Purpose

The Good Shepherd Innovation Grants support employee-led ideas to advance rehabilitation science, education, and practice. This internal funding opportunity aims to facilitate innovation and foster sustained collaboration among diverse teams who strive to improve the lives of people with disability recover 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, meaningful improvements in the lives of our patients, residents, and/or associates (or "employees")

Vision

To establish GSR and GSPP as nationally-recognized leaders in rehabilitation science, education, and clinical practice by creating a culture of collaboration, critical inquiry, and innovation through funding, education, and mentorship opportunities.

Grant Program Administrators and Project Coaches

GSR - Mark McAnallen, Innovation Coach at mmcanallen@gsrh.org
GSPP - Jen Dekerlegand, Director of Quality, Education and Research
 at jennifer.dekerlegand@pennmedicine.upenn.edu

Program Procedures

1) **Innovation Grant Recipient Pledge**
   a) Innovation Grant recipients agree to abide by the Program Procedures outlined in this document.
   b) Need for formal agreements beyond this document will be stated in the Grant Guidelines.
   c) Failure to abide by Program Procedures may result in termination of the project and sequestering of remaining grant funds awarded to the team.

2) **Eligibility**
   a) Specific eligibility requirements for Cycle 5 will be stated in the published Grant Guidelines by August 2024. These requirements will be specific to Cycle 5.
   b) If during the course of the project an individual does not meet the eligibility requirements, they will no longer be eligible to receive continued funding or other resources (collectively "funds" or "funding"). In this situation, the individual can identify another employee to take over their role on the project pending approval by this employee's manager and the Grant Administrators.

3) **Project Personnel**
   a) Grant Administrators
      Grant Administrators provide oversight of the program and are responsible for ensuring responsible management of organizational resources and compliance with program procedures.
   b) Project Coaches
      Project Coaches provide guidance in the development and execution of the approved projects. Project Coaches help ensure projects have required resources and support from subject matter experts.
   c) Project Lead(s)
      A Project Lead is an individual primarily responsible for communicating with Project Coach and Grant Administrators, have additional financial oversight responsibilities for the project, and are required to attend Project Workshops.
   d) Project Team
      The Project Team consists of individual(s) who are listed as the core members of the approved project team on the original application materials that were submitted to the Good Shepherd Innovation Grant. These individuals are included in the budget and are able to cross charge their time directly connected with project work.

4) **Project Start**
   a) Prior to project start, the Project Lead(s) are required to take part in the Project Workshop in its entirety and complete any associated work within the stated deadlines.
   b) Project Leads will be notified of the structure, time, and location of the Project Workshop. At minimum, individual project goals, project milestones, and grant procedures will be reviewed during this meeting.
   c) A Notice of Award will be issued by the Grant Administrator to signify when the project is approved to begin ("project start"). Grant Administrators can withhold the Notice of Award until all preparatory work is completed and approved.

5) **Project Updates**
   a) Project Leads will receive a biweekly project update request via Smartsheet. It is the responsibility of the Project Lead to complete the updates within 7 working days.
   b) Project Leads are encouraged to maintain open communication with the assigned Project Coach to avoid project delays.
   c) Project Leads may be asked to participate in additional project updates as requested by Senior Leaders and/or the Grant Administrators.

6) **Project Dissemination**
   a) At the end of each funding period, all team members must present their work during a final dissemination event held within their work day. Teams are **highly encouraged** to present their work at the Good Shepherd Innovation Summit and Good Shepherd Penn Partner's Research Day.
   b) Grant recipients are strongly encouraged to disseminate findings/results with audiences external to GSR and GSPP with written notification of dissemination to Administrative Director Good Shepherd Learns, Creates, and Clinical Research. Project Lead(s) should notify their Grant Administrator when considering and when preparing for an external audience.
   c) Recipients must acknowledge financial support from the Good Shepherd Innovation Grants and applicable entities. All internal and external communications, presentations, and/or publications must utilize the Good Shepherd Innovation Grants logo where possible. In cases where the use of a logo is not

permitted, the involved entity and Good Shepherd Innovation Grants must be acknowledged in writing. External partners must follow the terms around logos as outlined in any executed agreements.

7) Release Time

a) <u>Overview</u>

   i) Grant funds are intended to support time project members spend working on the approved project in place of regular work duties. This is referred to as "release time" and must occur during regularly scheduled work hours. If a project requires flexing of normal work hours, this must be agreed upon in advance by the manager and Grant Administrators.

   ii) Employees must submit to the grant all associated project time.

   iii) Release time cannot be used as overtime or to work on tasks unrelated to the approved project.

b) <u>Scheduling Release Time</u>

   i) Recipients must obtain managerial approval to use scheduled release time.

   ii) Prior to charging time to the grant, recipients should establish a schedule of protected time for project work with their manager.

   iii) Grant recipients may request a change in this schedule by obtaining managerial approval four weeks ahead of the schedule change. It is up to the discretion of the manager whether to accept requests submitted with less than a 4-week notice.

c) <u>Documenting release time</u>

   i) Time spent working on an approved project must be cross charged to the cost center provided on the Notice of Award.

   ii) Time spent working on the project must be documented on a Time Entry/Adjustment (TEA) Sheet and submitted per standard practice at your work location.

   iii) Each team member must independently submit the total time spent on the project per pay period via Smartsheet. This is separate from the TEA sheet but time entries should be equivalent.

   iv) In the event you need to change an approved/processed cross charge, complete the FTE/Wage Adjustment Form and submit to your Grant Administrator by email.

d) <u>Release time for employees outside the project team</u>

   i) The use of grant funds to cover release time of an individual(s) outside the project team must be approved by the Grant Administrators prior to the start of project work and cannot exceed five hours. If not included in the original grant application, an individual may be added by submitting a Request to Modify Project found on ShepNet/TeamGSPP.

   ii) Such a request must state who the request intends to fund, demonstrate clearly what the time will be used to accomplish, and how it will contribute to the success of the approved project.

   iii) It is the responsibility of the project lead(s) to ensure eligibility is met and managerial approval is obtained prior to an individual outside the project team from using release time supported by the Good Shepherd Innovation Grants. Approved individuals must follow the procedures outlined in section 7. The project team lead must provide oversight of this release time used by individuals outside the project team.

e) <u>Multiple projects</u>

   i) A person may actively contribute to and access funds awarded to one project per cycle. A person active on one project may simultaneously provide consultation on another project but cannot access funds from the second project to cover release time.

8) **Budget**
   a) <u>Overview</u>
      i) Grants are primarily intended to cover time an individual spends working on the approved project that they would have normally spent performing their usual work role ("release time") during normal work hours.
      ii) Grants may be used to reimburse external expenses that are approved by the Grant Administrator at the start of the project and included in the project budget. Allowable expenses will vary by grant type (i.e., Learn vs Create) and are project-specific. Expenses may include supplies, equipment, technology, external consultants, dissemination costs, and specific training or education required to execute the project.
      iii) Cost of equipment is to be included in the budget and purchased through relevant institutional and GSRN Supply Chain Management policies.
      iv) Grants are not intended to cover benefits or overtime.
   b) <u>Process</u>
      i) Each project team must submit the budget to the Grant Administrators for review. Grant Administrators may contact the project lead to obtain any additional information required.
      ii) A copy of the approved budget (including requested release time) will be attached to the Notice of Award.
      iii) Any change in the original Notice of Award can be requested by submitting a Request to Modify Project to the Grant Administrator. Following review of the request, a revised Notice of Award will be issued if the request is approved.
   c) <u>Eligible expenses</u>
      i) Eligible expenses will be described in the Grant Guidelines for each cycle and may change based on the grant or project type.
      ii) Direct expenses are those required to support success of the project including equipment, technology, statistical assistance, software, supplies, marketing materials, etc. Education/training is eligible only if directly related to the execution and success of the project.
      iii) Capital requests (purchases over $1000 dollars and in-service for at least 2 years must include a Return on Investment (ROI) and have support from a manager or administrator willing to accept depreciation of that item at the conclusion of the project.
   d) <u>Documentation and Reimbursement of Expenses</u>
      i) Project Leads must submit a Good Shepherd Innovation Grants Purchase Order Request for each item to be purchased with grant funds. This form is available on ShepNet/TeamGSPP
      ii) Items or services requested that require a contract, must go through the organization's contract review process. Items that require sustained financial support (e.g. a subscription service lasting longer than the duration of the project) must have a commitment of support from management/leadership.
      iii) Hours are documented per section 7 above.
9) **Additional funding sources**
   a) <u>Internal funding sources</u>
      An individual may be eligible to receive funding from the Innovation Grants while receiving financial support from another internal source. This is determined on a case by case basis by the Grant Administrator.

b) Underline External funding sources

Individuals must disclose external funding upon submission for a Good Shepherd Innovation Grant. Use of external funding will be reviewed by the Grant Administrators on a case-by-case basis. Grant Administrators reserve the right to modify Innovation Grant funds as needed. It is the responsibility of the grant recipient to ensure the use of external funds is allowable under the guidelines/regulations set forth by the external funding source/program.

c) Notification of additional funds secured after a project begins

 Grant Administrators must be notified in writing if additional support is obtained after an approved project has begun within 7 working days from the time the employee becomes aware.

10) **Use of organizational or departmental resources**

a) Overview

Projects may require the use of additional technologies, space, or other resources that are available at GSR and GSPP. It is the responsibility of the project team and resource "owner" to establish and agree upon conditions of use. The project mentor may assist in identifying and connecting project team(s) and resources as needed.

b) Information Technology

Any items that interface with an organization's network or require support from Information Technology/Services must follow the organization's approval process. Project teams must collaborate with their Grant Administrator to obtain these approvals.

11) **Modification of Project**

a) Overview

Changes to the project plan, changes in personnel, requests for project delay/extension, and/or requests to add additional expenses not approved at the start, or other significant change of the project require approval by the entity's Grant Administrator. Joint entity projects require approval from both Grant Administrators.

b) Process

A Request to Modify Project must be submitted to the Grant Administrator via email prior to implementing any change to the original project. It is best practice to consult with Project Coach who can assist in ensuring all pertinent information is included. If the change is approved, an updated Notice of Award will be provided and/or written approval of the change will be sent to the project lead. Once the approval has been received, the team may implement the requested change.

12) **Failure to progress, fulfill program requirements, or meet program deadlines**

a) Each project is required to submit project updates to the Grant Administrators on a monthly basis. Failure to submit timely project reports may result in suspension and/or termination of project activities and grant distributions.

b) Failure to meet anticipated project time points established immediately following the project workshop will be evaluated on a case-by-case basis by the Grant Administrators. If it is determined completion of the project is no longer feasible, grant distributions will be halted and the project terminated.

c) A project that is suspended/terminated by Grant Administrators due to failure to meet anticipated time points can reapply in a future subsequent grant cycle after reconsideration of project execution and a plan to meet project goals is approved.

d) Failure to disseminate obtained knowledge as provided in these Program Procedures will result in the inability to apply for future Good Shepherd Innovation Grants funding.

13) External Partnerships

    a) <u>Award</u>
       The maximum grant award provided to an external collaborator cannot exceed half of the total grant award.

    b) <u>Application Requirements</u>
       Each external partner intending to collaborate on an Innovation Grant project must include a statement of work for a Learn Grant, and a statement of work and detailed budget for a Create Grant.

    c) <u>Good Shepherd Innovation Grant Master Collaboration Agreement</u>
       Prior to receiving grant funding, a Good Shepherd Innovation Grant Master Collaboration Agreement must be signed and executed between GSR and the institution employing the collaborating faculty. Funding will not be approved until this agreement is in place. No retroactive funding for faculty time spent collaborating with GSR prior to execution of this agreement will be provided.

    d) <u>Funding Acknowledgement</u>
       Any communications related to Innovation Grant project work must include acknowledgement of the Good Shepherd Innovation Grants. Refer to the Grant Terms referenced in the Good Shepherd Innovation Grant Master Collaboration Agreement for additional details.

    e) <u>Receiving Funds</u>
       GSR will provide reimbursement for eligible expenses within 30 days of receipt of invoice from the designated institution's billing department. GSR will provide funds to the institution who will manage the grant per the collaborating institution's policy and procedures. Consult with the external collaborator's institutional representative for additional information.

    f) <u>Proprietary Information</u>
       Collaborators on an Innovation Grant must adhere to the terms in the Good Shepherd Innovation Grant Master Collaboration Agreement.

    g) <u>Equipment</u>
       Purchasing equipment that will be stored at a collaborating institution must be completed through Good Shepherd's Supply Chain Department. An agreement outlining the ownership and usage of this equipment must be executed prior to purchasing such equipment.