



2010 Grant Program

E³ – Effectiveness, Efficiency and Excellence in Healthcare (formerly Patient Safety Grant Program)

Letter of Intent guidelines and instructions

Thank you for your interest in the Cardinal Health E³ – Effectiveness, Efficiency and Excellence in Healthcare Grant Program. Again this year, the Cardinal Health Foundation will award \$1 million in grants to healthcare institutions which provide direct patient care to impact the efficiency and quality of care. Grants up to \$50,000 will be approved, commensurate with the scope of the project. As a point of reference, in the 2008 and 2009 program years the review committee awarded 34 grants each year averaging \$30,000 per grant.

The first step in the application process is to submit the organization's online letter of intent as a PDF or Word document by Friday, October 30, 2009. The link to the online site is located at www.cardinalhealth.com/community.

Please note: Hard copy or email proposals will not be accepted. Letters of intent received after this deadline will not be considered.

Letter of Intent criteria

Format

Please use 12 pt, Arial font; 1" margins, single-spaced and include page numbers. Three page limit, exclusive of the cover letter and budget.

If possible, consolidate the documents into one file. If you are unable to do this, you will have the option of uploading each document individually.

Content

2010 funding focuses on projects that address one of the two areas below:

- 1) Improving medication systems
 - a. Core medication processes: selection, ordering, dispensing, administering and monitoring of medications
 - b. Medication reconciliation, especially at transitions across the continuum of care
 - c. High alert and/or high hazard medication safety
 - d. Medication safety in procedural areas
- 2) Operating room safety
 - a. Patient flow for efficiency and safety
 - b. Pre-operative patient assessment
 - c. Surgical complications

Background and context

For more information on the focus areas of the proposal, we direct potential grantees to the work of the following organizations:

- National Quality Forum (<http://www.qualityforum.org>)
- Institute for Healthcare Improvement (<http://www.ihl.org/IHI/Programs/ImprovementMap/>)
- Institute for Safe Medication Practices (<http://www.ismp.org>)
- Association of periOperative Registered Nurses (<http://www.aorn.org>)

These are excellent resources on the latest thinking regarding a variety of process improvements. We strongly encourage use of these resources in program development.

What to include in the Letter of Intent

Include the following information in the letter of intent:

1. **Cover letter** on organization letterhead signed by CEO, president of the organization (or board president) endorsing the program and briefly recapping the outcomes proposed (one page; not included in page limit)
2. **Description of program or project** addressing the following:
 - A. **General description of your organization**
 - B. **General description of the intervention proposed**
 - C. **Brief review of the evidence to support the proposed intervention**



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D. **Specific objectives for this project** which must include:

- Specific baseline data and/or metrics
- What will be done to impact the baseline
- How you will impact change
- How you will know you have accomplished your objectives

(Please be very specific and quantifiable; general metrics will not be considered and while narrative is needed, graphic representation of data is appreciated.)

E. **Outcomes anticipated** (again, be very specific)

- Health outcomes
- Cost and resource use outcomes
- Processes of care outcomes

3. **Program budget** (use template provided). Include all costs associated with the project, detailing what is requested from the Cardinal Health Foundation and what will be provided by other funders or as in-kind contributions from the hospital /healthcare system.

Examples of costs that would be appropriate and eligible include data collection, personnel/staff (nurse, pharmacist, MD, clinicians, data managers, etc), consulting services and other professional fees, training, software, supplies. The Cardinal Health Foundation will NOT fund capital requests such as equipment purchases and under no circumstance should any of these funds be used to purchase Cardinal Health products or services. Indirect costs should not exceed 15%.

To encourage additional professional development and capacity building, the Cardinal Health Foundation will make a separate grant to the Institute for Healthcare Improvement (IHI) to cover half the cost of registration fees for our grantees. To access this support and cover the full cost of an IHI program, 10% of your budget may be used to cover registration fees. For example, if your budget is \$30,000 you may include \$3,000 in expenses for an IHI program and the Foundation will match that with a grant to IHI to cover the full cost of the professional development experience.

Timeline

October 30, 2009	Online letters of intent due
January 29, 2010	Invitations extended to complete a full proposal
March 5, 2010	Online full proposals due
Spring 2010	Grant awards announced

Additional support

In addition to supporting Institute for Healthcare Improvement professional development, Cardinal Health will convene online learning sessions and/or other educational opportunities focused on these topics beginning in the spring/summer of 2010.

Reporting

Grantees selected will be asked to submit a mid-year progress report and a final report describing progress with proposed objectives and outcomes.

Scoring

The review committee will consider each letter of intent based on the following:

- Cover letter (0-10 pts)
- General information about the organization (0-15 pts)
- Description of program (0-60)
Note: Items 2. D and 2. E. will be weighted most heavily.
- Budget (0-15 pts)

Press and publicity

Press releases and media announcements will be made on an on-going basis.

If you have questions, contact the Cardinal Health Foundation at communityrelations@cardinalhealth.com.

Best of luck!

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