



Support for Education and Outreach Activities

South Carolina Medical Translational Technology Program

March 1, 2013

This document solicits proposals for grants to support education and outreach activities for healthcare organizations (hospitals and surgery/diagnostic centers) participating in the South Carolina Medical Translational Technology (MedTransTech) Program. The awards support (1) conduct of short-term (one day or less) events such as seminars, courses, workshops, and retreats aimed at training and communicating information to patients and staff; and (2) travel to courses or conferences that offer specialized education or outreach opportunities. Maximum awards are \$ 10 k for costs directly associated with the event (e.g., passout materials, speaker travel, advertising materials, on-site coordination, etc.) or travel (e.g., transportation, lodging, registration, etc.), and are contingent on availability of funds. Proposals can be submitted any time after April 1, 2013, and will be reviewed by the MedTransTech Steering Committee which will make recommendations for funding to the Advisory Council. The following text provides information about the program, scope of the solicitation, eligibility, application procedures, proposal deadlines, and contact information.

SC MedTransTech Program

The South Carolina Medical Translational Technology Program is a partnership of academic, healthcare, and industry organizations aimed at enabling biomedical innovation (discovery put to use), accelerating the transfer of resulting advances to the patient community, and facilitating education and outreach to the healthcare community. Current partners include (1) the academic and research universities of the South Carolina Bioengineering Alliance (SCBA - Clemson University, the Medical University of South Carolina, and the University of South Carolina); (2) six South Carolina hospitals and surgery/diagnostic centers (Anderson Medical Health System, Bon Secours St. Francis Health System, Greenville Hospital System, Medical University of South Carolina, Oconee Medical Center, and Palmetto Health); and (3) Stryker Corporation (a leading international medical technology and device manufacturer). The Program is governed by a Master Service Agreement executed on August 21, 2009; administered by the SCBA (<http://scba.musc.edu>); overseen by an Advisory Council that includes representatives from all participating organizations; and implemented by a Steering Committee which consists of

representatives of the Alliance universities and Stryker Corporation. The Program Administrator is Dr. Richard Swaja, Director of the South Carolina Bioengineering Alliance.

Objective and Scope

The primary objective of this solicitation is to facilitate education and outreach on biomedical research advances, needs and opportunities, outcomes, diagnostics, and therapeutics to the healthcare community including faculty, staff, clinicians, and patients at MedTransTech participating organizations. The scope of activities encompassed by this program includes (1) conduct of courses, retreats, seminars, and workshops (i.e., events aimed at training and communicating information) and (2) travel to courses or conferences that offer specialized education or outreach opportunities. For item 1, these events should be short-term (one day or less) and should benefit some or all of the MedTransTech participating organizations through direct attendance, videoteleconferencing, or another remote interactive communication approach. It is expected that all MedTransTech participating organizations will be notified well in advance of the activity and will have the opportunity to attend. For item 2, specialized education or outreach functions should represent opportunities for unique training or exposure to healthcare advances or approaches that are not available locally and can be communicated to MedTransTech participants.

Type of Award and Funding Limits

The award mechanism is a grant to the coordinating organization. Maximum awards are \$ 10 k and cover costs directly associated with the activity such as (but not limited to) passout materials, speaker travel, advertising materials, and on-site coordination and execution for courses and retreats; and transportation, registration, and lodging for travel. The grants do not cover salaries and indirect costs. A “Lead Coordinator” who will receive the grant and be responsible for post-event reporting must be identified in the proposal.

MedTransTech education/outreach awards are limited to a total of \$ 20 k per participating organization for the one-year duration of this solicitation.

The number of awards is contingent on availability of funds and merit of the proposals.

Eligibility

Only hospital and surgical/diagnostic organizations participating in the MedTransTech Program are eligible to apply and receive funding for these education and outreach grants. The organizations include Anderson Medical Health System, Bon Secours St. Francis Health System, Greenville Hospital System, Medical University of South Carolina, Oconee Medical Center, and Palmetto Health. Awards will be provided to a lead coordinator at the applying organization. No funds will be distributed to an organization that is not a MedTransTech participant. Eligibility issues will be addressed by the Advisory Council which consists of representatives of Alliance universities, partner hospitals, and Stryker Corporation.

Submittal and Solicitation Dates

After April 1, 2013, proposals in the format specified below may be transmitted in pdf format any time to scba@musc.edu . This solicitation ends on March 31, 2014. The current plan is to consider this program for renewal on a yearly basis.

Proposal Format

Proposals for education and outreach grants – events or travel - must be prepared in the following format using single-space 12 point Times New Roman type. Use the letters in caps below to designate each information section, and skip a space between sections. The total proposal must not exceed two pages.

1. Type “MedTransTech Education/Outreach Proposal - Event” or “MedTransTech Education/Outreach Proposal – Travel” – whichever is appropriate for the application - at the center of the top of the first page. Skip two lines after this line.
2. DATE OF APPLICATION – Date that the application is submitted for consideration.
3. TITLE – Title of event or travel purpose
4. LEAD COORDINATOR – Name, title, affiliation, and contact information of person who will coordinate the event, receive the funds, and be responsible for reporting.
5. OTHER PARTICIPANTS – Names and affiliations of other proposal participants. For travel, include the name and affiliation of traveler if different from lead coordinator.
6. TITLE – Title of event for conduct or conference/course for travel.
7. DATES, DURATION, AND LOCATION – Timing, city, and facility
8. PURPOSE – Objectives and scope – Value
9. PROGRAM – Outline of program for conduct or course/conference agenda for travel (include Web site for course/conference if available).
10. UNIQUE ASPECTS – Special speakers, topics, benefits, or approaches. Attach biosketch (not part of two page limit) for invited speakers for events.
11. BENEFITS TO MEDTRANSTECH PARTICIPANTS – Will the event be advertised to MedTransTech participants, and what will be the benefits to these organizations? For travel, how will results of the travel be communicated to MedTransTech participants?
12. BUDGET – Itemize planned expenses and provide a total budget request. Remember that maximum awards are \$ 10 k and cover costs directly associated with the event or travel. The grants do not cover salaries and indirect costs.

The proposal must be sent in pdf format to scba@musc.edu any time after April 1, 2013.

Review and Notification

Expedited review of the proposals will be coordinated by the MedTransTech Steering Committee which may use external reviewers as needed. Criteria for review include benefits to the MedTransTech healthcare community and participants, importance of the topic to the local and national healthcare communities, quality of the program, potential to meet objectives, appropriateness of the budget, eligibility of participants, and overall relevance to the MedTransTech Program. Detailed review comments will not be transmitted to applicants.

Proposals will be reviewed rapidly, and a recommendation for funding transmitted to the Advisory Council for approval by e-mail. Awards should be made shortly after approval by the Council. One month is targeted for the overall process from receipt of proposal to transmittal of award. Timing depends on availability of personnel during the stages of review, approval, and funding.

Reporting Requirements

Lead coordinators are required to submit a letter summarizing results and benefits of the event and detailed expenses to the MedTransTech Program Coordinator (scba@musc.edu) within 30 days after the activity. Funds not used for the specified event will be returned to the MedTransTech Program.

Questions

Questions regarding this solicitation must be submitted by e-mail to scba@musc.edu.

END