



***PGY2 Pharmacy Residency  
Expansion Grant Program  
Advancing Pharmacy Practice through  
Residency Training***

**Application Policies and Guidelines**

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## ASHP Foundation

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As the philanthropic arm of ASHP, our mission is to support ASHP by advancing the professional practice of pharmacists and the pharmacy workforce by funding research and education that improves health outcomes through optimal, safe and effective medication use.

ASHP represents pharmacists who serve as patient care providers in acute and ambulatory settings. The organization's nearly 50,000 members include pharmacists, student pharmacists, and pharmacy technicians. For more than 75 years, ASHP has been at the forefront of efforts to improve medication use and enhance patient safety.

The ASHP Foundation pursues its mission through provision of awards, research grants, and leadership development programs. The ASHP Foundation has a long track record of administering research grants and practitioner recognition programs that use stringent external review processes to select program recipients and participants. Visit our website to learn more about the ASHP Foundation.

## New To the Program

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**Supplemental Funds Requirement:** ASHP Foundation will award \$25,000 grants for which institutions applying for the grant must agree to secure supplemental funds to offer a new or expanded residency position. The goal of this new requirement is to maximize the number of residency programs receiving the funding.

**Residency sites who have received this grant within the last 5 years are not eligible to apply for the 2020-2021 program.**

## Program Eligibility

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PGY2 Pharmacy Residency Expansion Grant Program  
*Advancing Pharmacy Practice through Residency Training*

The overarching goal of the ASHP Foundation PGY2 Pharmacy Residency Expansion Grant program is to expand the number of ASHP Accredited PGY2 pharmacy residency positions for the 2020-2021 year.

1. This funding opportunity is available for PGY2 pharmacy residency training. Those that fall under the residency categories of Community or Managed Care not eligible for funding under this program.
2. Grants are available for the 2020-2021 program year only.
3. This program is intended to partially support a new/expanded residency position in 2020-2021.

4. Applying institutions must secure organizational commitment of funds to supplement the \$25,000 grant in order to cover the residency stipend and benefits.
5. Residency sites who have received this grant between 2015- 2019 are not eligible to apply for the 2020-2021 programs.
6. Positions funded by the ASHP Foundation must be included in the ASHP Resident Matching Program.
7. It is not the intent of this program to fund existing positions.
8. Funding is limited to:
  - a. ASHP-accredited PGY2 pharmacy residency programs
  - b. PGY2 pharmacy residency programs with ASHP Candidate Status
  - c. PGY2 pharmacy residency programs with ASHP Pre-Candidate Status
  - d. PGY2 pharmacy residency programs with Preliminary Accreditation Status that are in the ASHP accreditation process prior to December 31, 2019.
9. Residency programs that have had ASHP accreditation status rescinded in the past 12 months are not eligible to apply.
10. Programs must plan to interview for the position that will be funded by the Pharmacy Residency Expansion Grant program. This is imperative as funding decisions will be communicated 2 weeks before Rank Lists are due to the National Matching Services. Therefore, programs will not have adequate time to interview additional residency candidates in the time period between funding notification and the deadline for Rank List submission.
11. Programs that plan to recruit only one resident, whose position is dependent on receipt of ASHP Pharmacy Residency Expansion Grant funds, must disclose to all applicants that funding for the position is not guaranteed.
12. Not-for-profit organizations, for-profit entities, and government agencies are eligible to apply to this program. If a for-profit entity or government agency is a grant recipient, the monetary award provided by the ASHP Foundation must be received and managed by a 501(c)3 not-for-profit organization. Applicant organizations must be in the United States of America to be eligible for the grant.

**\*NOTE\*** *If you apply for pre-candidate status with ASHP's Accreditation Services Office in order to be eligible for this program, your application fee and annual accreditation fees will not be refunded if you do not receive a grant. Please contact ASHP's Accreditation Services Office at 301-664-8658 with any questions about pre-candidate status.*

## **Timeline for the 2020 - 2021 Program Offering**

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- Applications available –May 2019

- Application deadline – January 6, 2020
- Recipients announced – No later than February 24, 2020
- Rank Order List Deadline – February 27, 2020
- Payment of Recipients – June 2020

## 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. The panel will review the applicant's materials and score them according to the below criteria. Please consult Selection Criteria document for details.

- **Education Program Quality – 25 points maximum**
- **Preceptor Qualifications – 25 points maximum**
- **Overall Program Quality – 25 points maximum**
- **Program Graduates – 25 points maximum**

## Itemized Grant Application Instructions

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### 1. Grant Request Information

A – B Self-explanatory.

C The total amount requested cannot exceed \$25,000

D – G Self-explanatory.

H-I Funds can only be used to fund new positions. Positions funded through this program must be included in the 2020 ASHP RMP.

### 2. Director of Pharmacy

A – F Self-explanatory.

Along with the contact information requested on the application form, a CV should be provided for each individual. **The CV must be limited to 4 pages and must be submitted in a PDF format.**

### 3. Residency Program Director

A – F Self-explanatory.

Along with the contact information requested on the application form, a CV should be provided for each individual. **The CV must be limited to 4 pages and must be submitted in a PDF format.**

### 4. Department Chair (if applicable)

A – E Self-explanatory.

Along with the contact information requested on the application form, a CV should be provided for each individual. **The CV must be limited to 4 pages and must be submitted in a PDF format.**

**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. Additional fields are automatically added as needed in the electronic application.

F. Indicate 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.

**For items G and H, an Excel-based template is provided in the ASHP Foundation electronic application submission system. This template includes worksheets to enter full-time faculty, part-time faculty, and program graduate information from the last five years.**

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

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 BPS/or other certification areas.
5. List their current position within the hospital/health-system.
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 graduates for the past five years using the template provided.

- Programs that have not been in existence for five years should provide information about graduates through the 2019 program year.
- New Programs 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 an Appendix.

If additional pages are needed to complete the chart, please attach as an Appendix.

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. 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.

## 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 and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2020 ASHP Pharmacy Resident Matching Program. Further, the Pharmacy Director is certifying that he/she understands ASHP's pre-candidate status policies.

## **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 and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2020 ASHP Pharmacy Resident Matching Program. Further, the Residency Program Director is certifying that he/she understands ASHP's pre-candidate status policies.

## **12. 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 and indicating that the ASHP Foundation funding will be used for a new position and the funded position will be included in the 2020 ASHP Pharmacy Resident Matching Program. Further, the Financial Officer is certifying that he/she understands ASHP's pre-candidate status policies.

## **13. Attachments**

1. Cover Letter with required information
  - 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 additional position that will be funded in the 2020 ASHP RMP.
2. See Sections 2-4.
3. Self-explanatory.
4. Self-explanatory.
5. Self-explanatory.
6. See Section 5.

**Applications must be received by 11:59 p.m. EST on Monday, January 6, 2020. Applicants should receive a receipt confirmation email from the ASHP Foundation upon submission. Applicants should contact the ASHP Foundation at [foundation@ashp.org](mailto:foundation@ashp.org) to verify that the application was received.**