**Quality Improvement (QI)/Quality Assessment (QA)/Feasibility Project**

**Proposal Template**

**PRINCIPAL INVESTIGATOR PAGE**

**Principal Investigator Information**

**First name:**

**Middle initial:**

**Last name:**

**Email address:**

**Phone number:**

**Department:**

**Status:**

**Will you be working with additional investigators? If yes, please complete the Sub-Investigator information.**

**SUB-INVESTIGATORS PAGE**

**Sub-investigator Information**

**First name:**

**Middle initial:**

**Last name:**

**Email address:**

**Phone number:**

**Status:**

**Department:**

**Add another sub-investigator?**

**PROJECT INFORMATION**

**Scholarly Project Information**

**Scholarly Project Title:**

**Abstract:**

**Problem Identification/Statement/Background**/**Literature review with references:**

Concisely describe the issue addressed by this quality improvement project that propels and justifies the project. Clear state the background and current situation. Identify the population of interest.

Critically summarize the evidence that supports the quality improvement project. The evidence should be convincing to support practice change. Evidence may include mandates, guidelines, local gaps in care, and standards. Demonstrate how the translation of evidence will be implemented in clinical practice. Emphasize that this project will not produce new knowledge (research) but is to implement evidence into clinical practice (quality improvement). Provide support that the focus of this project is to implement existing knowledge in clinical practice and not to generate new knowledge.

**Scholarly Project Objectives/Aims/SMART Objectives:**

Identify the purpose of this project and list specific aims or goals to be accomplished. You might develop an Aim statement using SMART criteria (specific, measurable, achievable, relevant, time-bound). The aims should clearly support that the project is to implement evidence into clinical practice (quality improvement) and that it will not produce new knowledge (research).

**Stakeholders:**

Explicitly identify the stakeholders. Evidence of multidisciplinary engagement must be appropriate to scope and aims.

**Scholarly Project Design/Methods/Implementation plan:**

Include the following information in this section:

* Design, organization setting, sample group and size, inclusion criteria, if applicable
* Evidence-based innovation that will change practice
* Evidence-based Implementation Strategy (provide details of how the evidence will influence practice change and the specific strategies or steps for implementation; include discussion of key clinical staff engaged in the project; describe the evidence implementation's potential for sustainability
* Assessment measures, including fidelity and patient outcomes as appropriate

**Data Collection Plan:**

Identifies outcome and/or process measures. Describe how data will be identified, who is involved with data collection, and what data to be obtained. Describe where this information is found and how it will be extracted.

**Timeline:**

Describe the timeline for the completion of the project. Include when data collection is initiated, when the project implementation phase occurs, and when post-implementation data will be collected. Shows the chronological order of events you plan to do in your project. Use diagrams to illustrate the timeline.

**Data Analysis Plan/Evaluation Plan:**

Describe how the project will be evaluated and what statistical measures will be used to address the project's objectives.

**Ethical Considerations/Privacy, Data Storage & Confidentiality:**

Describe any ethical considerations for the project and how they will be addressed. Limits to the generalizability of work, factors that may affect the validity of measures, etc. All of the following information must be included in this section:

* Discuss how the patient's privacy will be protected. Indicate how you intend to use the Protected Health Information (PHI) of patients whose information is used to measure the change in practice due to the evidence-based implementation project.
* Describe what media type will be used to store the data (paper or electronic file, or both).
* Specify the location where the paper or electronic file or another type of data will be stored (locked cabinet in a locked room, HIPAA protected server, encrypted jump drive)
* Specify who will access this information and measures to ensure confidentiality is maintained.
* Specify whether PHI will be destroyed once all data collection is completed.
* Specify how data will be de-identified. Discuss how a final de-identified data set will be maintained in a secure folder. An electronic pathway needs to be provided.

**Dissemination/Publication Plan:**

Describe the plan for disseminating the results (conference, journal publication, etc.).

**Project Site(s)/Clinical Setting:**

Describe where data collection, data storage, data analysis, and data destruction/disposal methods will occur. Institution, laboratory, hospital, or web-based site(s) of the data collection. A Study Site Letter(s) is to be uploaded to the document page of the online submission.

**ENVIRONMENT HEALTH SAFETY OFFICE - EHS OFFICE**

**Is your project related to drugs, biological products, medical devices, food supply, cosmetics, and products that emit radiation?**

If yes,

* Describe the type of variables that will be collected (chemical, biological, radiation)
* Specify the location where the variables will be collected, stored, and destroyed/discarded once all data analysis is completed.
* Specify who will access this information and measures to ensure confidentiality is maintained.

**DOCUMENTS PAGE**

**Upload the appropriate documents when submitting this proposal.**

* **QI/QA Proposal** (this document)
* **CARE Team Clearance Letter:** The contact with the CARE team is the first step of the Scholarly Study submission process. A clearance letter will be issued certifying that the required documents are ready to be submitted to the SRC and IRB submission.
* **Study Site Letter** (download template from https://my.ahu.edu/academics/research)

This letter acknowledges that the principal investigator has received approval to conduct the project at the identified site. This letter needs to have the site logo, the Principal Investigator's name, project title, facility's name, facility director/responsible name, contact information, and signature. This letter is necessary:

• When there is data collection outside of AHU, for example, Cardiology Center of AH.

• When the data collection or data analyses take place in an AHU Center, Laboratory, or PI's external department.

* **AHU Chair/Director Letter of Support** (download template from <https://my.ahu.edu/academics/research>)

This letter acknowledges that the department chair/director endorses that the principal investigator conducts the project as part of he/she work schedule and workload.

* **Participant Agreement** (download template from https://my.ahu.edu/academics/research)

All prospective studies involving human participants should provide a document to elicit agreement from participants with full knowledge of their voluntary participation, purpose, procedures, potential discomfort, risk, benefits, confidentiality, costs, compensation for participation, and contact information. There is no need to use the complex consent form used in Human Subject Research.

* **Questionnaire(s)/Survey(s)**

Any survey, questionnaire, or other instrumentation to gather data. It is expected that instrumentation is validated as much as possible.

* **Other Documents**