Award for a Physical Therapist

POLICIES AND GUIDELINES

June 1, 2016
I. IMPLEMENTATION OF OUTPATIENT PHYSICAL THERAPIST SERVICES
The mission of the Cystic Fibrosis Foundation (CFF) is to cure cystic fibrosis (CF) and provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high-quality, specialized care. A multidisciplinary care team provides the best possible clinical care. Expanding the multidisciplinary care team to include a physical therapist provides unique expertise regarding optimal cardiorespiratory and musculoskeletal fitness that will allow for maximal participation in airway clearance, physical activity and exercise. These activities have been found to improve quality of life, decrease disease-related complications and are associated with better survival.

This award is designed to facilitate recruitment of an outpatient physical therapist (PT) as a member of the multidisciplinary CF clinic team. The focus of this Request for Applications is to catalyze recruitment of a PT to use the best available evidence to implement annual screening, recommendations, and referrals for issues related to cardiorespiratory and musculoskeletal fitness, as it relates to airway clearance, healthy physical activity and exercise. The CF PT will also develop and implement processes to help prevent disease- and inactivity–related problems in the clinic population, serve as a resource to the multidisciplinary team and physical therapists outside the clinic, and advocate for physical therapy issues within the larger CF community.

For those programs that have an established physical therapist, this award is not intended to replace the support already in place. However, CFF will consider an application from such programs to secure additional funding for a physical therapist to optimize the service.

II. BACKGROUND
As people with CF are now living into their fifties and beyond, the role of PT has evolved. Historically, PTs have primarily focused on preventing and treating the basic lung defects via airway clearance and aerobic exercise to improve endurance. Now, as medical treatments are improving lifespan and health of persons with CF, there is both a greater awareness, interest and capacity for physical activity and exercise. Patients are seeking advice on how to begin and maintain this vital component of their care. However, the current team lacks time and expertise to provide answers for each patient. As an expert in movement science, the PT is uniquely qualified to assess the multiple body systems that must function well for optimal movement and healthy physical activity. Combining this expertise with knowledge of CF pathology, the CF PT can act at all levels in the patient’s trajectory—prevention of problems, assessment of current physical capacity, and adaptations for temporary or permanent conditions.

Regular physical activity and exercise of all types has been shown to be a critical part of healthy life for persons with CF. Driven by research and by patient/family demand, guidelines and expert consensus documents have been developed to describe the appropriate exercise and physical activity assessment and prescription for persons with CF. (Bradley et al; Hebestreit et al; Swisher et al) An advocate on the CF team with expertise and dedicated time is needed to translate this information into action for persons with CF and their families. Internationally, PT is a recognized member of the CF team.

The time is right to expand the CF Care team in the US to include a specialized PT. Resources are available to the CF PT and his/her CF Center Team (e.g. CFF’s PT Mentoring Program and ‘CF 101 for the PT’) to facilitate implementation of guidelines related to annual review of patients for cardiorespiratory and musculoskeletal issues (e.g. inefficient breathing patterns with exercise, joint pain, pelvic floor muscle weakness, and postural-related muscle imbalances), which will lead the CF PT to develop individual recommendations and/or referrals for maximizing each patient’s physical activity potential.
III. PHYSICAL THERAPIST ROLE DESCRIPTION

The overall purpose of this Award is to promote the role of physical therapy on the CF care team to screen for, prevent, and treat musculoskeletal, cardiovascular and pulmonary impairments. We envision that funding will be used to secure a Physical Therapist who will be responsible for the implementation of annual screening and follow-up in clinic; coordination of evidence-based treatment for musculoskeletal and/or cardiorespiratory impairments; development and maintenance of a referral network of community-based physical therapists; and, will serve as an advocate and liaison for physical therapy care in CF for the CF Center, hospital or institution, community practitioners, and payers.

Specific tasks would include the following:

- **Screening**
  - Perform annual formal evaluation of patients, according to accepted evidence-based guidelines related to physical activity and exercise.

- **Prevention**
  - Assemble and disseminate educational materials as well as individual patient recommendations for promoting normal development and function of musculoskeletal and cardiorespiratory systems needed for physical activity.

- **Treatment**
  - Development of an individualized treatment plan to improve and restore optimal function of movement-related systems, considering each patient’s age, developmental stage, resources, and social situation.
  - Implement or refer to community physical therapy, exercise or rehabilitation programs for intervention as needed and appropriate. Education of community-based PTs, as needed.

a. **Eligibility**

Award for a Physical Therapist must go towards hiring additional staff or increase in FTE of existing staff who will focus on physical therapy assessment and treatment. This funding may not be used to support existing full-time staff in their current role.

b. **Qualifications**

The candidate should be a licensed physical therapist with strong musculoskeletal and cardiorespiratory expertise. Funding from the award may be used towards obtaining the required training of the physical therapist related to CF-specific issues. Demonstrated ability to function well in a multidisciplinary team is essential. Prior participation in the CFF Physical Therapist mentoring program is preferred, but not mandatory. Those programs with a sustainable commitment of a PT in the outpatient clinic are discouraged from applying as the intent of this RFA is to recruit PT’s to programs that have not benefited from consistent PT input to date.

The Award for a Physical Therapist is available to all CFF-accredited Care Center and Affiliate programs:

- Smaller centers with pediatric and adult programs that share components of the multi-disciplinary team may wish to apply for one Physical Therapist for the entire center.
- Centers with distinct pediatric and adult care teams should consider applying for an award at the program level, i.e. if both programs are interested in obtaining a physical therapist, then consider submitting two separate applications.

c. **Requirements**

1. The principal investigator must be a CF center director, program director, or an associate director.
2. CF Center staff will track number/percentage of patients screened by the PT and number of outside referrals generated, at minimum. Additional data related to patient satisfaction, exercise capacity and quality of life are recommended to assess the impact of adding the PT to the team.
3. The CF Center will support training specific to CF for the PT, such as participation in the CFF PT mentor program and attendance at NACFC or other appropriate venue.
4. Sites receiving Awards will submit an annual progress report to document progress and fulfillment of award requirements including documentation of completion of screening and patient satisfaction.
   a. Year 1 Progress Report should provide specific details on the contributions by awardee to implement physical therapy screening and follow-up.
   b. Year 2 Progress Report: In addition to the contributions of the awardee, plans for program sustainability should be described.
   c. Year 3 Final Report
5. Funding for Year 2 and Year 3 is contingent upon progress documented in the annual reports.

d. Review Process
To apply for the Award for a Physical Therapist, programs will need to complete an application form, budget, and budget justification. The Physical Therapist does not have to be identified at the time of the application. Award applications will be peer reviewed.

IV. SUBMISSION INFORMATION

APPLICATION DEADLINE: AUGUST 1, 2016 at 5:00pm (Eastern)
Online submission at ProposalCENTRAL: https://proposalcentral.altum.com/

CFF reviews applications electronically, and only the documents submitted online will be reviewed. The Face Page (system-generated upon submission of the application) must be signed and emailed to grants@cff.org by the same deadline. Late applications will not be accepted.

General Timeline

Application Deadline..................................................August 1, 2016
Review by CF Foundation.............................................early October 2016
Applicant Notified..........................................................mid October 2016
Award Letters Issued....................................................late October 2016
Start Date.................................................................November 1, 2016

V. APPLICATION COMPONENTS

There are a total of four (4) required attachments and one (1) optional set of attachments in the application. Templates are provided for download on proposalCENTRAL in Section 2: Download Templates & Instructions. Completed templates should be uploaded in Section 8. At the top of each page, type the Principal Investigator's name.

a. Face Page
The Face page is populated automatically with data entered (applicant’s name, institution, title of application, etc.) in the online application. After you hit the “Validate” button for your completed application, you will be able to download the Face Page. The Face Page must be signed by the Principal Investigator and Authorized Institutional Official. **Scan and email the signed Face Page to grants@cff.org by the deadline.** No hardcopy is required.
b. Budget
Budget and budget justification for up to 3 years based on program size:

- **<100** patients in the registry [Maximum $45,000 over 3 years to support the salary and benefits for the physical therapist, plus 8% indirect costs]
- **>100** patients in the registry [Maximum $90,000 over 3 years to support the salary and benefits for the physical therapist, plus 8% indirect costs]

**Travel and Registration Fees:** In addition, no more than $2,000 per year may be applied to travel and registration fees to attend the Annual NACFC unless prior approval from CFF has been obtained. Travel outside the North American continent, including travel to Hawaii, Puerto Rico, and other U.S. territories are not allowable expenses.

The applicant can choose to allocate the budget request as appropriate to their local circumstances.

For example, a program with >100 patients can choose to have the first year budget request could be $15,000 for planning with a hire or adjustment in FTE later in year 1, and then a higher amount requested for years 2 and 3. Alternatively, a center may already have an individual identified for the CF Physical Therapist role and choose to budget $30,000 equally over 3 years or $45,000 over 2 years. The table below illustrates just two examples.

<table>
<thead>
<tr>
<th>Option #1</th>
<th>Direct Costs</th>
<th>Travel and Registration Fees</th>
<th>Indirect Costs (8%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$30,000</td>
<td>$2,000</td>
<td>$2,560</td>
<td>$34,560</td>
</tr>
<tr>
<td>Year 2</td>
<td>$30,000</td>
<td>$2,000</td>
<td>$2,560</td>
<td>$34,560</td>
</tr>
<tr>
<td>Year 3</td>
<td>$30,000</td>
<td>$2,000</td>
<td>$2,560</td>
<td>$34,560</td>
</tr>
<tr>
<td>Option #2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>$15,000</td>
<td>$2,000</td>
<td>$1,360</td>
<td>$18,360</td>
</tr>
<tr>
<td>Year 2</td>
<td>$37,500</td>
<td>$2,000</td>
<td>$3,160</td>
<td>$42,660</td>
</tr>
<tr>
<td>Year 3</td>
<td>$37,500</td>
<td>$2,000</td>
<td>$3,160</td>
<td>$42,660</td>
</tr>
</tbody>
</table>

c. Current Circumstances and Plans:
1. Provide a brief description of the patient population at the care center. (Maximum-half page)
2. Describe what your current staff is doing to implement screening of musculoskeletal and cardiorespiratory impairments, and aerobic capacity. How would a physical therapist improve your implementation of screening and needed interventions for these physical interventions? (Maximum one page).
3. Describe your plan to utilize a Physical Therapist including:
   i. How they will implement annual screening of musculoskeletal and cardiorespiratory impairments for people with CF from infancy through adulthood.
   ii. Your plan to sustain this position post 3-year award. (Maximum- two pages)

d. Verification of Applicant Institution’s Tax Status
Per Internal Revenue Service (IRS) stipulations for grant-making organizations, CFF’s Grants and Contracts Office must have a copy of the Applicant Institution’s current W9 and 501(c)3 letter, or other documentation verifying its Federal tax status, on file. CFF’s Grants and Contracts Office will not issue Award Letters to Grantees if these documents are not on file.

e. Optional:
If the individual who will serve as the clinic Physical Therapist is known at the time of submission, please submit the resume/CV and statement of qualifications, and training plan, if indicated. Upload the resume/CV as a supporting document.
VI. ONLINE APPLICATION INSTRUCTIONS

DEADLINE: August 1, 2016 by 5:00 pm (Eastern)

a. Registration and Log In: If you are a first time user, register at proposalCENTRAL, https://proposalcentral.altum.com. If you have registered before, and cannot remember your password, click on the “Forgot Password” button.

   • Select the gray tab labeled GRANT OPPORTUNITIES.
   • Locate Cystic Fibrosis Foundation in the list.
   • The APPLY NOW button will be visible next to the program name: “Award for a Physical Therapist” Click on that button to begin.

b. Start and Continuation: Application Sections are listed in the gray menu box to the left of the screen. The sections need not be complete sequentially. Click the red SAVE button after completing each section.

Enter your project title as “Award for a Physical Therapist”

You may stop at any point in the application, each time remembering to SAVE your entries, and return to continue, revise, and upload until you have actually hit the SUBMIT button.

When you log in to continue, click on the blue tab, MANAGE PROPOSALS, and then the Edit button next to your application’s title. Do not start a new application.

c. Designating Access to Another: Complete Section 3 online if you wish to designate access to another individual, such as an assistant who has registered on proposalCENTRAL. Enter the full name and email address and in the Permissions column, then use the pulldown menu to select the type of access you wish to give.

d. Final Steps

1. Validate: Upon completing your application, click on the blue VALIDATE button on the main screen. Attend to any omissions/errors as prompted onscreen, if prompted, and validate again.

2. Print face page: After validation, follow the prompts to print the system-generated face page.

3. Submit: Click on the gray button with blue lettering. CFF will not receive your application until and unless you have submitted it. You will receive an email confirmation from proposalCENTRAL (not from CFF) that your application has been successfully uploaded. This email will be your only acknowledgment. If you do not receive it, please contact proposalCENTRAL immediately to ensure that the application is properly submitted.

4. Sign, scan and email the face page to grants@cff.org by the deadline date, November 9, 2016. The Program Director, as well as the authorized institutional official must sign it. No hard copy is necessary.
For technical support with the online application:
   Proposal CENTRAL at pcsupport@altum.com or
   800-875-2562 on weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)

For program/content information:
   CFF Grants & Contracts at grants@cff.org or 301-841-2614