



REQUEST FOR PROPOSAL

The Pac-12 Student-Athlete Health and Well-Being Grant Program 2018 Cycle released July 1, 2017

The Pac-12 Conference (“Pac-12”) offers research funding to support the advancement of Pac-12 student-athlete health and well-being and has made it a priority to utilize research results to develop best practices for general improvements in these areas.

Program Funds

Since 2015, the Pac-12 has made approximately \$3,500,000 available on an annual basis for the Pac12 Student-Athlete Health and Well-Being Grant Program (the “Grant Program”) awards and direct institutional athletic department support. Any unused funds from one fiscal year of the Grant Program will roll over to the next Grant Program cycle. Multi-year projects will be considered.

The Pac-12 funds institutional grants and direct institutional athletic department funding for proposed projects. Appendix A, Part 3 Budget and Justification, sets forth the requirements for direct institutional athletic department funding.

Eligibility

Principal Investigators (“PIs”) and Co-Investigators (“Co-PIs”) must be employed by a current Pac-12 member institution or an organization that is directly affiliated with a Pac-12 member institution, and must meet their employer’s requirements for such status. Third-party entities/partners are eligible to receive Grant Program funding provided that its submission is sponsored by, and the research is coordinated with, a Pac-12 member institution(s) involving only Pac-12 athletes. Third-party entities/partners that are interested in collaborating in Pac-12 supported research projects should contact Pac-12 member institutions directly or the Pac-12 to find possible research partners.

Topics of Interest / Collaboration

The aim of research projects should be to improve the health, general well-being, and safety of student-athletes at all Pac-12 member institutions. The Grant Program’s primary focus areas are listed below. Although this is not an exclusive Grant Program focus list, priority will be given to those research projects targeted at the focus areas below. Priority also will be given to research projects that are the result of collaboration amongst multiple Pac-12 member institutions and/or organizations that are directly affiliated with Pac-12 member institutions. Proposals that are applicable to translational basic science will be considered. Projects should not duplicate other work funded by the Pac-12 Grants Program. Prior grant awardees and their research projects may be found at: <http://pac-12.com/conference/sahwbgp/prior-grant-awardees>.

- Head Trauma
- Mental Health
- Cardiac
- Overuse Injuries / Injury Prevention
- Temperature matters (heat/cold) / Hydration
- Emergency Care – Planning / Prevention of Emergent Medical Events
- Nutrition
- Mental Health

Review Criteria

Applications will be evaluated and awards issued based on:

- Is the project design concise and does it include a clear statement of goals and measurable objectives (including the demonstration/pilot project)?
- Are the proposed project objectives and goals well aligned with the purpose and goal of the funds? Is the funding request reasonable given the overall Grant Program budget, both on a one-time and annual basis?
- Is the management plan adequate to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks?
- Does the proposal provide for logical or common sense “next steps” in addressing the targeted problem or critical barrier?
- What’s the likelihood that the project results in best practices or advances on a conference-wide level?
- Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project?
- Are the PIs/Co-PIs, collaborators, and other key personnel well suited to the project?
- Does the project address an important problem or a critical barrier to progress in the field?
- Will the scientific environment in which the work will be done contribute to the probability of success?
- Does the proposed project outline a reasonable plan to communicate project findings?
- Is the proposed project of high interest with potential for significant impact to the Pac-12 Conference?

Proposal Submission Instructions

Each Pac-12 institution will be limited to three submissions. All submissions must come through the institution’s grant office and be endorsed by the institution’s Pac-12 Student Athlete Health and Well-Being Board representative. See Appendix A for instructions.

Letter of Intent

A letter of intent to submit a proposal is requested to be forwarded to the Pac-12 (sahcrfp@pac-12.org) at least two weeks before the proposal submission deadline of October 1, 2017. Please include the project title, PI, brief project summary and any proposed collaborating Pac-12 institutions. On a separate page provide names and contact information of at least three unbiased expert technical reviewers who are not collaborating on your proposal.

Upon receipt, the Letter of Intent will be forwarded to the appropriate Pac-12 Institutional Board Representative(s) who will distribute it internally, i.e., the Athletic Director. It is expected that the PI will have already contacted the respective Board Representatives in advance of the submission of the letter of intent (see PART 5:2). Additionally, it will be the PI’s

responsibility to obtain signed Pac-12 Collaborating Institution Commitment Letter(s) to include in the full proposal submission.

Data

Access to de-identified population data created by the Pac-12 Sports Injury Registry Management and Analytics Program (SIRMAP) is contingent upon the primary, clinical use of Presagia Sport Electronic Health Record (EHR) for all required injury documentation out of the Athletic Training Room. Institutions that do not use Presagia Sports EHR as the primary software for required injury documentation may apply for, or collaborate on, Pac-12 grants for projects that do not involve clinical measurements or utilize clinical data that are distinctly different than that which is currently collected in Presagia Sports EHR. More detailed information regarding SIRMAP may be found in Appendix F.

If the proposal will possibly involve expanding Presagia use as a data collection platform, it is recommended the PI inventory Presagia during the draft stage, including obtaining any necessary quote(s) for proposed software development.

More information regarding the SIRMAP project as well as obtaining a copy of the SIRMAP Common Data Element or obtaining a development quote may be accomplished through correspondence with SIRMAP Technical Support at sirmapregistryproject@zoho.com.

All research proposals that include a request for de-identified data from the Pac-12's Sports Injury Registry Management and Analytics Program will be required to establish a "Data Use" Agreement with the Pac-12 Conference.

Review Process

- Preliminary Eligibility Review
- Review by Technical Expert
- Review by Panel(s) with representation from each Pac-12 institution, made up of a combination of physicians, athletic trainers, and research analysts. Representatives will review, evaluate, and rank all proposals
- The Pac-12 Grants Committee shall recommend proposals for approval to the Pac-12 Student Athlete Health and Well Being Board
- The Pac-12 Student Athlete Health and Well Being Board shall review all of the Pac-12 Grants Committee recommendations and approve final projects for funding
- Approved proposals presented to Pac-12 CEO group

Award Terms and Conditions

- No project award is final until a grant agreement has been executed.
- The applicant organization is legally responsible for authorizing and submitting proposals, administering the grant and assuring compliance with the grant agreement and funding terms.
- The PI will be responsible for leading the proposed work, managing the budget, and reporting progress and results.
- Awards are subject to the Intellectual Property Rights Terms and Conditions found at the following website: <http://pac-12.com/conference/sahwbgp>

Reporting Requirements

The Grant Program is an investment by the Pac-12 in the future of its student-athletes. Full and timely reporting of the progress and results of funded activities by PIs is essential for calculating the returns on the Pac-12's investment.

Awardees are expected to present progress updates at the corresponding Pac-12 Student Athlete Health Conference during each project year. Forty-five (45) days prior to the Conference, awardees are required to submit an annual report (two page limit) to the Pac-12 Grant Administrator named below, which will be reviewed by the Grant Committee to assess progress for the incremental release of future funding.

- This report (two page limit) shall describe: major activities; specific objectives; significant results, including major findings, developments, or conclusions (both positive and negative); and key outcomes or other achievements. Include a discussion of stated goals not met. Also, describe briefly what you plan to do during the next reporting period to accomplish your goals and objectives, including any important modifications to your original plans.

At the end of the project, awardees will provide a written final report that includes any advances achieved and/or in progress, additional research opportunities identified, where you expect to publish your results, and a financial report.

Publicity

The Pac-12 reserves the right to publicly disseminate information about its granting activities. Pac-12 communications to the public may include lists of proposals received, the names of PIs and applicant organizations, titles of proposed activities, descriptions of funded proposals, and reports about progress and outcomes. Recipient organizations and PIs will be expected to provide the Pac-12 with reasonable assistance in communicating funded work and its related impacts to the public.

Confidentiality

The protection of intellectual property is paramount to both researchers and their partners. Proposals may contain intellectual property or other information of proprietary or economic value. Consistent with the practice of federal and private granting programs, the Pac-12 affords its grant applicants a high level of confidentiality during the submission, evaluation, and selection process.

Proprietary information will be kept confidential. The Review Panelists will sign confidentiality agreements protecting both the content of applications and the review process. When award selections are announced and Pac-12 funds are committed, the grantees may be identified, descriptions of their applications may be published, and periodic summaries of their research progress may be released. Proprietary information from unfunded applications will not be made public.

Conflict of Interest Policy

The Review Panel will be comprised of medical, athletic training and research experts in evaluating grant applications. Integral to the success of these reviews is the requirement that they be conducted without bias. Review Panelists will be recused from a proposal evaluation if such individual may have personal, professional, or financial interests that are likely to conflict with their ability to perform an unbiased review.

Changes to the Grant Program

The Pac-12 reserves the right to change, alter, amend, or cancel the Grant Program at any time in its sole discretion, provided that previously granted proposals receive full funding. Additionally, the Pac-12 reserves the right to fund any number (or none) of the applications submitted on a one-time or recurring basis.



Appendix A

Proposal Submission Instructions

The instructions for the Pac-12 Student-Athlete Health and Well-Being Grant Program are intended to assist you in preparing your application. It is the sole responsibility of the PI to comply with these instructions and to ensure that the application is accurate, complete and submitted on time. Proposals that are not complete or have not followed the provided instructions will be returned without further consideration. In general, be succinct and precise.

All proposals must be submitted through the applicant institution's grants office, via email to sahcrfp@pac-12.org. Each proposal must be submitted as one PDF file. Each section of the proposal must be individually paginated. If an institution is submitting more than one proposal, send a separate email for each proposal.

Important Dates and Milestones

1. Letter of Intent due by 5:00 PM PST on September 15, 2017 (send all letters of intent to sahcrfp@pac-12.org; each letter of intent should be sent in one PDF file.)
2. Proposals due by 5:00 PM PST on October 2, 2017 (send all proposals to sahcrfp@pac-12.org; each proposal should be sent in one PDF file.)
3. December 2017 - Reviewers ranking and recommendations to the Grant Committee.
4. December 2017 – The Grant Committee will meet to evaluate top proposals and make award recommendations.
5. January 2018—The Board will meet to approve the recommendations of the Grant Committee.
6. February 2018—Approved proposals presented to Pac-12 CEO Group.
7. April/May 2018—Awarded proposals presented to SAHC.
8. May 1, 2018 - Awarded proposals receive funding.
9. March 2018—Awardees submit annual report to assess progress for the incremental release of future funding.
10. April/May 2018 - Funded proposals presented to SAHC.

Application Format

Only use 11 or 12-point font size and 1" margins. Use Arial, Georgia, Helvetica or Palatino Linotype typeface. It is strongly encouraged to use *plain language understandable to a lay audience outside of your field*.

PART 1: Pac-12 Student-Athlete Health and Well-Being Grant Application Cover Sheet (See Appendix B)

PART 2: Project Plan

Include all of the following sections:

1. Project Title (Begin your Project Title with the appropriate Topic of Interest, see example)
 - a. "Head Trauma: Pac-12 Student Athlete Project on Head Trauma"
2. Project Summary/Non-Technical Abstract (no more than 300 words)
3. Response to Reviewers (**for resubmissions only**-limit to one page)
 - a. List important comments from previous review and answer how each has been addressed in the revised proposal.

4. Project Description (six or less single-spaced pages)
 - a. Hypothesis and Specific Aims
 - b. Background and Significance
 - c. Preliminary Data
 - d. Research Design and Methods
 - e. Desired Impact and Potential to Meet Elements of Review Criteria
5. Management Plan (two or less single-spaced pages)
 - a. The management plan includes the details demonstrating the ability for the project team to achieve the objectives of the proposed project on time and within budget, including clearly defined roles and responsibilities, timelines and milestones for accomplishing project tasks.
6. Subject Recruitment Plan (two or less single-spaced pages)
 - a. Using the NCAA guidelines below, provide details of your subject recruitment plan.
 - 16.11.1.6 **Research Studies Involving Only Student-Athletes.**
 - 16.11.1.6.1 **NCAA Research Studies.** A student-athlete may receive compensation from the Association for participating in specified NCAA research studies. Such compensation shall be consistent with the going rate for compensation offered in studies involving non-athlete populations. **[R]** (*Adopted: 10/28/99 effective 8/1/00, Revised: 4/30/09, 8/7/14*)
 - 16.11.1.6.2 **Institution-Based Research Studies.** A student-athlete may receive compensation from an institution for participating in a research study involving only student-athletes, provided: **[R]** (*Adopted: 4/30/09, Revised: 8/7/14*)
 - (a) The study is initiated and conducted by a faculty member at a member institution; and
 - (b) The study and compensation arrangements are approved by the institutional review board of the faculty member's institution consistent with policies applicable to other institution-based research studies.

PART 3: Budget and Justification

Provide budget details using the Pac-12 standard budget form (See [Appendix C](#)). Also include a detailed budget justification. For physician's salary, use the institutional base/standard salary rate (excluding productivity bonuses). PIs should include a budget item for up to two PIs to travel to the Annual Pac-12 Symposium for each year the project is funded. If alternate funding is available and would be utilized to attend the Symposium note this in the justification. Facilities and Administrative costs (indirect/overhead) are allowable up to 20% MTDC (modified total direct costs), as defined in your institutional F&A rate agreement with the federal government.

NOTE: If any institutions athletic department is utilized for this project and athletic department personnel are engaging in project activities directly with student athletes, the Pac-12 funds these activities through their normal direct-funding process. Therefore, a separate budget, or budgets, is/are required to differentiate these activities. These funds do not provide for F&A.

Allowable Costs:

- Salary, wages, and fringe benefits
- Materials and supplies
- Equipment
- Consultant costs
- Publications costs
- Contract services
- Consortium/Subaward costs

- Facilities and Administrative costs (indirect costs) up to 20% MTDC (modified total direct costs)
- Travel expenses

PART 4: Biosketches of Key Personnel (2 pages each)

Using the NIH Biosketch format, please include brief Biosketches of all key personnel (See Appendix D). Include specific recent publications in the last five years, relevant to proposed research. Also list recent or current funding related to proposed research.

PART 5: Letter of Institutional Commitment/Collaboration (See Appendix E)

1. Lead Institution Commitment Letter

The Pac-12 Institutional Board Representative and the Athletic Director must validate institutional commitment that, if funded, your institution, including all appropriate staff (Athletic Director(s) and/or Sports Training/Sports Medical Staff, Coaches, etc.) are committing to participate in the program and perform research to whatever level of support is identified in your proposal.

2. Pac-12 Collaborating Institution Commitment Letter(s)

Pac-12 Institutional Board Representative(s) and the Athletic Director from collaborating institutions must also validate institutional commitment that, if funded, their institutions, including all appropriate staff identified in the proposal are committing to participate in the program and perform research to whatever level of support is identified in your proposal. **Proposers are advised to contact the respective Board Representatives at least 4 weeks in advance of the proposal submission due date to allow Board Representatives reasonable time to appropriately review their institution’s proposed involvement and obtain institutional commitment and signatures.** Board Representatives and their contact information can be found at <http://pac-12.com/sahwbgp/grants-program-structure>

3. External Partners Letters of Collaboration

If applicable, include letters of collaboration from external partners, including any institutional commitment and signatures where appropriate

PART 6: Research Certification Form

Complete and include a Research Certification Form, (See Appendix G.)

Application Packet Checklist

- ___ Pac-12 Student-Athlete Health and Well-Being Grant Application Cover Sheet
- ___ Names and contact information of at least four technical reviewers
- ___ Project Plan
- ___ Budget and Justification
- ___ Biosketches of Key Personnel
- ___ Lead Institutional Commitment Letter with Board Representative and Athletic Director signatures
- ___ Collaborating Institution(s) Commitment Letter (s) with Board Representative and Athletic Director signatures
- ___ External Partners Letters of Collaboration, if applicable
- ___ Research Certification Form



Appendix B
Application Coversheet

Lead Institution Name			
Project Title (Begin title with appropriate Topic of Interest. Example – “ <i>Head Trauma: Pac-12 Student Athlete Project on Head Trauma</i> ”)			
Lead PI Name			
Requested Amount	Proposed Duration (in months)	Requested Starting Date	Check if a Resubmission _____
Lead PI direct phone number		Lead PI Email Address	
Collaborating Institutions/Partners			

1. Topic of Interest, please check one:

- Head Trauma
- Mental Health
- Cardiac
- Overuse Injuries / Injury Prevention
- Temperature matters (heat/cold) / Hydration
- Emergency Care
- Nutrition
- Mental Health
- Other: _____

2. Will SIRMAP be utilized for this project? Yes ___ No ___
If yes, are additional software development costs included in the budget? Yes ___ No ___

3. Have you included funds for up to two PIs to attend the annual Student Athlete Health Conference **each** project year? Yes ___ No ___

4. Authorized Organizational Representative Endorsement from Institutional Sponsored Programs or Grants Office

Authorized Organizational Representative Name	Signature	Date
Phone Number	Email Address	

Provide names and contact information of at least four possible unbiased Expert Technical Reviewers that are not collaborating on your proposal.

a. Name _____
Position _____
Institution _____
Email _____
Phone number _____

b. Name _____
Position _____
Institution _____
Email _____
Phone number _____

c. Name _____
Position _____
Institution _____
Email _____
Phone number _____

d. Name _____
Position _____
Institution _____
Email _____
Phone number _____



Appendix C
Standard Budget Form

	Year 1	Year 2	Year 3	Total
Salaries				-
Wages				-
Benefits				-
Materials/Supplies				-
Travel				-
Equipment				-
Subcontracts				-
Other Direct Costs				-
Total Direct Costs				-
F&A (20% MTDC)				-
Total Costs				-

NOTE: See Appendix A, Part 3 Budget and Justification, if funding includes personnel from the institutions athletic department. A second budget(s) is/are required.



Appendix D
Biographical Sketch Template

BIOGRAPHICAL SKETCH

Provide the following information for all /key personnel and other significant contributors
Follow this format for each person. **DO NOT EXCEED TWO PAGES.**

NAME		POSITION TITLE	
ADDRESS			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed two pages. Follow the formats and instructions below.

A. Personal Statement

Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., PD/PI, mentor, participating faculty) in the project that is the subject of the application. Within this section you may, if you choose, briefly describe factors such as family care responsibilities, illness, disability, and active duty military service that may have affected your scientific advancement or productivity.

B. Positions and Honors

List in chronological order previous positions, concluding with the present position. List any honors.

C. Selected Peer-reviewed Publications

Limit publications to recent publications, in the last five years, relevant to proposed research. Do not include manuscripts submitted or in preparation.

D. Research Support

List both selected ongoing and completed research projects for the past three years (Federal or non-Federally-supported). *Begin with the projects that are most relevant to the research proposed in the application.* Briefly indicate the overall goals of the projects and responsibilities of the key person identified on the Biographical Sketch.



Appendix E
Lead Institution Commitment Letter

Institutional Letterhead

Re: Pac-12 Student-Athlete Health and Well-Being Grant Program Endorsement

To the Pac-12 Grant Program:

If the proposal submitted by [insert full name of Principal Investigator(s)] entitled [insert proposal title] is selected for funding by the Pac-12 conference, it is the institution's intent to collaborate and/or commit resources as detailed in the Project Description.

I have communicated with and garnered support from all appropriate staff identified in the proposed project (Athletic Director(s) and/or Sports Training/Sports Medical Staff, Coaches, etc.). They have committed to participate in the program and perform research to whatever level of support is identified in this proposal.

Board Representative [Print Name]

Board Representative [Sign Name]

Date

Athletic Director [Print Name]

Athletic Director [Sign Name]

Date



Appendix E

Collaborating Institution Commitment Letter(s)

Institutional Letterhead

Re: Pac-12 Student-Athlete Health and Well-Being Grant Program Endorsement

To the Pac-12 Grant Program:

If the proposal submitted by [insert full name of Principal Investigator(s)] entitled [insert proposal title] is selected for funding by the Pac-12 conference, it is the institution's intent to collaborate and/or commit resources as detailed in the Project Description.

I have communicated with and garnered support from all appropriate staff identified in the proposed project (Athletic Director(s) and/or Sports Training/Sports Medical Staff, Coaches, etc.). They have committed to participate in the program and perform research to whatever level of support is identified in this proposal.

Board Representative [Print Name]

Board Representative [Sign Name]

Date

Athletic Director [Print Name]

Athletic Director [Sign Name]

Date



Appendix E

External Partners Letter(s) of Collaboration

External Partner Letterhead

Re: Pac-12 Student-Athlete Health and Well-Being Grant Program Endorsement

To the Pac-12 Grant Program:

If the proposal submitted by [insert full name of Principal Investigator(s)] entitled [insert proposal title] is selected for funding by the Pac-12 conference, it is our intent to collaborate and/or commit resources as detailed in the Project Description.

Signed by person with fiscal authority for partner

Signature and signature block



Appendix F

Pac-12 Sports Injury Registry Management and Analytics Program (SIRMAP)

De-identified data that is generated by the “Pac-12 Sports Injury Registry Management and Analytics Program (SIRMAP)” is generally defined by the established integration of the SIRMAP Common Data into Presagia Sports Electronic Health Record (EHR). Access to de-identified population data created by the use of the Common Data Element is contingent upon the primary, clinical use of Presagia Sports EHR for all injury documentation originating in the Athletic Training room. This includes the documentation of descriptive information (date and type) regarding all relevant supportive health care services (physician encounters, medical imaging, surgery, Rx medication) that may be rendered within the established health care network at a particular institution.

Access to de-identified SIRMAP data by institutions that have implemented Presagia Sports EHR as a secondary clinical software platform for purposes only of compliance with the SIRMAP project (i.e. double documentation) is contingent on compliance with the SIRMAP’s Common Data Element (i.e. Presagia Sports system fields used in SIRMAP). Prospective proposals from institutions that have chosen to implement Presagia Sports in this fashion are encouraged to ensure necessary IRB documentation for the use of Presagia Sports as a secondary “research tool”.

Institutions that have not implemented Presagia Sports to either extent described above may apply for, or collaborate on, Pac-12 grants for projects that do not involve clinical measurements or utilize clinical data that are distinctly different than that which is currently collected in Presagia Sports EHR. More information regarding the SIRMAP project as well as obtaining a detailed version of the SIRMAP Common Data Element may be accomplished through correspondence with SIRMAP Technical Support at sirmapregistryproject@zoho.com.

Principle investigators submitting prospective proposals are encouraged to contact the Head Athletic Trainer or Director of Athletic Training/Sports Medicine Services to clarify which model is currently in place at their respective institution.



Appendix G
Research Certification Form

1. Are Human Subjects Involved? Yes No

1a. If Yes to Human Subjects:

Is the project exempt from Federal regulations? Yes No

Check appropriate exemption number: 1 2 3 4 5 6

If No, is the IRB review pending? Yes No

IRB Approval Date:

Human Subject Assurance Number:

2. Are Vertebrate Animals Used? Yes No

2a. If Yes to Vertebrate Animals:

Is the IACUC review pending? Yes No

IACUC Approval Date:

Animal Welfare Assurance Number:

3. Human Embryonic Stem Cells

3a. Does the proposed project involve human embryonic stem cells? Yes No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/>.

Registration Number(s): _____

Note: It is expected that activities that may require Institutional Review Board, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Radiation Safety protocols, or a Conflict of Interest review, are managed under University policy. Awards will not be finalized until IRB and/or IACUC approval is secured. In the event that IRB requires substantive revisions to the proposal, the Grant Committee will need to review and approve or disapprove.