the following worksheet to provide an action plan for your project. The objectives and activities should match what you describe in the narrative section. Deadline for completion of the project is June 30, 2014.

**PLANNING AND EVALUATION WORKSHEET**

<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>RESPONSIBLE PARTY</b>	<b>TARGET DATES</b>	<b>EVALUATION METHODS</b>

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**BUDGET SHEET**

In addition to the Budget Narrative, complete this Budget Sheet, including all anticipated costs for implementation of your project. Please sign and date.

**ALLOWABLE & UNALLOWABLE COSTS:**

**Examples of Allowable Costs:**

Safety devices, educational supplies and materials, salaries, contractual services, mileage, printing, postage, and training expenses.

**Examples of Unallowable Costs:**

Fringe benefits, indirect costs, construction and remodeling projects, furniture, computers, TV / VCRs, fire trailers, entertainment, and alcoholic beverages.

## BUDGET SHEET

### EMS Priority 5

**COLUMN A. EMS Board Research Grant:** Describe project purchases and estimate costs requested under this grant.

**COLUMN B. Cash or In-kind Contribution:** Outline and estimate costs of in-kind support and contributions from participating agencies or groups. Typical examples of in-kind support include volunteer time, copying and mailing costs absorbed by the organization, salaries or wages paid by lead organization for time spent on project activities, telephone use, donated incentive prizes, or other services provided by participating groups or coalition efforts.

Description (In the space provided, provide a detailed explanation of any of the following requested funds)	COLUMN A REQUESTED FUNDS	COLUMN B CASH OR IN-KIND CONTRIBUTION
<b>Direct Labor / Personnel Costs</b> (include percentage of time spent on research project activities)		
<b>Material &amp; Supplies</b> (include unit Costs and quantities – e.g., 3000 Items @ \$0.20 / item = \$600.00)		
<b>Equipment Purchase</b> (specify items and quantity)		
<b>Contractual Services</b> (e.g., printing services, training, product development, consultants)		
<b>Facilitation costs</b> (costs associated with any necessary meetings or conferences)		

**BUDGET SHEET CONTINUED**

<b>Description</b> (In the space provided, provide a detailed explanation of any of the following requested funds)	<b>COLUMN A REQUESTED FUNDS</b>	<b>COLUMN B CASH OR IN-KIND CONTRIBUTION</b>
<b>Other</b> (e.g., mileage, travel expenses, etc.)		
<b>Column Totals</b> Total for COLUMN A is the amount of EMS funding being requested.		
<b>Total Project Expenditures</b> (Should equal the total of COLUMN A plus COLUMN B)		

SIGNATURE OF APPLICANT  <b>X</b>	DATE
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**MID-YEAR PROJECT REPORT**

◆ **Due December 30<sup>th</sup>, 2013**

◆ **Limit to 3 pages**

1. Provide an activity report that lists progress-to-date for your research project objectives.
  - Describe any events / activities that have occurred by the completion date of the report and provide a calendar of upcoming activities.
  - Describe any successes and / or failures you have had in collaborating with the partners named in your proposal.
2. Discuss any problems or delays encountered in meeting project objectives.
3. Explain and justify any changes in research project objectives, activities, or schedule from your original proposal. Provide a revised work schedule if different from your original proposal.
4. Describe the techniques you have used to track research project activities and measure achievement of project goals and objectives.
5. Provide a budget narrative listing grant expenditures-to-date. Attach relevant documentation, including copies of receipts / invoices for all goods and services utilizing EMS funds.

*Each agency will receive half of the awarded grant funds upon approval of funding. Each agency must submit a properly completed Mid-Year Project Report to the Division of EMS by December 30, 2013 in order to receive the remainder of the grant funds.*

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**FINAL PROJECT REPORT**

◆ **Due August 30, 2014**

The final report submitted by the researchers must be submitted in an electronic format, and should include as many of the items listed below as is applicable to the topic. Any publishing or peer review format used routinely by the researchers will be considered an acceptable final report. Otherwise, the report should contain such graphics, figures and tables as necessary to clearly document and explain the researcher's findings as follows:

**Format for Organization of Final Report:**

- Introduction
- Table of contents
- Executive summary
- Information / qualifications – principal and all co-investigators
- A review of the literature related to the project topic
- Historical perspectives on the topic of this report
- A brief review of the current status of the topic in Ohio, the surrounding states, and nationally
- Future trends, both regionally and nationally
- Financial issues and considerations
- Education and training issues and considerations
- Legislative and regulatory issues and considerations
- Data and information issues, and considerations
- An analysis of the researchers' findings
- Conclusions
- Recommendations

**Formatting Style:** A one-inch margin is required, text should be double-spaced, and font should not be smaller than 10 point with all pages numbered sequentially. All final reports must be submitted in an electronic format as they will be posted on the Ohio EMS website.

**Footnotes:** Each reference must include the name of the authors (in the same sequence in which they appear in the report), the article title, book or journal title, volume number, page numbers, years of publication, and website address if available electronically.

**Report's Audience:** The researchers are reminded the intended audience of this report will include members of the general public and legislators as well as healthcare and safety professionals. The report must be written with this audience in mind, striking a balance between terms and verbiage understood by the public while conveying the essential and necessary data to healthcare and safety professionals who read this report.

*Failure to submit a properly completed Final Project Report to the Ohio Division of EMS by August 30, 2014, may result in ineligibility for future participation in the EMS / Research grant program.*

**EMS BOARD RESEARCH GRANT – REVIEW COMMITTEE SCORING SHEET – APPENDIX A**  
**EMS Priority 5**

**PROGRAM TITLE:** \_\_\_\_\_ **GRANT NUMBER:** \_\_\_\_\_

**Reviewer ID:** \_\_\_\_\_

Evaluation Criteria	Reviewers Comments and Score														
<p><b>1. Protection of Human Subjects from Research Risk:</b> The involvement of human subjects and protections from research risk relating to their participation in the proposed research will be assessed. All proposals involving human subjects must be reviewed and approved by the duly authorized Institutional Review Board (IRB) of the applicant or a third party at the time of application.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> YES           <input type="checkbox"/> NO           <input type="checkbox"/> NO-NOT NECESSARY         </div>														
<p><b>2. Significance:</b> Does this study address an issue of importance to the EMS Board? Does the study have a regional or statewide focus? Are the goals and objectives clearly defined? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?</p>															
<p><b>3. Approach:</b> Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas, limitations, and consider alternative tactics? Is the data provided adequate? Is the evaluation plan reasonable?</p>	<div style="display: flex; justify-content: space-between; font-weight: bold;"> <span>0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Doesn't meet expectations</span> <span>Exceeds expectations</span> </div>														

<p><b>4. Innovation:</b> Is the project original and innovative? Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barriers to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?</p>	<p>0 1 2 3 4 5 6 7 8 9 10 11 12 13</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p><b>5. Personnel:</b> Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project? Does the proposal list all key individuals and partners?</p>	<p>0 1 2 3 4 5 6 7 8 9 10</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p><b>6. Environment:</b> Does the environment in which the work will be done contribute to the probability of success? Does the proposed study benefit from unique features of the scientific environment, subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?</p>	<p>0 1 2 3 4 5 6 7 8 9 10 11 12</p> <p>Doesn't meet expectations Exceeds expectations</p>

<p><b>7. Budget:</b> The reasonableness of the proposed budget and the requested period of support in relation to the proposed research. The budget provides enough detail to adequately determine how the funds will be spent.</p> <p>If appropriate, there is adequate detail to show continuing financial support for the project after this grant funding is discontinued.</p> <p>There is evidence of in-kind support from the applicant's agency or a third party.</p>	<p>0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p><b>8. Inclusion of Populations Needing Special Attention in Research:</b> The adequacy of plans to include subjects from both genders, all racial and ethnic groups (and subgroups), children, elderly, subjects with disabilities, and those in geographically isolated areas, as appropriate for the scientific goals of the research will be assessed.</p>	<p>0 1 2 3 4 5 6 7 8 9 10</p> <p>Doesn't meet Expectations Exceeds expectations</p>
<p><b>9. Plan for Dissemination / publication of Final Product:</b> There are descriptions of how the applicant plans to disseminate the results of their project. This should include evidence that the applicant has been successfully published in a peer reviewed journal and / or has presented research at scientific conferences. If appropriate to the project, details on how the applicant plans to continue to offer the services and / or products following the expiration of this grant agreement.</p>	<p>0 1 2 3 4 5 6 7 8 9 10</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p><b>Total Possible Score:</b></p>	<p><b>Score for this Application:</b></p>

**Review Recommendations:**