

FACULTY QUALITY IMPROVEMENT AWARD

This document contains eligibility requirements and application guidelines for the Department of Internal Medicine Faculty Quality Improvement Award, which is an award designed to help develop leaders in quality improvement within the department. For the purposes of this award, quality improvement is defined as the systematic approach to improvement in the way care is delivered for patients.

Award Information

- Duration:** The project is expected to be completed in one academic year (July 2019 – June 2020).
- Budget:** The Quality & Innovation Program will provide funding of 10% effort for one academic year. Additional funding, up to \$5,000, may be granted in support of the work to cover incidental expenses. Access to experts in process improvement, data management, and data analysis will be available.
- Eligibility:** All active Department of Internal Medicine clinical-track faculty with at least a 50% clinical appointment within the department are eligible to apply. Applications from multiple faculty members in different specialties are encouraged; however, salary support will be provided to only one faculty member. It is preferred that applicants have completed quality improvement training and/or have prior quality improvement experience. If an applicant is selected who does not have this experience, training in quality improvement will be provided during the project year.
- Restrictions:** The proposed project cannot have another source of funding, but it can be an existing project. An example might be an ongoing project with the need for more dedicated time to complete the work. This award is not intended for projects that meet the definition of human subjects research. Early career faculty (Assistant Professor or Instructor) are required to have a mentoring plan. Applicants are limited to one submission per academic year and cannot apply again for at least 2 academic years if they are granted the award. We encourage you to review/coordinate applications within your division prior to submission.
- Submission Process:** A Letter of Intent is appreciated (although not required) by December 1st, 2018. Please include your name, project title and a 1-2 paragraph description.

Full applications must be submitted to the Quality & Innovation Program via e-mail to Tammy Ellies (tmrice@med.umich.edu).
- Deadline:** All applications must be submitted by 11:00 PM on **December 15th** for consideration for the following academic year.
- Questions:** Any questions about the award, including regarding project eligibility, can be directed to Scott Flanders (flanders@umich.edu) or Tammy Ellies (tmrice@med.umich.edu).

Application Components

Format Specifications: Arial, size 11, single-spaced and ½-inch margins. 5-page maximum.

- Applicant Details: Indicate name, faculty rank, primary division, % clinical effort at time of application, and e-mail address.
- Title: Provide a working title for your project.
- Project Summary: In 250 words or less, describe the proposed quality improvement project in language that can be understood by a non-scientific audience.
- Narrative: Please provide a detailed description of the problem the project will attempt to address including the underlying causes of the problem (if known). You may include potential interventions, but do not focus entirely on proposed solutions if a full current state analysis has not yet been completed. State concisely the goals of the proposed project and summarize the expected outcomes.
- Setting & Impact: Describe the context for the project including where the project will be done, what providers will be involved and which patient population might be impacted.
- Approach: Describe the overall strategy, methodology, and analyses to be used to accomplish the goals of the proposed project. Describe the specific metrics that will be used to measure whether or not you achieve your goals. Describe potential problems/barriers and alternative strategies to address these barriers.
- Data Needs: Describe the data needed to accomplish the project. If a source for the data has been identified, please describe including the name of the person or unit who has agreed to provide the data. Indicate if assistance in obtaining the data is needed from the Quality & Innovation Program.
- Significance: Explain the significance of the project including how it will improve clinical practice. Describe who or what might benefit from the project.
- Previous Work: Describe any prior work that supports this project including any preliminary data, if available.
- QI Preparation: Describe any completed quality improvement training or experience that contributes to your ability to undertake the proposed project.
- Mentoring Plan: Required for early career faculty. Include information about your mentor(s), the purpose of the mentoring relationship, and the goals of the mentoring relationship.
- Budget: If incidental funds are being requested, describe the amount and how the funds will be used.

Review Process

A review committee will be created with representatives from the Quality & Innovation Program and the department Quality Council. A patient advisor will also be included as a member of the review committee. The committee will review all applications and select one awardee per academic year. The anticipated date of notification regarding the award is February 1, 2019. The following points will be considered in assessing each application:

- Is the applicant qualified and ready to undertake the project and complete it within 1 year?
- Is the scope of the project something that is achievable by the applicant within the planned setting?
- Does this project have the potential for significant impact on the quality of care for our patients?
- Is the approach described sound and appropriate for achieving the goals of the project?
- Have potential barriers been carefully considered and appropriate strategies to tackling them been identified?
- Has a robust current state analysis been completed, with a clear problem statement and root causes, before solutions are determined? If a current state analysis has not been completed, does the proposal contain a clear problem statement and outline how the current state will be assessed?

Dissemination

It is expected that all awardees will develop a manuscript based on the funded work and attempt to get the manuscript published in a peer-reviewed journal. The manuscript draft must be provided to the Quality & Innovation Program within 6 months of the conclusion of the funding period (December 2020). Awardees may also be asked to present on the work to the department.