

UCLA Minority Housestaff Organization

UCLA Health & David Geffen School of Medicine

Health Equity, Diversity and Inclusion Pilot Award 2024-2025 Application, Budget Justification, and Award Guidelines

The UCLA MHO Health Equity, Diversity and Inclusion Pilot award supports pilot projects in research, medical education, quality improvement, service planning, and health services, that focus on minority populations and/or historically underrepresented in medicine trainees to be conducted over the next 12 months. The grant is supported generously by the UCLA Health office of Health Equity, Diversity, and Inclusion (HEDI).

The Minority Housestaff Organization is a housestaff-led organization that aims to help facilitate and catalyze the elimination of bias based on race, ethnicity, religion, gender, or sexual orientation. It represents the views and needs of its members to positively influence change within the organization, training programs, health system, community and profession. We are a diverse group of historically underrepresented minority physicians and allies who aim to advance equitable health for all patients, diversity in medicine, mentorship within our community, inclusion within the educational and clinical environment, and service to the greater community of Los Angeles County. The priorities set as focus for the applications for the 2024-2025 year are:

- **Research** (clinical, basic, translational, computing, etc.)
- **Community-based Research or Partnership** (takes place in the community with community partners actively engaged in the development, implementation, and interpretation of results of research or pilot project)
- **Education** (patient or health professional education)
- **Quality Improvement** (designed to improve patient safety, effectiveness, or experience of care through systematic approach)
- **Service Planning** (develop new programs and services or revamp existing ones to improve patient experience/access)
- **Health Services** (examines how people get access to health care, how much care costs, and what happens to patients as a result of this care)

Funding Amount and MHO Support: Awards will be between \$3000 - \$5000, and each grant winner will be assigned a point-of-contact from the MHO Health Systems Equity e-Board to help guide progress or answer any questions throughout the award year.

Application Scoring and Selection Process: MHO membership is not a requirement, and all applications will be scored based on the following criterion:

- Overall Impact
- Candidate
- Mentorship
- Project proposal
- Timeline (feasibility)
- Responsiveness to MHO priorities

Please review the instructions below and submit the application to UCLAMHO@mednet.ucla.edu by 11:59PM PDT on **Friday, February 28th, 2025**. The expected timeline for project initiation and completion is **April 30th, 2025 to April 30th, 2026**.

Applicant Name and Dept/Division:

Project Title:

Faculty Mentor Dept/Division:*

*If you are working with more than one mentor, please indicate the main mentor.

Required Formatting: All submitted documents must be single spaced, A single-column letter formatted to an 8 ½" x 11" page. Provide at least 1" to 0.5" margins (top, bottom, left, and right) for all pages. Include applicant name, titles, and headings (e.g., Significance, Innovation) within the text of your attachments.

- 1) Provide a write up of your proposed project, which should include the following:
 - a. **Project Title:** Enter the title of your research project. Limit to 200 characters
 - b. **Project Abstract:** Please provide a summary or abstract of your research project. Limit to 500 words.
 - c. **Project Activities:** Description of proposed pilot project including a brief description of the design and data to be collected or used in the pilot project. Limit to (3) pages.
 - The plan should include specific hypothesis/hypotheses and/or a list of the specific aims and/or objectives that will be pursued, a description of the methods/approaches/techniques to be used for each aim, and an analytic plan to be used on the data generated by your approach. *Literature citations are not included in the three (3) page limit.*
 - A specific statement about how the proposed pilot project is related to the selected MHO priorities and how the project focuses on minority populations.
 - A brief timeline that documents the feasibility of completing the pilot project in the annual timeframe.
 - Personal statement: applicant should describe how they align to MHO priorities and their role on the project

- 2) Provide a budget and justification for project-related expenses such as software for data collection and/or analysis, administrative assistance for data analysis, reference materials to inform project activities, travel and materials for project presentations, incentives for participation in research, publication costs, or awards/gifts for community partners, just to name a few. Unless required specifically for the execution of the project, purchasing equipment such as laptops and tablets are not allowed. Salary support for Awardees and Mentors should not be included in this budget. The budget is subject to review and approval. See page 5 for a sample and page 6 for your submission.

- 3) Provide an essay that indicates who your community partner is and why you chose this and how your proposed project will improve the community represented. Limit to 500 words.

- 4) We request for the faculty mentor to receive award funds on behalf of the awardee and to delegate the administrative support needed to process spending according to the approved budget, ensuring UCLA purchasing policy are followed. Below please provide the name of the fund manager and departmental FAU Account Number to receive the transfer of funds and process purchases as indicated in the approved budget.

Fund Manager:

Email:

FAU Account Number:

5) Attach two letters of support to your submitted documents, which should include the following:

- a. Letter of support from your main mentor indicated on your application and their title and affiliations, along with a statement about their involvement and the role they will play in conducting the pilot project.
- b. Signed institutional support letter from your departmental program director that includes acknowledgement of the Financial Officer and FAU.

6) For research projects that require review and approval by the UCLA Human Research Protection Program (HRPP), provide your CITI human subjects training certificate and UCLA HRPP approval documentation. For more information, please refer to UCLA HRPP policies [here](#). UCLA HRPP approval documentation is required for purchasing any incentives for participation of human subjects. Submitting protocols to the UCLA HRPP requires setting up a login and trainees require a faculty sponsor. For more information, please refer to UCLA webIRB website which can be found [here](#). As an additional resource, the UCLA MHO is available UCLAMHO@mednet.ucla.edu to review the application and review process and read your protocol in advance of submission.

Expectations of Grant Winners

- Grant winners will be announced at the upcoming MHO Symposium on April 30th, 2025.
- Grant winners are expected to meet with the HEDI office at least twice annually, ideally after initial award announcement and once throughout the year.
- Grant winners will present their project and current progress at the following year’s MHO/HEDI Academic Symposium in March or April of 2026 (Date TBD).
- Quarterly and at the conclusion of the project, a one-page summary of the project status using a structured abstract format including background, aims, significance, innovation, approach/methods, and status/outcomes/product(s) of the project. Also include 5 key words.

By signing below, you are acknowledging that you are aware of the above instructions and expectations.

Received and acknowledged by signature and date below:

Signature of Applicant

Date

Signature of Faculty Mentor

Date

Sample budget and justification:

Item Name	Amount	Justification
Travel to present the project	Flight: \$500 Ground transportation: \$200 Lodging for 3 nights: \$600 Meals: \$62 per day*4 days: \$248 Total: \$1548	I have submitted an abstract on this project for presentation at Annual Research Meeting of Academy Health on June 4-7, 2022 at the Walter E Washington Convention Center in Washington DC. It is expected that I will be notified by May.
Incentives to participate in research – Amazon gift cards	\$25*35 participants = \$875	To provide incentives for research participants to spend their time (4approx. 30 mins) to be interviewed for the project.
Software – Dedoose	\$10 per month for 6 months = \$60	Dedoose is recommended by one of my research mentors. It is a web-based application that supports qualitative and mixed methods research analysis completely online. This is software used for data management, excerpting, coding, and analysis. https://www.dedoose.com/
Books	\$517	Reference materials will be purchased related to qualitative methods and data analysis.
	Grand Total: \$3000	

For MHO use only:

Received by:

Approved by:

Budget and justification:
Awardee and Dept/Division:
Project Title:
Main Faculty Mentor Dept/Division:
Award Period: January 1, 2024-January 1, 2025
Funder: UCLA Health

Item Name	Amount	Justification
	Grand Total:	
<i>For MHO use only:</i> Received by: Approved by:		

Of note: Allowable expenses include project-related items such as software for data collection and/or analysis, administrative assistance for data analysis, reference materials to inform project activities, travel and materials for project presentations, incentives for participation in research, publication costs, or awards/gifts for community partners, just to name a few. Unless required specifically for the execution of the project, purchasing equipment such as laptops and tablets are not allowed. Salary support for Awardees and Mentors should not be included in this budget. The budget is subject to review and approval.