2013 AACP/Food Marketing Institute (FMI) Foundation
Health and Wellness/Pharmacy Practice Ideation (HWPPI) Award
Application Instructions

Application Deadline: 11:59 pm EDT March 29, 2013

General Program Overview and Rationale

Health and Wellness is becoming a higher priority of the United States society. This is due to a variety of reasons including the “triple aim” of improving the experience of health care, improving the health of populations, and reducing the costs of health care. Pharmacy is in a unique position to provide services that can provide health and wellness support to patients and organizations. Examples of such services include medication therapy management (MTM), counseling on health condition management, medication, vitamins, minerals, over-the-counter preparations and devices, detecting drug interactions (including drug-drug, drug-food, and drug-disease), and administering immunizations. Pharmacies that are housed within food retail establishments are distinctive in that they have convenient access to products that can impact population health and wellness.

Interprofessional education and practice involves a wide range of disciplines. It is likely that an outpatient/retail team in retail food markets would pair a pharmacist and a dietitian/nutritionist. Given the expanding emphasis in retail food markets on health and wellness, especially involving nutritional choices, characterizing practice activities that create synergy between the work and consumer/patient contact of each professional offers exciting opportunities to expand interprofessional education and interprofessional practice.

Expansion of the role of pharmacy in promoting and maintaining health and wellness should be explored. Schools and colleges of pharmacy, in cooperation with other health profession programs, have the acumen and expertise to examine, implement, and evaluate various methods of assisting pharmacy food retail establishments in providing services to positively contribute to health and wellness. Introductory and advanced pharmacy practice experiences, pharmacy residencies, and collaborations involving pharmacy and other health professions provide rich avenues to develop sustainable and replicable health and wellness practice models.

The American Association of Colleges of Pharmacy (AACP) and the Food Marketing Institute (FMI) Foundation have collaborated to provide grant funding for small conceptualization practice model activities involving pharmacists and nutrition professionals in food retail establishments. Up to five (5) grants with a maximum of $5,000 each (no overhead allowed) will be awarded in July 2013 to individual pharmacy school faculty who collaborate with a retail or independent food market to explore a practice model activity involving both pharmacy and nutrition. In addition, each award winner will receive $1,000 from AACP for required travel to present their research findings at the AACP Annual Meeting at the Gaylord Texan Hotel & Convention Center, Grapevine, TX, (Dallas area) July 26 – 30, 2014.

Eligibility
An eligible applicant must have an earned terminal degree in pharmacy or a pharmacy-related field (BS Pharmacy, Pharm.D., Ph.D., or equivalent) and have a regular full-time faculty appointment at the assistant or associate professor level at a U.S. college or school of pharmacy that is ACPE accredited (candidate or full accreditation status) and whose institution is a Regular Institutional member of AACP. Only one application per faculty member will be accepted for review. Intramural university or college/school start-up support may be used for supplementing the proposed research. The food
retail establishment partner must be a member of FMI. FMI membership information can be obtained from Cathy Polley (cpolley@fmi.org) or Megan McCrane (mmcrane@fmi.org).

**AACP Individual Membership**
An applicant for the HWPPPI must be a current individual member of AACP. The AACP member number is needed to login to the online submission portal. AACP individual membership application information is located on the AACP Website (www.aacp.org) under “About AACP.” Former AACP members may renew online. Please contact Angie Edwards (aedwards@aacp.org) for membership assistance.

**Submission of Full Application**
The HWPPPI Application Form, which can be found on the AACP Website should be used for submission. The application must propose a pharmacy practice model activity involving a pharmacist and nutrition professional. The full application must be uploaded as a single document through the online submission portal found at the AACP Website by the deadline of 11:59 pm EDT, March 29, 2013.

**Review and Selection Process**
Application review and recommendation for funding will be made by a review panel of members from AACP and FMI Foundation. In reviewing the applications, attention will be given to the appropriateness of the objectives, and methods to ensure that expectations are within the scope of the project.

**Announcement of Awards**
Applicants will be notified of the outcome of awards in late May 2013. The funded faculty member will receive an award agreement that must be signed and returned to AACP before funds are dispersed to the faculty member’s institution. Funds will be distributed on or soon after July 1, 2013.

**Reports**
The HWPPPI recipient must submit an electronic copy of a Final Report along with any publication reprints in refereed journals resulting from the HWPPPI research support. Final reports are due May 1, 2014. Final reports are due upon completion, or no later than 11 months following the receipt of the HWPPPI award. Final report forms will be sent to recipients. The recipient must acknowledge funding support from the AACP/FMI Foundation Health and Wellness/Pharmacy Ideation Award in any publication and presentation abstract/poster resulting from the research.

**Extension of Award**
Request for a no-cost extension beyond the project end date must be made by e-mail to HWPPPI@aacp.org at least two weeks prior to its termination date. Requests will be carefully reviewed and determined on a case-by-case basis.

**Termination of Award**
Circumstances may arise necessitating the termination of the project by either the institution or the new investigator prior to completion. This may be arranged at any time by agreement between the individual, the institution, and AACP. Termination will be made with the understanding that all unexpended funds will be returned to AACP, and that any unpaid balance of the award will be cancelled.
Guidelines and Specifications for Preparing 2013 AACP/FMI Foundation Health and Wellness/Pharmacy Practice Ideation (HWPPI) Award Application

Complete the HWPPI Application Form available on the [AACP Website](http://www.aacp.org). Upload the completed application through the online submission portal, according to the instructions above before the submission deadline.

Preparing the Application

**Title Page:** The Project Title is limited to 85 characters including spaces. The Grant Period is for up to nine months. The start and end dates for the research are determined by the Principal Investigator within the grant period. The award agreement stipulates that the research will begin promptly following the award disbursement. Scanned original signatures of your department head and dean are required; electronic signatures are not acceptable.

**Abstract Page:** Format your abstract to cover the requested topic and to fit the spaces provided on the Application Form.

**Budget Page:** The HWPPI is designed to provide start-up money for investigators to obtain enough data to apply for additional extramural funding from government and non-government sources. Award money may not be used for indirect or overhead costs that are commonly provided by government research grants and contracts. Award money may also not be used for the faculty applicant’s salary, either as salary offset or as a summer salary. Award money may be used, however, to pay the salary of student assistants or technicians, but must be justified in the application.

**Biographical Sketch:** Provide a brief biographical sketch for the Principal Investigator and Co-Investigator/Retail Food Market Professional using the spaces provided for the requested information.

**Research Narrative**

- Limit to six (6) pages in length, including legible figures, tables, surveys, and references. The research narrative section must be single-spaced (no more than six lines of typed text within one vertical inch). Use a font that is no less than 11 point. All margins (top, bottom, left, right) must be one-inch.
- The title page, abstract page, budget page, biographical sketch forms, human subject research approval letter, and other supporting documentation are not included in the six (6) page limit.
- Do not include reprints of any research articles with your application.
- The research narrative must contain clearly stated information under each of the following headings:
  - Nature of Project—a brief description of the purpose and goals of the proposed work, including appropriate background material.
  - Objectives—a clear statement of expectations for the project.
  - Methods—the methods to be used for the study, including data analysis and interpretation; the indicators that will be used to measure the project’s success and analysis of results; and documentation of the adequacy of the retail establishment/research facilities.
  - Timeline for Completion of the Project—a maximum of nine months. Proposals that require long-term patient enrollment are discouraged.
  - Contribution to Career—the relationship between the project and the applicant’s career objectives and the role of this project in relation to future funding efforts.
• **Significance of the Project**—the ways in which the project will contribute to the advancement of new health and wellness and pharmacy practice models and knowledge, the contribution that the project will make to the applicant’s program and or school, and the applicant’s plan for dissemination or publication of the research results.

• **Budget Justification**—justification for requested budget items, excluding minor supply expenses, should be in sufficient detail to enable reviewers to evaluate how they will be used to support the proposed research project.

**Human Subject Research**: Research involving human subjects must receive written approval from the appropriate Institutional Review Board (IRB). The research application must be submitted to the IRB before March 29, 2013. A copy of the IRB submission cover letter with the request must be included in the complete application, and the final IRB approval letter must be sent to AACP immediately after approval is granted but no later than June 1, 2013. Email the approval letter to HWPPI@aacp.org. No human subject research application will be funded without written IRB approval.

Research involving human subjects must also abide by NIH policy regarding inclusion of women and minority group members in the study populations, unless there is a clear and compelling rationale and justification that their inclusion is inappropriate with respect to the health of the subjects or the research goals. This rationale and justification should be included in the research narrative. All investigators who plan on utilizing human subjects should read and abide by the “NIH Guideline on The Inclusion of Women and Minorities as Subjects in Clinical Research – Updated August 1, 2000”, which can be found at http://grants.nih.gov/grants/funding/women_min/guidelines_update.htm.

**Other Supporting Documentation (this section should not be used to include any Research Narrative materials as a means to off-set the page requirement)**: Investigators using collaborators to assist in obtaining human subjects, demonstrate or perform technical procedures, or assist in data analysis in their proposed research project, must describe the collaborator’s role in the research narrative section of the application and include a letter here from the collaborators stating their willingness to assist in the research project.

**Submitting the Application**
Deadline for HWPPI application submission is March 29, 2013. Upload the completed application through the online submission portal, according to the instructions on the AACP Website.

**Acknowledgment of Receipt of the Application**
Receipt of applications will be acknowledged by the online submission system. Questions may be directed to HWPPI@aacp.org.

Application submissions not in compliance with the above specifications (order of application, section formatting, page requirement, etc.) will not be reviewed.

Questions may be directed to HWPPI@aacp.org.
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Evaluation Criteria

The following criteria (point values in parenthesis) will be used by the award review panel in evaluating applications. Please refer to the criteria and the questions below as you prepare your application.

1. **Nature of Project (5 points maximum)**
   a. Does the applicant present the nature, structure, and scope of the project clearly and in context with health and wellness and pharmacy practice?
   b. Is this overall presentation understandable, well written, and concise?

2. **Goals and Objectives (15 points maximum)**
   a. Does the applicant adequately and clearly describe the intent of the project?
   b. Does the applicant demonstrate a clear understanding of the project?
   c. Are the goals clearly defined and are they appropriate to the purpose of the project?

3. **Methods (35 points maximum)**
   a. Methods to be used for the study:
      1) Does the application describe the methods to be used in sufficient detail and clarity?
      2) Are the methods to be employed appropriate to the project’s purposes and objectives?
      3) Are the methods workable? Are they sound?
      4) Are solid research techniques used?
      5) Do the proposed methods represent the most effective way to achieve the results stated in the application?
      6) Can the data be collected in the nine-month timeline for the grant?
      7) If needed, is the cooperation of collaborative parties assured?
      8) Is there adequate discussion on the limitations of the methods and on alternative approaches?
   b. Data analysis and interpretation:
      1) Is the evaluation process efficient in the use of resources to achieve its purpose?
      2) Does the application provide evidence that the Principal Investigator can determine (evaluate) the outcomes (data) obtained in the study?
      3) Are evaluation indicators clearly stated?
      4) Is the evaluation process designed to properly measure the effective outcomes of the project?

4. **Timeline (5 points maximum)—must be no more than nine months in length**
   a. Is the nine-month timeline reasonable for the objectives and scope of the application? The HWPPI award is designed as a seed grant to assist pharmacy faculty in obtaining exploratory data in the area of health and wellness and pharmacy practice, so that they will be competitive for applying for additional grants from federal or private agencies.
5. **Contribution to Career (15 points maximum)**
   a. Is there a clearly stated purpose of the project in terms of its appropriateness to the future research interests of the applicant?
   b. Does the application specifically state how the current project will assist in future research grant proposals or efforts?
   c. Is the application consistent with past research conducted by the applicant?

6. **Significance of the Project (15 points maximum)**
   a. Does the proposed research have the impact of adding new knowledge to the discipline?
   b. Is there a stated intent to utilize the results as preliminary data for a more substantial research project in the same or a closely related area?
   c. Is there a stated plan to disseminate (publish, present, utilize) the project’s results?

7. **Budget Justification (10 points maximum)**
   a. Are the requested supply and equipment items supportive of and consistent with the methods outlined in the Research Narrative?
   b. Are salary requests (rate and time) for professional students, graduate students, or hourly employees justified and consistent with the application timeline?
Conditions for Accepting the AACP/FMI Foundation Health and Wellness/Pharmacy Practice Ideation Award

1. I will use the funds solely for the purposes that are stipulated in my original research application and are approved by AACP. I understand that none of the money awarded by the HWPPPI Program can be used for any disallowed project costs such as the principal investigator’s salary or indirect costs. I further agree to begin the research promptly after the award is received.

2. I will electronically submit a final report at the end of funding period (by May 1, 2014). The final report will include the research findings as well as a financial statement as to how the grant was expended.

3. I will present my final research findings from the HWPPPI Program as the primary presenting author at the 2014 AACP Annual Meeting in Grapevine, TX (near Dallas). An additional $1,000 will be disbursed by AACP to defray my travel expenses.

4. I will acknowledge the funding support from the American Association of Colleges of Pharmacy and the Food and Marketing Institute Foundation in any publication, poster, or published abstract generated from the Health and Wellness/Pharmacy Practice Ideation program, and submit electronic copies of those publications, abstracts and posters to AACP for record keeping.

5. I will notify the AACP, when additional extramural funding is received within this funding period for the same project with overlapping research aims and budget.

6. I pledge to perform this research by following the federal, state and my institutional guidelines established for Research Conduct and Responsibilities.

For questions concerning the Health and Wellness/Pharmacy Practice Ideation (HWPPPI) Award, please email HWPPPI@aacp.org.