

- Administration
- Bureau of Motor Vehicles
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- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



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2013-2014 OHIO DIVISION OF EMS INJURY PREVENTION RESEARCH GRANT APPLICATION (EMS FUNDING PRIORITY 3)

The State Board of Emergency Medical Services (EMS Board) is actively soliciting research-based projects that address the third funding priority as established by section 4765.07 of the Ohio Revised Code. The third priority shall be given to entities that research the causes, nature, and effects of traumatic injuries; educate the public about injury prevention; and implement, test, and evaluate injury prevention strategies.

Special consideration will be given to applicants that select from the following high-priority topics suggested by the Ohio Injury Prevention Partnership and the EMS Board:

- **Evaluate multi-factorial falls among older adults prevention strategies in health care settings* including but not limited to the following:**
 - **Falls risk assessment screening and counseling and fall prevention interventions.**
 - **Development of clinical / community linkages and strategies** (e.g., referrals and follow-up care, prescriptions for strength and balance training such as Tai Chi, home modification assistance, medication monitoring, etc.).
 - **Other health care policy and system changes** (e.g., screening protocols for high-risk patients, discharge instructions, follow-up care, referrals, etc.).

**This priority is not intended to address falls occurring only within health care settings, but rather address opportunities for intervening with high risk individuals as they present in health care settings (e.g., physicians' offices, hospitals / EDs, physical therapy, nursing facilities, etc.). Evaluation efforts should extend beyond assessing falls occurring in health care settings to home and community settings as well.*

- **Evaluate youth violence prevention efforts including assault / homicide, firearm-related violence, fighting / bullying, dating violence, etc.**
- **Evaluate injury prevention policies (i.e., laws, regulations, organizational policies, state or local ordinances) or system-level prevention strategies.**

Enclosed in this packet is the Injury Prevention Grant Application. Following is key information about the grant application process.

PURPOSE: According to Ohio Revised Code 4765.07, the EMS Board shall establish and administer a grants program in which the third priority shall be given to entities that research the causes, nature, and effects of traumatic injuries; educate the public about injury prevention; and implement, test, and evaluate injury prevention strategies.

ELIGIBLE APPLICANTS: All entities are eligible to apply.

DEADLINE: The deadline for year 2013-2014 applications is **5:00 PM on Monday April 1, 2013**. Applications must be hand-delivered or postmarked by this date to be considered for funding. See page 3 for details.

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."

APPLICATION AVAILABILITY: All entities can obtain applications by contacting the Division of EMS at 1-800-233-0785 or visiting the EMS website at: www.ems.ohio.gov (select "grants") to locate the application.

AVAILABLE FUNDS: Funding is provided by the Ohio Division of EMS / State EMS Board through state fines. Funding will be contingent on 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. No-cost extensions to the project period of up to one year are available.

SELECTION CRITERIA: A panel of injury prevention research specialists will review applications. Each application will be reviewed by three reviewers who will complete a standardized review sheet (attached as Appendix A).

AWARDS: 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. A grant agreement with terms and conditions will be included requiring an original signature and must be returned within 10 days in order for the applicant to receive the award.

If funded, the agencies must:

- Complete a mid-year report by December 30th, 2013 (see page 12 for required Mid-Year Project Report content).

Upon approval of funding and receipt of a signed agreement, 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 Report summarizing grant accomplishments by August 30, 2014 (see page 13 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, or to request an extension in writing, may result in ineligibility status for future participation in the Ohio EMS grant program.

**OHIO EMERGENCY MEDICAL SERVICES
2013-2014 EMS INJURY PREVENTION RESEARCH GRANT APPLICATION**

INSTRUCTIONS FOR ASSEMBLING THE APPLICATION

Your proposal must be typewritten and you must respond to each criterion in the application guidance and utilizing the forms provided. The fields will expand to accept your text. **All applications must be postmarked or hand-delivered by 5:00 PM on Monday, April 1, 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 / Injury Prevention Grant Program
Ohio Department of Public Safety
Division of EMS
1970 West Broad Street, 5th Floor
Columbus, OH 43223**

To promote readability and consistency in organization, the Division of EMS has established specific requirements for the format of the application. Assemble the application in the order shown on page 5.

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

**2013-2014 INJURY PREVENTION RESEARCH GRANT APPLICATION
CONTACT INFORMATION
EMS Priority 3**

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

PROJECT NAME		
CONTACT PERSON		
ORGANIZATION		
ADDRESS 1		
ADDRESS 2		
CITY	STATE OH	ZIP
DAY PHONE () -	FAX () -	
E-MAIL		
TOTAL AMOUNT REQUESTED		

ASSEMBLING THE APPLICATION

Your application must be assembled in the following order:

1. **Contact Information** (Page 4)
2. **Planning and Evaluation Worksheet** (Page 8)
3. **Project Narrative** (See page 6-7 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. (pages 9-11)
5. **Attachments** – A curriculum vitae for the principal investigator and each co-investigator 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. APPLICATIONS MUST BE POSTMARKED OR HAND- DELIVERED BY 5:00 PM ON MONDAY, APRIL 1, 2013. NO FAXED APPLICATIONS WILL BE ACCEPTED.

PROJECT NARRATIVE

Your narrative should be typewritten and double-spaced, 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 other 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 where 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. 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:

- 1. Protection of Human Subjects from Research Risk:** As appropriate, provide evidence that 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 Institutional Review Board (IRB) of the applicant or a third party at the time the application is submitted.
- 2. Significance:** Explain how your study will address an issue of importance to the EMS Board and have a regional or statewide focus. List the goals and objectives. Discuss how scientific knowledge or clinical practice will be advanced, and the effect that this study will have on the concepts, methods, technologies, treatments, services, and / or preventative interventions that drive this field.
- 3. Approach:** Provide details on the conceptual or clinical framework, design, methods, 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 the program has achieved its stated goals and objectives.
- 4. Innovation:** Explain how your 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 this project develops or employs novel concepts, approaches, methodologies, tools, and / or technologies.
- 5. 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.
- 6. Environment:** Provide details on how the environment in which 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.
- 7. Budget Narrative:** In the narrative, explain how the proposed budget will support the project. Provide enough detail to adequately demonstrate how the funds will be spent.
- 8. 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 will be addressed.
- 9. Plan for dissemination / publication of final product:** Discuss and provide evidence that there are plans to disseminate the results of the 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.

PROGRAM NARRATIVE
EMS Priority 3
(Fields will expand to accept text)

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

2013-2014 EMS INJURY PREVENTION RESEARCH APPLICATION
EMS Priority 3

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

OBJECTIVES	ACTIVITIES	RESPONSIBLE PARTY	TARGET DATES	EVALUATION METHODS

2013-2014 EMS INJURY PREVENTION RESEARCH GRANT APPLICATION
EMS Priority 3

BUDGET SHEET

Provide a budget depicting all anticipated costs for implementation of your project. Be sure to sign and date.

Examples of Allowable Costs:

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

Examples of Costs not Allowed:

Indirect costs, fringe benefits, construction and remodeling projects, furniture, computers, TV / VCRs, supplanting of salary, meals, entertainment, and alcoholic beverages.

SUPPLANTING OF FUNDS:

Grant funds must not be used to supplant federal, state, or institutional funds. Supplanting includes replacing federal, state or institutional funds with Ohio Division of EMS grant funds, and / or using Ohio Division of EMS grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of the applicant agency and / or its sub-grantees.

State funds must be used to provide the resources that otherwise would not be available for the proposed program activity.

**BUDGET SHEET
EMS Priority 3**

COLUMN A. Requested EMS Injury Prevention Research Funding: Describe project purchases and estimate costs.

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, copy and mailing costs absorbed by 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
Personnel Costs (include percentage of time spent on project activities)		
Materials & Supplies (include unit costs and quantities – e.g., 3000 brochures @ \$0.20 / brochure = \$600.00)		
Equipment Purchase (include unit costs and quantities)		
Contractual Services (e.g., printing services, training, product development, consultants)		

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
Meetings / Events (e.g., rental of facilities, etc.)		
Other (e.g., mileage, travel expenses, etc.)		
Column Totals Total for COLUMN A is the amount of EMS grant funding being requested.		
Total Project Expenditures (Should equal the total of COLUMN A plus COLUMN B)		

APPLICANT SIGNATURE X	DATE
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**2013-2014 EMS INJURY PREVENTION RESEARCH GRANT APPLICATION
EMS Priority 3**

MID-YEAR PROJECT REPORT

- ◆ **Due December 30th, 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 grant objectives.
3. Explain and justify any changes in research project objectives, activities, schedule, or location. Provide a revised work schedule if different from your original proposal.
4. Describe the techniques used to track grant activities and measure achievement of 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 grant funds.

Grant recipients 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.

**2013-2014 EMS INJURY PREVENTION RESEARCH GRANT APPLICATION
EMS Priority 3**

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, 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 Division of EMS by August 30, 2014 may result in ineligibility for future participation in the EMS / Injury Prevention Research Grant Program.

**EMS INJURY PREVENTION RESEARCH APPLICATION REVIEW SHEET– Appendix A
Priority 3**

PROGRAM TITLE	GRANT NUMBER
REVIEWER ID	

EVALUATION CRITERIA	REVIEWERS COMMENTS AND SCORE		
<p>1. Protection of Human Subjects from Research Risk: 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 the application is submitted.</p>			
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NO-NOT NECESSARY
<p>2. Significance: 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>			
	0 Doesn't meet expectations	1 2 3 4 5 6 7 8	9 10 Exceeds expectations
<p>3. Approach: 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>			
	0 Doesn't meet expectations	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	Exceeds expectations

<p>4. Innovation: 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>5. Personnel: 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>6. Environment: 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 13</p> <p>Doesn't meet expectations Exceeds expectations</p>

<p>7. Budget: 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 16</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p>8. Inclusion of Populations Needing Special Attention in Research: 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 11 12</p> <p>Doesn't meet expectations Exceeds expectations</p>
<p>9. Plan for Dissemination / Publication of Final Product: 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>TOTAL POSSIBLE SCORE</p>	<p>SCORE FOR THIS APPLICATION</p>

REVIEW RECOMMENDATIONS