

ASCP BOC RFP: Directions for Proposal Submission**Short Title:** ASCP BOC Value of Certification**Full Title:** The Value of Medical Laboratory Science Education and ASCP BOC Certification for Medical Laboratory Professionals

The American Society for Clinical Pathology Board of Certification (ASCP BOC) is seeking proposals to design and conduct research that examines the efficacy of certification and medical laboratory science education for testing personnel who work in clinical laboratories. The research will culminate in a publication in a relevant journal. Your institution is invited to submit a proposal for funding in response to this Request for Proposals (RFP).

Important Dates:

- Posting of RFP: **December 2, 2019**
- Letter of intent and any questions: **January 31, 2020**
- Closing date for submission of proposals: **March 2, 2020**
- Selection of Proposals: **May 31, 2020**. Recipients of an award will receive both electronic and written notice from the ASCP BOC by the selection date. Unsuccessful bidders will be notified by electronic and written notice after **May 31, 2020**.
- Contract acceptance: **July 1, 2020**. The successful bidder(s) has one month to sign, date and return the contract to the ASCP BOC. If the awardee chooses not to sign the terms of the contract by the acceptance deadline, the BOC may pass the award to another bidder.

Submission Formatting: The proposal must be submitted as a single PDF and conform to the following requirements: (1) an Arial, Helvetica, or Tahoma at a font size of 11 points; (2) the margins must be at least one inch on all sides; (3) formatted and easily reproduced on 8.5 x 11 paper; (4) no more than 10 single spaced pages, not including CV, references, appendices, and summary.

Proposal Title

Contact Information: Complete contact information for the principal investigator and any co-investigator(s), as needed.

- Full Name
- Office Mailing Address
- Phone
- Fax
- Email Address

Proposal Summary (abstract form): No more than a one-page summary of the proposal, objectives, methods, subjects, data collection procedures, data analysis, and projected results.

Proposer Details: Description of the institution/organization that includes a general overview, names and credentials of the research team, total employees, etc.

Describe the research design to be utilized in implementing this study:

- **Goals:** Delineate goals of the proposal. Goals are the broad expectations of what is to be completed.
- **Objectives:** List 1-5 concise statements outlining measurable objectives. What will be accomplished? What outcome measures will be evaluated?

- **Methodology:** Describe in comprehensive and concise detail the methodology to be used in completing this study, to include:
 - **Study sites.** Describe study sites and procedures to be used to enlist participation. Include type of institution, size of client base, number of employees and other detail pertinent to study design.
 - **Objectives and Outcome Measurements.** How will each of the objectives be addressed? What specific outcome data will be collected to address each objective?
 - **Study subjects.** Describe the study subjects at each site. How will confidentiality of the subjects be ensured during data collection?
 - **Data collection.** Provide a detailed description of data and collection methods relevant for each objective. (Data collection tools, surveys, questionnaires, etc. used to gather data must be included in appendices.)
 - **Data Management.** How will data be managed, including storage, coding, archiving and destruction?
 - **Confidentiality.** How will confidentiality be ensured throughout the data management process?
- **Ethics Approval:** Include an explanation of any necessary review by institutional review boards (IRBs) or relevant bodies. How can the proposer ensure that this study meets professional ethical standards?
- **Timeline:** Delineate the timeline for completion of this project. What steps will be undertaken, who will be involved, which objectives will be met and by when?
- **References:** What research exists that supports the methodology proposed for this project?

Budget: Financial proposal, including itemized budget. To include:

DIRECT COST BUDGET (Delineate for each item)	COST
Personnel	
IRB Review	
Supplies	
Travel	
Data Collection and Analysis	
Manuscript Submission	
Other	
Total Direct Cost Budget	
Allowable Indirect Cost (10% Maximum)	
TOTAL BUDGET (DIRECT + INDIRECT, \$100,000 maximum)	

Justification for Budget Expenditures: Briefly describe budget expenditures.

Proposer Competence:

- **Strengths:** Describe the submitter's strengths and distinguishing skills or capabilities as relevant to laboratory and health care research.
- **Relevant research:** An outline of previously funded successful projects that may be similar to the one proposed for the ASCP BOC, including names and contact information of appropriate references.
- **Project staffing information:** Attach curriculum vitae of investigators who will implement this project.
- **Potential barriers to successful completion of the project:** Delineate any potential barriers and how they will be addressed.
- **Dissemination:** How will outcomes of the study be published and disseminated to relevant professionals?