**REQUEST FOR INBRE CORE CENTER ACCESS AWARD**

**For projects requiring the analysis of Delaware Healthcare Claims Data**

***Please fill in all information and email completed application to the Delaware INBRE Admin office at*** *info@de-inbre.org****. Incomplete applications will not be reviewed.***

**DEADLINE FOR APPLICATION: August 9th, 2021**

**Please note:** Funds must be used by April 15, 2022 and must be used only for the processing and analysis of Claims data, not for the investigator’s effort or students’ effort on the project.

Core Center Access Awards in the amount of **$8,000** per project are available to use in support of research projects requiring the analysis of Delaware Healthcare Claims Data (HCCD). Data will be deidentified for patients, payers, and providers.

Please see the HCCD Standard, Deidentified Data Dictionary for data elements available to these studies. Public reports generated from HCCD are posted on the following website <https://dhin-hccd-portal.medicasoft.us/public>. Up to 3 projects will be funded in the current cycle.

**APPLICATION SCHEDULE:**

* Submission of Project Topic: **Between July 7th and July 20th, 2021**
* Core Center Access Award (CCAA) Submission Deadline: **August 9th, 2021 by 5PM**
* Projects Review: **August 10th – August 26th, 2021**
* Funding Announcement: **Week of September 7th, 2021**
* HCCD Data Application Deadline: **September 17th, 2021**
* Interim Progress Report Deadline**: January 28th, 2022**
* Final Invoice Submissions: **April 15th, 2022**

**SUBMISSION PROCESS:**

* **Prior** to submitting your final proposal on August 9th:
  + Submission of Project Topic: Please send a paragraph briefly describing the focus of the project (1/2 page) to Terri Lynn Palmer ([TerriLynn.Palmer@dhin.org](mailto:TerriLynn.Palmer@dhin.org)) at the Delaware Health Information Network (DHIN). DHIN houses the Delaware Health Care Claims Database and will review your research topic for feasibility, i.e., if the variables are available and the analysis you wish to undertake is possible with the claims data.
  + Approval of project topic does not constitute funding approval.
  + Once the topic is approved, please communicate with the DHIN about the variables and elements in the claims which should be included in your proposal.

**POST AWARD REQUIREMENTS:**

If your proposal is approved for funding, it will be incorporated into a Data Use Agreement that will be submitted to your Institution. IRB approval will be requested from the Investigator before the data extraction can begin. The Investigator will agree not to use the data for any other project without approval from the DHIN.

**DE-INBRE Citation** to be included on all publications and presentations: Supported by the NIH NIGMS Institutional Development Award (IDeA) Program (P20 GM103446) and the State of Delaware

All publications/presentations based on this claims’ analysis should be sent for review to the DHIN two weeks prior to submission.

**FREQUENTLY ASKED QUESTIONS**

**What is the format of the application?**

Please complete the application form on pages 3 - 4.

The project description should begin on page 5 and should not exceed 3 pages (excluding references).

**Who is eligible to be a principal investigator (PI)/Project Director?** Any permanent employee with a terminal degree, including faculty, non-faculty investigators, post-doctoral fellows in th**e** Delaware IDeA Network of Biomedical Research Excellence (INBRE) network which includes: University of Delaware, Delaware State University, ChristianaCare Health Services, Inc., Delaware Technical Community College, Nemours/Alfred I. duPont Hospital for Children, Wilmington VA Medical Center, Wilmington University and any other Delaware INBRE affiliates. Students are not eligible to be a PI but can be included in the project.

**What is the indirect rate / how will funds be administered**? The funds will be administered by the DE INBRE University of Delaware office directly to the DHIN office. Researchers do not need to budget for indirect costs.

**CONTACT INFORMATION:**

* Claudine Jurkovitz, MD, MPH at [cjurkovitz@christianacare.org](mailto:cjurkovitz@christianacare.org)
* Erica Singleton, MPH,CHES at [erica.singleton@christianacare.org](mailto:erica.singleton@christianacare.org)
* TerriLynn Palmer at [TerriLynn.Palmer@dhin.org](mailto:TerriLynn.Palmer@dhin.org)

**APPLICATION FORM**

**PROJECT TITLE:**

**PROJECT DIRECTOR:**

Name:

Title:

Telephone number:

E-mail address:

INBRE Institution:

If applicant is a Post-Doc, please also provide the name/title/credentials of the Department/Lab Director

**CO-INVESTIGATORS (please add rows as necessary)**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title &Credentials** | **Institution** |
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**DETAILED BUDGET -- to be provided by the DHIN Health Care Claims Database Director**

Submit the full budget for the project and indicate the number of work hours necessary for the project and the cost per hour. Any project exceeding $8,000 must be co-funded by the applicant’s institution.

**Brief description of PI qualifications and scientific environment relevant to the proposed project**

(approximately 20-25 lines, please not more than one page)

**PROJECT DESCRIPTION**

**(Please use the same font/size as below- a,b,c,d,e, should not exceed 3 pages)**

* 1. **Problem & Existing Evidence**: Identify the gaps in existing knowledge that the research is intended to fill. State the relevance of the research, its importance for the health of Delawareans and how could the knowledge acquired from this project be generalizable.
  2. **Specific aims/Research question**: Clearly state the purpose of the research. State the hypothesis(es).
  3. **Methods**: Describe the project design and procedures to be used to accomplish the specific aims of the proposed research study. Describe the methods for data analysis and justify the approach. Describe anticipated limitations of the analysis. Please explain in layman’s terms, items in the methods that may not be known by reviewers not familiar with your particular field.
  4. **Timetable:** Provide a realistic schedule for the project work. **All claims analyses involving the DHIN should be completed by April 15, 2022.** Please note that in the first month of the project, the approval for the project will be submitted to the DHIN Access Committee for expedited review. IRB approval will be requested from the Investigator before the data extraction can begin
  5. **Plans for publications and proposal submissions:** Describe the plans for publications and future grant proposals. Projects aiming at gathering preliminary results for inclusion in future grant applications will be prioritized.
  6. **References**: Provide citations to published literature key to this proposal.