



**Grant-in-Aid
Research
Application**

American Health Information Management Association
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**American Health Information Management Association
Foundation of Research and Education**

Grant-in-Aid Research Handbook

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**American Health Information Management Association
Foundation of Research and Education
Call for Proposals
Grant-in-Aid Research**

Statement of Philosophy and Purpose

Grants-in-Aid have been established to encourage and financially assist qualified applicants to conduct research in theoretical and practical aspects of health information practice. Funds are provided through the Foundation of Research and Education (FORE) of the American Health Information Management Association (AHIMA). Researchers are encouraged to submit topics in their established areas of expertise and those within AHIMA's Research Priorities (See page 7 for more details). Submissions that address one or more of AHIMA's Research Priorities will receive priority for consideration for funding.

Scope of Grants

Each recipient shall be limited to one funded grant per year. Proposals may be resubmitted with Research Committee approval. Funding may be requested for supplies and expenses. Salaries and wages of support staff for time spent directly on the funded project may be requested, and must be fully justified in the detailed budget and project plan. Up to a maximum of 10 percent of the primary investigator's salary may be covered by the grant, as calculated by multiplying the individual's institutional base salary by the percent of effort on this project, and must be fully justified in the detailed budget and project plan. Grant funds may not be applied to overhead costs, fringe benefits, or other indirect costs. Grant funding is not available for product development.

Ordinarily, the scope of the proposal shall be such that it can be concluded within 18 months from the date of funding. Exceptions with justifications will be considered. The average range of grants is between \$15,000 and \$40,000.

Eligibility

The primary or secondary investigator must be an active, associate, or student member of AHIMA.

Proposal Deadline and Submission

Proposals shall be submitted in writing to Grant-in-Aid Awards, Foundation of Research and Education, AHIMA, 233 N. Michigan Ave., Suite 2150, Chicago, IL, 60601-5800. The deadlines for receipt of proposals are March 23, 2007, and September 21, 2007. Award notifications will take place within six weeks of the application deadline.

Applicants who are asked to resubmit proposals may do so at any time within 90 days of notification to resubmit. It is not necessary to wait for the next regular application deadline.

For additional information, contact the Foundation at fore@ahima.org, or at (312) 233-1100.

Format Requirements

- Standard 8 1/2 x 11 inch paper
- 12-point type
- Double spaced
- 1-inch margins required
- Single-side printing

Proposal Content

Each proposal shall be submitted with a cover sheet (Appendix A) and is required to include the following sections:

PROJECT TITLE

IMPACT

Purpose/hypothesis
Statement of Need
Objectives

METHODOLOGY

Research Design
Research Methods
Specific Aims

FEASIBILITY

Organization/Management Plan
Personnel
Timetable

EVALUATION

Measurement of Success
Intended Distribution

APPENDIX

Curriculum Vitae
Budget
Letters of Support

Applicants are strongly encouraged to clearly and specifically address each content area as outlined in the application and to use the Criteria for Technical Review (Appendix D) as a guideline.

Special Requirement for Resubmission: In cases where the proposal is a resubmission, the applicant must include specifics regarding how the deficiencies cited in the original application have been addressed.

Proposal Review

Members of the FORE Research Committee will review each proposal submitted according to the Criteria for Technical Review (Appendix D). This includes review of the:

1. Impact
2. Methodology
3. Feasibility
4. Evaluation

Upon completion of the review, the AHIMA Research Committee will make one of the following recommendations:

1. Approve with funding
2. Approve without funding (resubmission encouraged)
3. Disapprove

The Chair of the FORE Research Committee will notify the applicant of approval or disapproval within six weeks following the deadline date for submission of grant applications. The grantee shall agree to the publication of announcement of the grant award. Grant funds will be released after completion of a signed funding agreement.

Reporting

Grantee shall submit a progress report to the designated AHIMA staff liaison at the project's midpoint and a final report within six weeks of the grant completion date.

The midterm report shall state accomplishments to date and explain any deviation from the proposed timetable. The grant fund expenditures to date shall be submitted on the budget form. The grantee agrees to report any circumstances that preclude compliance with the termination date or that constitute any significant change from the proposal as originally approved.

The final report shall be a narrative report of the study's findings, including an executive summary. This shall be submitted in sufficient detail so that the end product can be clearly understood and the research replicated. Final account of expenditure of grant money shall be prepared and submitted on the budget form. Any unused funds shall be returned to AHIMA.

AHIMA shall have first consideration for publication of the primary article or findings forthcoming from funded projects. The grantee shall agree to submit manuscripts intended for publication to the editor of AHIMA's research journal *Perspectives in Health Information Management*, or other AHIMA-sponsored publications, as appropriate. Exceptions to this will be considered for circumstances in which this places a grantee in direct conflict with institutional policies. In such situations, AHIMA may negotiate a separate agreement for funding in which AHIMA shall have simultaneous or subsequent rights to use and publish resultant findings without fee or encumbrance. The editor will submit the manuscript to the Editorial Review Board for review and recommendation regarding publication. All manuscripts emanating from this research for publication must be indicated as having been funded (in part or whole) by a grant from the Foundation of Research and Education of AHIMA.

Curriculum Vitae

Complete this form or attach vitae with the following information.

Name: _____

Home Address (Street, city, state, zip code): _____

Work Address (Position, institution, street, city, state, zip code): _____

Education (College and university. Give dates of graduation and degrees received. If a student, list expected date of graduation and degree to be received.):

Experience (Employers, types of responsibilities, dates of employment):

Present Position Including Title:

Prior Research (Titles and dates of any previous research or publications):

(Append additional information if necessary.)

Grant-in-Aid Budget Summary

Title of Research: _____

Principal Investigator: _____

ITEM

AMOUNT

Equipment (specify):

Supplies (specify):

Travel (specify):

Other Services (specify):

TOTAL:

Other funding sources: Give name of institutions and amounts contributed.

Grant-in-Aid Budget Justification

For each category of expense indicated on the budget summary page, provide a brief statement justifying the expense in the context of the proposal and how or why the expense relates to the work required.

Criteria for Technical Review of Grant-in-Aid Proposals

Title of Research: _____

Principal Investigator: _____

The members of the Research Committee of AHIMA will base their evaluation of the proposal on the following criteria for technical review.

1. Impact
2. Methodology
3. Feasibility
4. Evaluation

CRITERIA

A. Impact

1. Does the proposed research support AHIMA's research goals?
2. If the aims of the application are achieved, will health information management practice be advanced?
3. Is there flexibility, adaptability, and diversity in potential applications of the results?
4. Will there be an effect on the concepts or practices that drive the health information field?
5. Will the findings result in any economic impact on the field?

B. Methodology

1. Are the research design and problem statement appropriate and complete? Has a **thorough** literature review been completed?
2. Does the research design attain the data required to successfully complete the project?

B. Methodology (cont.)

3. Are the conceptual framework, design,

methods, and analyses appropriate to the aims of the project?

4. Do the researchers acknowledge potential design problem areas and consider alternative tactics?

C. Feasibility

1. What is the likelihood of meeting the stated objectives? Are the schedule and technical resources available realistic for the scope of the project?
2. Does the proposal contain a realistic budget that will adequately support the study?
3. Are the investigator(s) appropriately trained and well-suited to carry out this work?
4. If there are multiple investigators, has their proposed structure been presented in enough detail to measure its viability for success?
5. Does the proposal contain a staffing plan that identifies key personnel with appropriate experience?
6. If outside data is pivotal to the project, has necessary support and cooperation been documented?

D. Evaluation

1. Does the investigator identify appropriate, effective means of measuring the accomplishment of their objectives?
2. Are the results intended to be submitted for publication or otherwise made known?
3. Do they acknowledge potential problem areas and consider alternative tactics?