

# The Center for Child Injury Prevention Studies

## Request for Proposals for Student Research

RFP Title: “Child Injury Prevention Research”

RFP Number 2010 S-001

## 1 Introduction

### **1.1 About CChIPS**

The Center for Child Injury Prevention Studies (CChIPS) is an Industry/University Cooperative Research Center (I/UCRC) catalyzed by the National Science Foundation (NSF). For more information about National Science Foundation and this program, please go to: <http://www.nsf.gov/eng/iip/iucrc>. The collaboration between industry and academe promotes new research projects and leverages shared expertise and resources. Financial support for the research comes from CChIPS member companies, the National Science Foundation, and others. The Children's Hospital of Philadelphia (CHOP) and the University of Pennsylvania (Penn) provide both intellectual and capital resources. For more information on CChIPS and previously funded projects, please go to: <http://www.chop.edu/cchips>

### **1.2 CChIPS Mission Statement**

The CChIPS mission is to advance the safety of children by conducting scientific research on the prevalence and predictors of child injury, and evaluation, development, testing, and dissemination of commercial technology and public education programs for prevention of injuries.

### **1.3 Project Description**

Student researchers should propose projects that are consistent with the CChIPS mission. Projects should be relevant to the needs of industrial efforts to promote child and youth safety and should focus on short-term impact on current issues. The scope of the research projects should fall into the following categories:

1. Injury biomechanics, mechanisms, and tolerance.
2. Technological solutions for injury prevention – design, development and testing.
3. Human interaction with and behavior related to safety technology.
4. Education about and promotion of safety.
5. Evaluation and cost effectiveness of safety devices or unsafe behavior modification programs.

## **1.4 Deliverables**

Funded student researchers should submit a one-page progress report quarterly to the CChIPS Industrial Advisory Board (IAB), a draft final report at the completion of the funded semester to be reviewed by the IAB, and a final report addressing the IAB comments on the draft final report. Funded student researchers are expected to deliver a project briefing after the completion of their project. The briefing shall be given after the project is completed, at the next CChIPS IAB meeting (usually March or September). For students who have graduated prior to their presentation, every attempt should be made to make the presentation to the IAB. If this is not possible, arrangements should be made in advance of the meeting with the CChIPS coordinator. You may include additional deliverables in your proposal. The IAB may suggest additional deliverables and, if you are agreeable to their suggestion(s), the suggested deliverables will become part of your proposal.

## **1.5 Project Duration**

Projects should not last more than one academic semester, though any project may build upon the work of a previous semester.

## **1.6 Project Budget**

The budget for individual projects shall not exceed \$2,000. Travel to and from the CChIPS IAB meeting will be covered by CChIPS for one student per project. Travel expenses (up to a maximum of \$ 1,000) will be reimbursed separately from the project budget and should not be included in the budget. Information regarding reimbursement of travel expenses will be included in the award notice, if granted.

**As a condition of this award, please note that no indirect costs will be paid.**

# **2 How to Prepare and Submit a Proposal**

## **2.1 Who may apply**

Undergraduate and graduate students enrolled at degree-granting Colleges and Universities. Students may apply alone or as a group with no more than 4 students in each group. Each student or group of students must secure sponsorship / mentorship by a faculty member at the institution where the student(s) are enrolled. One of the goals of the CChIPS student projects is to develop student research capabilities. The faculty sponsor should help guide the research, however the student(s) effectively serve as the Principal Investigator(s) and are ultimately accountable to the IAB for the project deliverables. Before formal submission, the proposal may be discussed with appropriate CChIPS Senior Faculty.

Students responding to this RFP are required to obtain institutional sign off from their sponsoring faculty and department(s). (Appendix 2)

As a condition of this award, please note that no indirect costs will be paid.

## **2.2 Proposal Preparation**

Prospective student researchers should consult Appendix 1 “Proposal Submission Guide for Student Research” as they prepare their proposal. Applicants should develop proposals that address and conform to sections 1.3 “Project Description”, 1.4 “Deliverables”, 1.5 “Project Duration”, and 1.6 “Project Budget” of this RFP.

## **2.3 Proposal Submission**

Only electronic proposal submissions will be accepted. Proposals must be emailed to [harris@chop.edu](mailto:harris@chop.edu) by February 1, 2010 by 5 p.m. Feedback will be provided to the student on their submission by February 12, 2010 and the final proposals are due March 1, 2010 by 5 p.m.

## **2.4 Confidentiality**

Patentable ideas, trade secrets, privileged or confidential commercial or financial information, disclosure of which may harm the researcher, should be included in proposals only when such information is necessary to convey an understanding of the proposed project. Such information must be clearly marked in the proposal and be appropriately labeled with a legend such as,

"The following is (proprietary or confidential) information that (name of proposing organization) requests not be released to persons outside the CChIPS review committee, except for purposes of review and evaluation."

Copies of the proposals will be distributed among the members of the CChIPS Proposal Review Committee and IAB for the purposes of review and evaluation.

## **2.5 The Proposal Review Process**

The CChIPS Review Committee will evaluate proposals based on the following criteria:

1. Focus on children and youth
  - a. Problem being studied has a direct impact on the safety of children and youth (0-25 years)
2. Industrial relevance
  - a. Short-term/more immediate impact on current issues
  - b. Focus on existing or pending regulation, marketing of safety, product design or testing, or increasing use of safety products
  - c. Projects with industry wide-value
3. Intellectual merit
  - a. Novelty/creativity
    - i. Does the project employ novel concepts, approaches, or methods?
    - ii. Does the project challenge existing paradigms?
  - b. Methodological rigor
    - i. Are the design, methods, and analyses adequately developed, defined, and appropriate to answer the proposed research question?
    - ii. Does the proposal acknowledge potential problems and propose means by which to address them?

Feasibility/qualifications of team

- iii. Is the team appropriately trained and experienced to conduct the proposed research?
  - iv. Are the facilities adequate and institutional support given to ensure success of this project?
  - v. Do the efforts listed on the project match the scope of work being done?
4. Broader impact on the common good
- a. Does this study address an important problem?
  - b. How will this research lead to reduction of deaths and serious injuries?
  - c. How will scientific knowledge be advanced?
  - d. What will the effect be on the concepts or methods that drive this field?

The CChIPS Review Committee will make recommendations to the Member Companies; however, final funding decisions rest with the Member Companies.

# The Center for Child Injury Prevention Studies (CChIPS)

## Appendix 1

### Proposal Submission Guide for Student Research

## 1 Introduction

This guide describes the format and content requirements for Proposals submitted in response to Requests for Proposals (RFP) for Student Research issued by the Center for Child Injury Prevention Studies (CChIPS). These requirements provide a uniform structure for proposals, which make for an efficient and fair review process. This guide should not be used to prepare proposals in response to RFP's for Faculty Research. While proposals from students are solicited from all accredited colleges and universities, at this time, proposals from faculty are limited to those from the University of Pennsylvania or The Children's Hospital of Philadelphia. Unsolicited proposals will not be considered for review or funding.

## 2 Proposal Guidelines

The proposal shall consist of a title page followed by 8 sections in the following order: structured abstract, table of contents, project description, references cited, biographical sketches, budget, facilities equipment and other resources, and appendices. All pages, except for the title page shall be numbered with the format "X of Y" printed at the bottom of each page, where X is the number of the current page and Y is the total number of pages.

The font shall be Times New Roman #12 for the main text of the proposal. The margins shall be at least one inch wide on all sides. There is no restriction on the font for tables and figures, captions, footnotes, titles, and section headings, however illegible text may lead to poor review results.

The format and content guidelines for the title page and each proposal section are described below in 2.1 through 2.9.

### **2.1 Title Page**

Please complete the CChIPS proposal title page.

### **2.2 Structured abstract**

A structured abstract shall include the following elements in no more than 500 words:

1. Context
2. Long-term goal
3. Objective of the study
4. Hypotheses to be tested
5. Specific aims
6. Study design
7. Methods
8. Deliverables
9. Total cost
10. Start and end dates
11. Broader impact
12. Scientific Merit

### **2.3 Table of Contents**

The Table of Contents must include the page numbers of all sections listed below (2.4 through 2.9)

### **2.4 Project Description**

The Project Description may not exceed 5 single-spaced pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 5-page limitation. The project description must be self-contained and URLs (Internet addresses) that provide information necessary to the review of the proposal should not be used.

#### **2.4.1 Content**

The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; and relation to the present state of knowledge in the field.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures and plans for preservation, documentation, and sharing of data, samples, physical collections, curriculum materials and other related research and education products.

#### **2.4.2 Unfunded Collaborations**

Any substantial collaboration with individuals not included in the budget should be described and documented with a letter from each collaborator.

### **2.5 References Cited**

Reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified. Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limit for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 5-page project description.

## **2.6 Biographical Sketches**

A biographical sketch (limited to two pages) is required for each student. The following information must be provided in the order and format specified below:

1. One paragraph biography and description of research interests
2. Education (post-high school, including unfinished degrees)
3. Official transcript from all institutions cited in (b) above
4. Relevant work experience (if any)
5. Publications (if any)
6. Letters of recommendation

The faculty advisor is required to submit the following:

1. 1-2 paragraph biography
2. Professional preparation
3. Appointments - A list, in reverse chronological order, of all the individual's academic/professional appointments beginning with the current appointment.
4. Publications - a list of:
  - Up to 5 publications most closely related to the proposed project; and
  - Up to 5 other significant publications, whether or not related to the proposed project.

Each publication identified must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the Website address also should be identified.

For unpublished manuscripts, list only those submitted or accepted for publication (along with most likely date of publication). Patents, copyrights and software systems developed may be substituted for publications. Additional lists of publications, invited lectures, etc., must not be included. Only the list of 10 will be used in the review of the proposal.

If faculty members have an already prepared, NIH- or NSF-style biosketch, these may be substituted for the CChIPS biosketch. However, a 1- to 2-paragraph text biography should be included for each faculty member.

## **2.7 Budget**

Each proposal shall cover only a one-semester period (6- month maximum) unless additional time is requested and extended. Please note that no funds will be allocated to pay indirect costs. A budget justification of up to three pages should be included to document and justify the amounts requested in each category. All funding should be accounted in the following categories:

1. *Stipend*
2. *Equipment*
3. *Travel*
4. *Other Direct Costs*
5. *Cost Sharing*

The budget for individual projects shall not exceed \$2,000. Funding should not be used for tuition, books, course text, or other fees associated with enrollment at an academic institution. Travel to and from the CChIPS Industrial Advisory Board (IAB) meeting will be covered by CChIPS for one student per project. Travel expenses (up to a maximum of \$ 1,000.00) will be reimbursed separately from the project budget and should not be included in the budget.

## **2.8 Facilities, Equipment and Other Resources**

This section of the proposal is used to assess the adequacy of the organizational resources available to perform the effort proposed. Proposers must describe only those resources that are directly applicable to the proposed work in section 2.4.

## **2.9 Appendices**

Appendices may not be included unless the review committee has authorized a deviation.

The Center for Child Injury Prevention Studies (CChIPS)

Appendix 2

Student Proposal Title Page		
1. REQUEST FOR PROPOSAL TITLE AND NUMBER: Child Injury Prevention Research 2010 S-001		
2. TITLE OF PROJECT:		
3. STUDENT INVESTIGATOR(S)		
Name: Title: Affiliation: Telephone #: Email: Fax:		
4. SPONSORING FACULTY MEMBER(S)		
Name: Title: Affiliation: Telephone #: Email: Fax:		
5. PROJECT START DATE	6. PROJECT END DATE	7. BUDGET*
8. ADMINISTRATIVE OFFICIAL WITH SIGN OFF AUTHORITY		
Name: Title: Telephone #: Email: Fax:		
9. PRINCIPAL INVESTIGATOR ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.	SIGNATURE OF PI NAMED IN #3	DATE
10. ADMINISTRATIVE OFFICIAL ASSURANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with the CChIPS terms and conditions if a grant is awarded as a result of this application.	SIGNATURE OF OFFICIAL NAMED IN# 8	DATE

\*As a condition of this award, please note that indirect costs will not be paid.