



**Loss Prevention Grant Fund  
Proposal Application Instructions**

The following outline and instructions should be used to prepare the proposal. The proposal narrative shall **not exceed 5 pages**, followed by the project budget and any relevant references. Please provide the information requested below, answering each item in order, and labeling each response with the appropriate number.

**\*\* Grants are awarded for a one-year period and may not be used to cover ongoing operational expenses, or to fund permanent positions.**

**A. Proposal Narrative:**

1. Title of Project
2. Principal Investigator and Project Team
3. Introduction/definition of the Problem: Describe the potential loss exposure(s) and why this represents a risk to Lifespan. Include frequency of incident, frequency of claims, cost of past losses, and any other relevant data.
4. Project Description: Your proposal should clearly explain how funding would be used, what will be accomplished, and the results expected. State the objectives for the project and how they will be monitored (how success will be determined). Include specific activities that will take place, responsible staff, and timelines (not to exceed 12 months). Projects with the potential for ongoing or long-term gains are strongly encouraged.
  - (a) Reducing diagnostic/treatment errors, omissions, or delays
  - (b) Care communication/Teamwork/Escalation of Care
  - (c) Professional Wellness
  - (d) Other: \_\_\_\_\_
5. Baseline Metrics- Please identify current or recent organizational or practice data supporting the need or gap to be addressed by this project. We are most interested in your specific experience but will also consider national data that supports the project.
6. Outcomes: The proposal should contain a clear statement of outcomes that will be achieved. There must be an identifiable and quantifiable loss prevention benefit resulting from the grant. The expenditure associated with the project should ultimately contribute to the protection of the assets of Lifespan. In addition to the narrative, applicants must include a table outlining the project plan such as the one below:

<b><u>Specific</u></b> What needs to be accomplished? Who is responsible? What are the action steps?	<b><u>Measurable</u></b> How will success toward meeting the goal be measured?	<b><u>Achievable</u></b> Are goals realistic and achieved in specified amt of time?	<b><u>Relevant</u></b> Are goals aligned with project?	<b><u>Time Bound</u></b> Goals have a clearly defined timeframe.	<b><u>Data Source</u></b> Where is data obtained from?
1.					
2.					
3.					



7. Sustainability- Describe how the work and/or impact will be supported and sustained by the organization after the grant project has concluded. For instance, what strategy will be used to sustain and/or improve on the goals achieved as part of the project, and as applicable, the continued financial support for the work?
  8. Dissemination of Results- Describe how results from project will be shared with key stakeholders. For example, plan to raise awareness and understanding or change practice.
- B. Budget: The budget should include any expenses associated with the project. Include salary expense by type of position and fringe benefits (if salary expenses are being proposed), and itemized costs of consultants, supplies, equipment, etc., where applicable. Note that grants are not intended to fund permanent positions. Salary expenses for temporary employees are allowed only during the grant period. You may wish to show any in-kind resources that you will contribute to the project. Any budget items that require an explanation should be justified and approved by departmental chief or VP in a budget narrative. If salary expenses are included, clearly describe how continuation will be funded after the grant period (if applicable). Budget Form must be included in your submission by April 28, 2023.
- C. References (optional): You may wish to include a brief description of any relevant research that highlights the problem you intend to address or that supports the methods you are proposing. Include applicable reference(s) or citation(s).
- D. Acknowledgement Form must be included in your submission by April 26, 2024.
- Principal Investigator must obtain a signed Acknowledgement Form from their Department/Foundation Chief, Vice President, CMO, or CNO.
  - All additional departments participating in the grant must also obtain a signed Acknowledgement Form from their Department/Foundation Chief, Vice President, CMO, or CNO.
- E. For all project's requiring Lifespan IS support, a Lifespan IS Preliminary Project Request Form must be completed. Projects that would require IS support include EPIC enhancement, new device, or new software.