

Describing care at Complex Family Planning Fellowship sites

2023 Request for proposals

Purpose

Complex Family Planning Fellowship [sites](#), with their focus on providing care for people with complex abortion and contraception needs, play an important role in supporting evidence-informed and person-centered abortion and contraception care. While the significance of subspecialists working at Complex Family Planning Fellowship sites has been [well documented](#), we lack a comprehensive picture of what services are provided and who is served at Complex Family Planning Fellowship sites. To this end, the Society of Family Planning – the academic home to Complex Family Planning subspecialists – is offering the *Describing care at Complex Family Planning Fellowship sites* funding opportunity. The purpose of this funding opportunity is to understand the role of Complex Family Planning Fellowship sites* within the larger family planning ecosystem with the goal of strengthening connections across points of care to best meet people’s abortion and contraception needs.

The deadline for proposals is August 8, 2023 at 8:59 pm PT/11:59 pm ET. Awards will be announced in October 2023 and funds will be available for immediate use.

**For purposes of this funding opportunity, the Society defines Complex Family Planning Fellowship sites as those who are Accreditation Council for Graduate Medical Education (ACGME) accredited.*

Research focus

This funding opportunity will support one research project to conduct a multi-site chart review at Complex Family Planning Fellowship sites, with the goal of describing care at these sites. This should include services provided, patient demographics, and referral patterns, and may also include other elements of care such as patient navigation and measures of site infrastructure/capacity. Proposals should provide a detailed description of and rationale for the variables and codes that will be analyzed to generate this information.

During the award period, the Society will oversee the enrollment and contracting of sites. Teams must name [sites](#) that will be included in the proposed project, bringing attention to site-specific factors (eg, legal setting, size of system, infrastructure, payors, and geography), with the goal of yielding findings that are as generalizable as possible to the network of Complex Family Planning Fellowship sites.

In addition, proposals should bring attention to how research results will be used, describing opportunities to leverage research findings and strengthen connections between care provided at Complex Family Planning Fellowship sites and other parts of the family planning ecosystem (eg, independent clinics, Planned Parenthood affiliates, primary care clinics, virtual clinics, practical support organizations, abortion funds, other hospital-based sites of care, supports for those self-managing abortion). Teams must be attentive to the Society's [Diversity, Equity, and Inclusion Vision Statement](#) and how they can be part of bringing that vision to life in their work.

Funds and duration

We invite proposals for research studies with budgets up to \$300,000 that can be completed within 18 months of award. Site incentives need not be included in the project budget, as incentives will be disbursed directly by the Society to participating sites; however, teams should name the proposed cost and structure of site incentives. Funding is also available to cover processing fees associated with open-access publication, provided the work is published within two years of grant completion. We anticipate supporting one research project via this funding opportunity.

Application submission opens on

May 17, 2023 and closes **August 8, 2023.**

Awards will be announced in October and funds will be available for immediate use.

Eligibility

Grants will be made to organizations on behalf of a named principal investigator (PI). Grants are limited, without exception, to tax-exempt organizations.

Applicants do not need to be members of the Society or Complex Family Planning subspecialists.

Review process

All proposals will undergo peer review using specific criteria. The goal of peer review is to make recommendations for enhancing research proposals and to identify the project with the greatest potential impact. The funder of this award may also be involved in the selection process; this helps ensure that the research funded through the Society is one of many strategic components working together to strengthen the family planning sector.

All proposals will be reviewed according to the following criteria. For more information about the review process, please see the proposal review guide:

<https://bit.ly/44KIYgf>.

Methods (45%)

The Society seeks to fund a methodologically sound and rigorous project.

Research sites (20%)

The Society seeks to fund a project focused on sites of care that are aligned with the proposed research questions and that brings attention to how site-specific factors (eg, legal setting, size of system, infrastructure, payors, and geography) shape care at those sites.

Impact (20%)

The Society seeks to fund a project that is positioned to generate empirical evidence that can be used to strengthen connections between care provided at Complex Family Planning Fellowship sites and other parts of the family planning ecosystem, as well as other anticipated impacts.

Team (15%)

The Society seeks to fund a project where team composition is an asset to the project, including a team that brings together individuals with diverse skill sets, backgrounds, and perspectives. The Society also prioritizes teams that elevate the expertise and skills of Black and Indigenous researchers and researchers of color.

Additional review considerations (not scored)

Reviewers are also asked to provide feedback on the reasonableness of the proposed budget and period of support; however, these factors are not scored.

Proposal instructions

1. Online application form:

Includes contact and demographic information for the PI, institution, and parties responsible for accounts payable and grants management if the project is funded.

2. Summary (250 words):

Provide a brief summary of the proposed project. This information may be used in our newsletter, website, and other educational and promotional purposes should the application be funded.

3. Proposal narrative (8-10 pages):

All proposals should include:

- a. **Background:** Describe the issue, bringing a critical eye towards the trajectory, evolution, and future contribution of Complex Family Planning Fellowship sites in the larger family planning ecosystem.
- b. **Research question(s):** Include the question(s) that will be answered through the proposed project.
- c. **Methods:** Describe the research methods that will be used to answer the research question(s) at hand. Please share sufficient detail on the route to data collection (eg, leveraging electronic medical records including ICD-10-PCS, chart extraction).
- d. **Research sites:** Describe the research sites, with attention to site-specific factors (eg, legal setting, size of system, infrastructure, payors, geography). Sites must align with the research question(s) and be specifically defined and justified. If using a sampling approach, sample size should be based on power calculations or other appropriate methods as determined by the study approach; sample size should account for subgroup analyses as appropriate.
- e. **Timeline:** Describe the timeline for conducting research activities. Data collection and analysis must be feasible to complete within 18 months of receiving the award.
- f. **Use of research results:** Narrate the target audience(s) with whom you plan to share your research findings, the actions you would like them to take in response to your findings, and the desired outcomes.
- g. **Team composition:** Team composition must be an asset to the project, including teams that bring together individuals with diverse skill sets, backgrounds, and perspectives relevant to the proposed project. Elaborate on the expertise and skills of the individuals composing your study team. Describe the positionality (eg, the social and political context that creates your identity in terms of race, class, gender, sexuality, and ability status) of the team and its effect on the proposed project's design, feasibility, and impact. Note that the Society prioritizes study teams that elevate the expertise and skills of Black and Indigenous researchers and researchers of color.
- h. **References:** Works cited should be listed as an appendix to the proposal; reference page is not included in the 8-10 pages of the proposal narrative.

4. Study team:

List key team members, including contact and demographic information.

5. Budget and budget narrative:

Studies should be \$300,000 or less. The budget narrative must provide sufficient detail to assess feasibility and suitability in the peer review process and must justify the relevance of requested resources to the project's success. Additional secured or requested funds for the proposed project must be named, if applicable. Direct project costs include personnel, research expenses (eg, equipment, supplies, travel, materials), activities related to use of research results, and other related costs. Indirect costs are permitted at no more than 20% of total direct costs. For subcontracts and sub-awards, the budget itself may include the 20% indirect cost charges, but the subcontract total may not be included in the main budget when calculating the overall indirect cost charges. Budget documents should be included as an appendix and are not included in the 8-10 pages of the proposal narrative.

6. Team information:

NIH-style biosketches are encouraged for all established scientists. Professional resumes are encouraged for those whose careers have not focused on research. Team members can submit the format that works best for the individuals on the team; however, each submitted biosketch or resume should not exceed 10 pages in length. These documents must be included as an appendix and are not included in the 8-10 pages of the proposal narrative.

7. Agency/institution's federal 501(c)(3) status determination letter or proof of tax-exempt status:

Proof of the agency/institution's tax-exempt status determination letter must be included as an appendix and is not included in the 8-10 pages of the proposal narrative.

Documentation should also be included for subcontracts with tax-exempt organizations that exceed 20% of the budget. These documents must be included as an appendix and are not included in the 8-10 pages of the proposal narrative.

Required formatting: Font size must be at least 11 points and 1.5 line spacing must be used. Please upload as a single PDF file. All grant applications must be submitted electronically through the **online application portal**.

The Society welcomes the opportunity to provide clarification around or assistance with any components of the application. Please contact Grants@SocietyFP.org.

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