

***“Actualizing ideas to improve the lives of our patients, residents, employees, and community”***

### **Purpose**

The Good Shepherd Innovation Grants support employee-led ideas to advance rehabilitation science, education, and practice. This funding opportunity aims to facilitate innovation and sustained collaboration among diverse teams who strive to improve the lives of people with disability and recovering from injury or illness across the care continuum.

The grant(s) will:

- Support employee ideas that are creative, unconventional and futuristic
- Cultivate interorganizational collaboration and/or external partnerships
- Create sustained and meaningful improvements in the lives of our patients, residents, and/or workplace

### **Funding Priorities**

Priority will be given to ideas that are *creative, novel, and unconventional*. Of particular interest to the review panel are ideas that:

- Improve the patient experience
- Improve quality and patient outcomes with evidence-based innovation

### **Sponsor**

Good Shepherd Innovation Grants are sponsored by the Good Shepherd Rehabilitation Network Endowment Fund. The grants reflect the commitment of GSR and GSPP to the advancement of rehabilitation science, education, and practice through curiosity and innovation.

### **Grant Administration**

Good Shepherd Innovation Grants are co-administered by representatives from GSR and GSPP. Grants will be awarded on a competitive basis selected by an interdisciplinary panel of representatives from both GSR and GSPP.

#### Grant Administrators:

GSR – Mark McAnallen, Innovation Coach at [mmcanallen@gsrh.org](mailto:mmcanallen@gsrh.org)

GSPP – Jen Dekerlegand, Director of Research, Education & Quality at [jennifer.dekerlegand@penmedicine.upenn.edu](mailto:jennifer.dekerlegand@penmedicine.upenn.edu)

### **Eligibility**

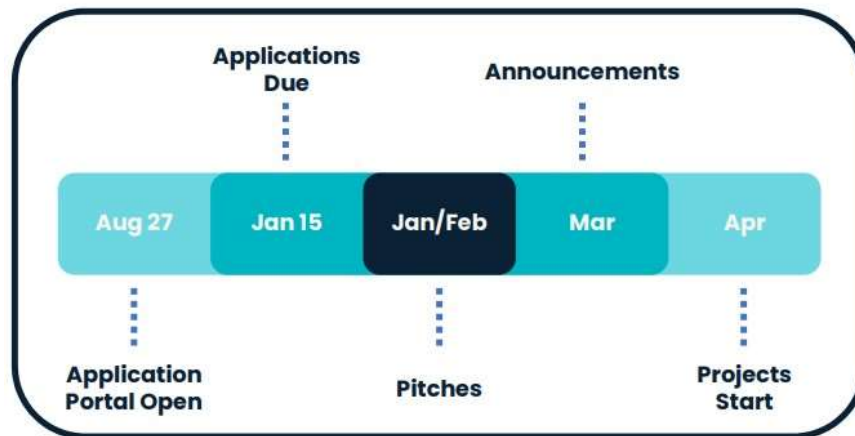
- A GSR/GSPP employee in good standing who has been employed at least three months, working at least 3/4 time is eligible to submit. Half-time employees are not eligible to be a project lead but may participate in the project as a subject matter expert.<sup>1</sup>
- External collaborator - Academic faculty from a qualifying organization<sup>2</sup>. Contact your grant administrator for more information.

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<sup>1</sup> Requests will be evaluated on a case-by-case basis.

<sup>2</sup> A qualifying organization is one that has executed or agrees to execute a Good Shepherd Innovation Grant Collaboration Agreement prior to the start of the project.

## Key Dates for Learn and Create Grants



## Cycle 5 Grant Opportunities

Teams can apply for a Learn or Create Grant to support the following types of projects: research, new programs/services, or innovation.

Learn Grant	Create Grant
<ul style="list-style-type: none"> <li>Up to \$12,000</li> <li>Grant covers release time for team members to work on project goals</li> <li>Project must be completed within 6 months</li> <li>Requires participation in project workshops</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$50,000 for joint projects (members from GSR + GSPP) and \$40,000 for single entity projects</li> <li>Grant covers release time and approved expenses.</li> <li>Project must be completed within 12 months*</li> <li>Requires participation in project workshops and a department sponsor</li> </ul>

\*Except research

## Description of project goals for Learn and Create Grants

Innovation of New Program or Service Line	
Learn Grant	Create Grant
<i>Defining the problem/opportunity and developing a proposed solution based on insights gathered</i>	<i>Trialing a proposed solution and revising to a near final product</i>
<ul style="list-style-type: none"> <li>▪ Develop a thorough understanding of the problem or opportunity through research, observation, interviews, market analyses</li> <li>▪ Identify and engage with key stakeholders</li> <li>▪ Identify key insights from research to inform development of a solution</li> <li>▪ Develop proposed solution with clear project/program objectives, measurables, and milestones.</li> <li>▪ Produce a Create Grant application</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trial idea with stages of prototyping and iteration</li> <li>▪ Develop/implement final or near final version of program, service, or product.</li> <li>▪ Create business plan, and/or pro forma</li> <li>▪ Propose sustainability plan</li> <li>▪ Pitch product to internal and/or external stakeholders</li> </ul>
Research	
Learn Grant	Create Grant
<i>Complete submission to IRB</i>	<i>Complete research and disseminate findings</i>
<ul style="list-style-type: none"> <li>▪ Develop budget</li> <li>▪ Develop hypothesis and research protocol</li> <li>▪ Submit proposal to Research Committee and Institutional Review Board (IRB)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct research per approved protocol</li> <li>▪ Disseminate research findings</li> <li>▪ Apply for external funding</li> <li>▪ Submit a continuation of funding request after 12 months if activities exceed initial grant term.</li> </ul>

### Application

All application materials can be found on the [EmployeeApp](#) and [TeamGSPP](#). To submit your application, upload the project proposal and any additional documentation described below to the [Smartsheet Grant Application Portal](#). If you have any questions, contact your grant administrator.

- **Key Steps for Learn and Create Grants:**
  - Meet with your grant administration prior to submitting your application, which consists of a proposal, budget, and pitch slides
  - Prepare a grant project proposal, budget, and pitch slides
  - Submit your application through the [Smartsheet Grant Application Portal](#)
  - Schedule a pitch date with grant administrator (*Pitches will be hybrid or virtual and should be no longer than 10 minutes. An additional 15 minutes allotted for discussion with the review panel.*)

### Review Considerations

Submissions are reviewed by a panel of leaders from both GSR and GSPP. Also, external experts may participate in reviews to provide an outside perspective or lend expertise to the topic area.

The Review Panel will consider the following:

- Novelty of the idea

- The project’s value proposition
- Organizational impact and sustainability
- Feasibility of the project and plan
- Skills, expertise, and demonstrated commitment and passion for the project
- Anticipated return on investment
- Operational resources to support project execution
- Collaboration and diversity of the team, population addressed, consultations

## Recipient Responsibilities

- **By applying, all recipients/teams commit to the following:**
  - Designate a project lead/representative to participate in required project workshops
  - Adhere to grant procedures and responsibly manage funds awarded
  - Complete work by the approved deadline or funding may be withdrawn
  - Obtain final approval to purchase expenses from grant administrators
  - Cross charge time spent on the project as described in the approved application
  - Provide project updates to grant administrators biweekly and upon request
  - Communicate continuously with their assigned project coach and grant administrator
  - Upon request, participate in organizational dissemination events like GSR Innovation Summit and/or GSPP Research Day.

## General Requirements

- All proposals must be submitted through the Good Shepherd Innovation Grant Submission Portal located on the EmployeeApp and Team GSPP by the specified deadline. Emailed and/or proposals received after the deadline will not be considered.
- All project teams must include at least one GSR or GSPP employee as the project lead. This person is expected to share any communications between grant administrators and the project lead with all team members.
- All project members must adhere to grant procedures, institutional policies, as well as federal, state, and local laws and regulations. Failure to follow grant procedures, meet the grant requirements, or to make reasonable progress toward project goals may result in retraction of funds and/or inability for future funding.
- Budgets are an estimated guess and are not guaranteed. Failure to meet project milestones or attempts to use funds outside of the project’s approved scope are reasons funding requests may be denied.
- Project team must acknowledge financial support from the Good Shepherd Innovation Grant and applicable entity(ies) in all internal and external publications, presentations, and communications.

## Use of Funds

- All costs charged to the grant must be directly related to project work.
- Indirect expenses (such as overhead expenses, rent, utilities, and fringe benefits) are not covered.
- Faculty-supervised undergraduate student participation is permitted but is not reimbursable by the grant.
- GSR/GSPP employees must follow Innovation Grant Procedures for documenting release time and project-associated expenses.
- Project expenses must be submitted to the Grant Administrator for approval and purchasing. Depending on the purchase amounts, additional information may be required. Any capital request must be accompanied by a return on investment (ROI).

Budget Considerations		
	Learn Grant	Create Grant
<b>Direct Expenses</b>	Yes	Yes
<b>Indirect Expenses</b>	No	No
<b>Capital Purchases</b>	No	Yes*
<b>Non-Capital Purchases</b>	Case-by-case basis	Yes
<b>Education/Training</b>	Case-by-case basis	Yes
<b>Conference/Publication Fees</b>	Case-by-case basis, up to \$500	Yes, up to \$2,000

\*Return on Investment required for capital purchases.

## Requirements for Grants with an External Collaborator

- At least one GSR/GSPP employee must be listed as a PI or Co-PI on funded research investigations.
- A Good Shepherd Innovation Grant Collaboration Agreement must be executed between GSR and the collaborating institution prior to distribution of funds.<sup>3</sup> Without an agreement in place, collaboration may exist without funding.
- Applications with an external collaborator must submit a Statement of Work and budget justification that is agreed upon by each participating organization.
- Funding requests from a collaborating organization cannot exceed 50% of the total grant amount approved by the GSR Review Panel.
- External collaborators must invoice GSR monthly to receive grant funds.
- All activities must occur onsite at GSR/GSPP, the college/university campus, or agreed upon locations as described in the approved application.
- All publications, presentations, or other public activities or notifications are co-branded and recognize both GSR/GSPP and the collaborating institution.

<sup>3</sup> The collaborating faculty is responsible for obtaining any required approvals from the collaborative institution per the organization's policies/procedures.