



**ASHP Research and Education Foundation**  
***Pharmacy Residency***  
***Expansion Grant (PEG) Program***  
***Advancing Pharmacy Practice through***  
***Residency Training***

**Application Policies and Guidelines**

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## ASHP Research and Education Foundation

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The ASHP Foundation is a 501(c) 3 charitable organization affiliated with the American Society of Health System Pharmacists (ASHP), the national professional society for pharmacists practicing in hospitals and health systems. The ASHP Foundation was founded in 1968 and currently conducts a range of formal education and research programs designed to foster safe and effective medication use. The ASHP Foundation is a charitable, non-profit, 501(c) 3 corporation organized as a public foundation in 1968.

### Our Vision

As the philanthropic arm of the American Society of Health-System Pharmacists, our vision is that: Patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team, accountable for safe and effective medication use.

### Our Mission

The mission of the ASHP Foundation is to improve the health and well-being of patients in health systems through appropriate, safe and effective medication use.

### ***The ASHP Foundation accomplishes this by:***

- Sponsoring high-impact practice research leading to advances in patient outcomes;
- Educating and developing pharmacists and pharmacy staff as leaders and clinicians;
- Providing funding and programs that optimize the medication-use system and advance the direct and accountable patient care role of pharmacists;
- Encouraging innovation and adoption of best practices and new patient safety and quality initiatives;
- Providing recognition and support to diffuse best practices in research, education and practice; and
- Establishing partnerships, collaborations and strategic alliances to inform our mission and advance common goals.

### **ASHP Foundation Strategic Priorities**

1. Facilitate and strongly support the pharmacy profession in advancing pharmacy practice models that foster pharmacists' leadership and accountability for patient outcomes.
2. Create demand for new models of pharmacy practice that leverage the expertise and unique abilities of pharmacists.
3. Drive the advancement of the technical, human and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations.
4. Ensure the long-term financial sustainability of the ASHP Foundation.

The ASHP Foundation pursues its mission and strategic priorities through provision of awards, research grants, educational programs, and practice tools. The ASHP Foundation has a long track record of administering research grant, education and practitioner recognition programs that use stringent external review processes to select program recipients.



## Program Overview

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### Pharmacy Residency Expansion Grant (PEG) Program *Advancing Pharmacy Practice through Residency Training*

The overarching goal of the ASHP Foundation Pharmacy Residency Expansion Grant program is to expand the number of hospital/health-system based PGY1 and PGY2 pharmacy residency positions for the 2012-2013 training year. Up to sixteen grants will be provided to support PGY1 and PGY2 pharmacy residency training at eligible institutions. Support for this program was obtained at a point at which it was not possible to offer these grants in advance of the 2012 ASHP Resident Match. The following eligibility criteria apply:

1. This funding opportunity is available for PGY1 and PGY2 pharmacy residency training.
2. Grants are available for the 2012-2013 program year only.
3. Grant funds are available only to fund residency training for individuals who did not match in the 2012 ASHP Residency Matching Program.
4. Only positions that do not have institutional funding or have only partial institutional funding are eligible.
5. Funding is limited to hospital/health-system based PGY1 and PGY2 pharmacy residency programs.
6. Funding is limited to ASHP-accredited PGY1 and PGY2 pharmacy residency programs, PGY1 and PGY2 pharmacy residency programs with ASHP Candidate Status, PGY1 and PGY2 pharmacy residency programs with ASHP Pre-Candidate Status, and PGY1 and PGY2 pharmacy residency programs with Preliminary Accreditation Status.
7. Residency programs that have had ASHP accreditation status rescinded in the past 12 months are not eligible to apply.
8. This program is intended to support positions for which the grantee institution is committed to seeking funds to continue the program/position following completion of ASHP Foundation funding.

## Timeline for the 2012-2013 Program Offering

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- Applications available – January 20, 2012
- Application deadline – March 9, 2012
- Recipients announced – April 20, 2012
- Payment of Recipients – June 15, 2012



## Evaluation Process

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Applications will be reviewed by a committee comprised of leaders in hospital/health-system pharmacy practice. Residency award recipients will be selected on the strength of the application, including but not limited to the available learning experiences, quality of preceptors, and the successful development of previous pharmacy residents.

## Selection Criteria

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All applications will be reviewed by a panel appointed by the ASHP Foundation Board of Directors. The panel will review the applicant's materials and score them according to the following application criteria:

### **Education Program Quality – 25 points maximum**

Does the curriculum cover adequately the educational outcomes required by the “ASHP Accreditation Standard for Postgraduate Year One (PGY1) or Postgraduate Year Two (PGY2) Pharmacy Residency Programs? Are adequate lengths of time designated for each learning experience? Is the scope of elective learning experiences appropriately broad?

### **Preceptor Qualifications – 25 points maximum**

Do the program faculty have adequate training and experience to serve as residency program preceptors? Are an adequate number of the program faculty specialty trained? Are an adequate number of the program faculty board certified in the appropriate specialty? Do the program faculty have academic appointments in schools/colleges of pharmacy and/or medicine?

### **Overall Program Quality – 25 points maximum**

Do the Residency Program Director and the Director of Pharmacy have adequate training and experience to lead the program? Do the Residency Program Director and Director of Pharmacy have a track record for presenting at national or international professional meetings? Do the Residency Program Director and Director of Pharmacy have a track record of publishing in peer-reviewed biomedical journals? Are the Residency Program Director and Director of Pharmacy members of national pharmacy and/or interdisciplinary organizations? Have they made visible contributions to these organizations? Does the program have a relationship with a school/college of pharmacy and/or medicine? Do the residents have the opportunity to teach students during their rotations?

### **Program Graduates – 25 points maximum\***

Do the graduates of the residency program continue to practice in a hospital/health-system environment? For PGY1 programs, what percentage of graduates pursued PGY2 training? What percentage of graduates became board-certified in their area of specialty? What percentage of graduates teach in a pharmacy residency program? Do graduates pursue active participation and leadership roles in national and/or international pharmacy and interdisciplinary organizations?

\*For new programs that have not had graduates, the percentage score will be calculated based on 75 possible total points.



## Itemized Instructions for Grant Application

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To apply to the program, the applicant must submit ALL of the required documentation and the completed application packet must be received by the ASHP Foundation via mail and email by March 9, 2012 for the application to be considered.

### 1. Grant Request Information

- A – B Self-explanatory.
- C The total amount requested cannot exceed \$40,000
- D – F Self-explanatory

### 2. Director of Pharmacy

- A – F Self-explanatory.  
Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. **The biographical sketch must be limited to 4 pages and must be submitted in the format provided in the PHS 398 form from the U.S. Department of Health and Human Services. (See [www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc](http://www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc).)**

### 3. Residency Program Director

- A – F Self-explanatory.  
Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. **The biographical sketch must be limited to 4 pages and must be submitted in the format provided in the PHS 398 form from the U.S. Department of Health and Human Services. (See [www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc](http://www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc).)**

### 4. Department Chair (if applicable)

- A – E Self-explanatory.  
Along with the contact information requested on the application form, a biographical sketch should be provided for each individual. **The biographical sketch must be limited to 4 pages and must be submitted in the format provided in the PHS 398 form from the U.S. Department of Health and Human Services. (See [www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc](http://www.grants.nih.gov/grants/funding/phs398/biosketchsample.doc).)**

### 5. Program Information

- A. Provide a list or brief description (200 words or less) of the program's requirements for residents to complete the residency and receive a certificate.
- B. Confirm that you have attached, as Appendix 1, a brochure or written description of the residency program along with any other existing promotional information that describes the program.



C. Briefly describe (200 words or less) the detailed process by which residents are evaluated during their program and confirm that you have attached an evaluation form used for a direct patient care learning experience as Appendix 2.

D. Confirm that you have attached a photocopy of the accreditation certificate or ASHP web site information confirming pre-candidate/candidate/preliminary accreditation status as Appendix 3.

E. Using the template provided, list both the required and elective learning experiences that you plan to offer. If additional pages are needed to complete this list, please attach as Appendix 4.

F. Mark whether or not the residency program is affiliated with a School/College of Pharmacy or Medicine. If yes, provide the name of the school/college.

G. Provide information about all residency program full-time faculty/preceptors employed at your institution using the template provided. If additional pages are needed to complete the chart, please attach as Appendix 5.

1. List the names of the residency faculty/preceptors and their degrees.
2. List the universities at which those degrees were obtained and the dates conferred.
3. List their residency/fellowship training programs and their dates of training.
4. List the state in which they hold a pharmacy license and pharmacy license numbers, expiration dates, and BCPS certification areas.
5. List their current position within the hospital.
6. List their current faculty title (if applicable).
7. Identify the specific learning experiences for which they hold preceptorship.

H. Provide information about all residency program part-time faculty/preceptors employed at your institution using the template provided. If additional pages are needed to complete the chart, please attach as Appendix 6.

1. List the names of the residency faculty/preceptors and their degrees.
2. List the universities at which those degrees were obtained and the dates conferred.
3. List their residency/fellowship training programs and their dates of training.
4. List the state in which they hold a pharmacy license and pharmacy license numbers, expiration dates, and BCPS certification areas.
5. List their current position within the hospital.
6. List their current faculty title (if applicable).
7. Identify the specific learning experiences for which they hold preceptorship.



I. Provide information about all residency program graduates for the past seven years using the template provided. Programs that only began to graduate residents in 2006 or after are only required to provide graduate information from the first graduation year through 2011. Programs that have not had residency graduates are not required to complete the section; for those programs that do not have residency graduates, the percentage score will be calculated based on 75 possible total points. If additional pages are needed to complete the chart, please attach as Appendix 7.

1. List the names of the program graduates.
2. List the institutions where they are currently employed.
3. List their current practice role or position.
4. Identify any leadership positions they hold in professional organizations.
5. Identify if they currently serve as preceptors for students and residents.
6. List BPS certifications attained.

## 6. Budget

A. Provide a breakdown of the stipend, including all direct costs such as resident salary, fringe benefits, medical malpractice coverage, etc.

1. Requests cannot exceed the net anticipated costs of the residency based on (1) all direct costs of sponsoring the resident (e.g. resident's salary, benefits and medical malpractice coverage) and (2) all direct revenues expected to be generated by the resident (e.g. Medicare Graduate Medical Education payments for PGY1 and PGY2 residency positions, other graduate medical education payments attributable to the resident and any professional billing revenues generated by the resident.).
2. Awards cannot underwrite the ordinary operating costs of a qualified recipient organization, which includes indirect costs of their residency program.

B. Provide a description of institutional financial support that will be available to support this position along with ASHP Foundation funds.

C. Provide a brief description (500 words or less) of (1) the need for financial support, (2) how the financial support will establish/demonstrate the value of the residency training to the health-system, and (3) what potential exists for future sustainability of the residency program with supplemental external funding.

## 7. Financial Officer

A – E List the contact information for the financial officer who will be responsible for monitoring grant fund use. The financial officer cannot be a member of the residency program team. Note that the institutional Chief Financial Officer is required to sign the application and verify the accuracy of the provided financial information.



**8. Institutional Payee Information**

A. The “check payable to” name is the sponsoring institution at which the residency program is conducted. Grant checks will be made payable to the institution name listed.

B. Self-explanatory.

C. Confirm under which 501 (c) category the institution is tax-exempt. The ASHP Foundation only makes grants to tax-exempt institutions or agencies in the United States of America.

D. Confirm that you have attached a completed and signed W-9 for institution

**9. Communications**

A. The ASHP Foundation is interested in continuously improving its communication capabilities. Indicate these communication vehicles through which you became familiar with this program.

**10. Pharmacy Director Signature**

A. This application must be signed by the Pharmacy Director named on page 1 in item 2A. The Pharmacy Director, in signing this application, is verifying the accuracy of all information contained herein.

**11. Residency Program Director Signature**

A. This application must be signed by the Residency Program Director named on page 2 in item 3A. The Residency Program Director, in signing this application, is verifying the accuracy of all information contained herein.

**12. Chief Financial Officer Signature**

A. This application must be signed by the institutional Chief Financial Officer. The Chief Financial Officer, in signing this application, is verifying the accuracy of all financial information contained herein.

**13. Attachments**

1. Cover Letter with required information

- Font size must equal 12 point
- Must be on institution letterhead and signed by the Director of Pharmacy or Residency Program Director.
- Include a request for an educational grant supporting residency training for an individual who did not match in the 2012 ASHP Residency Matching Program.

2. See Sections 2-4.

3. Self-explanatory.



4. Self-explanatory.
5. Self-explanatory.
6. See Section 5.
7. Self-explanatory.

**APPLICATION DEADLINE: March 9, 2012**

**IMPORTANT NOTE:**

- **Send one (1) original, completed application form via mail, with attachments, by Friday, March 9, 2012 to the following address:**

**Daniel J. Cobaugh, Pharm.D., DABAT, FAACT  
Vice President  
ASHP Research and Education Foundation  
Pharmacy Residency Expansion Grant (PEG) Program  
7272 Wisconsin Avenue, Suite 200  
Bethesda, MD 20814**

- **By Friday, March 9, 2012 email a PDF of your application to [foundation@ashp.org](mailto:foundation@ashp.org). Please make sure to include the name of the program, the year, and your last name in the file name using the following format: PEG Program\_ 2012\_ Smith.PDF**

**All applications must be received by mail and emailed to the ASHP Foundation by March 9, 2012.**

**Applicants should receive a receipt confirmation email from the ASHP Foundation within five (5) business days of application submission delivery date. If this email confirmation is not received, applicants should immediately contact the ASHP Foundation at [foundation@ashp.org](mailto:foundation@ashp.org) to verify that the application was received.**