

Purpose:

To establish standardized governance, spending rules, and operational procedures for funds designated by PTSF for research use but not donor-restricted, ensuring alignment with PTSF's mission, prudent stewardship, transparent reporting, and measurable impact on trauma care, trauma systems, and trauma outcomes.

1. Eligibility

Funds may be used to support activities that:

- A. Align with PTSF's strategic plan and advance trauma care, trauma systems, and/or trauma outcomes
- B. This may include but is not limited to:
 - i. Research projects and studies
 - ii. Strategic studies commissioned by or in partnership with PTSF (e.g., methodology, quality, or system evaluation)
 - iii. Data infrastructure and analytics directly tied to an approved project
 - iv. Dissemination costs for funded projects (publication fees, open access fees, conference presentation costs)
 - v. Training directly required to execute the funded research
- C. Preference is given to projects that utilize Pennsylvania Trauma Outcome Study (PTOS) data.
 - i. All projects utilizing PTOS data must comply with Policy TR-113: Requesting PTOS Data from the Central Site.
- D. Prohibited uses include lobbying, general fundraising, unrelated operating expenses, and costs expressly disallowed by PTSF policies.
- E. Research-designated funds are open to internal and external applicants.
 - i. Internal applicants: PTSF staff or Board of Directors members seeking support for research initiatives that advance PTSF's mission and strategic priorities
 - ii. External applicants: Pennsylvania-based individuals, researchers, research committee members, healthcare facilities, trauma centers, or organizations pursuing projects aligned with the program's purpose and PTSF's strategic priorities

2. All applicants must submit a proposal for consideration.

- A. Applications are accepted on a rolling basis and must be submitted to the PTSF President
- B. Proposals must include:
 - i. Project or Activity Information:
 - Applicant name, credentials, and contact information
 - Organizational affiliation (if applicable)
 - Project or activity title
 - Detailed description of the proposed project, including design and methodology
 - Explanation of how the proposal aligns with PTSF's mission and strategic plan

- Description of PTOS data to be utilized (if applicable)
 - Objectives and expected outcomes
 - Additional participants' names, credentials, affiliations, and contact information
 - Detailed budget and justification including a proposed disbursement schedule with requested amounts, and timing for installments
 - Results dissemination plan (publication, presentation, etc.)
 - Timeline for completion
- ii. Letter of support from the applicant's institution or supervisor (if applicable)
 - iii. Any additional supporting documentation relevant to the proposal
 - iv. For projects utilizing PTOS data, applicants must also comply with all requirements outlined in Policy TR-113: Requesting PTOS Data from the Central Site

3. Review and Approval Process

The PTSF Board of Directors will review and approve expenditures on a case-by-case basis. Committee proposals will be presented to the Board with recommendations for consideration.

- A. Applications will be evaluated based on
 - i. Consistency with PTSF's mission and strategic priorities
 - ii. Feasibility and clarity of proposed activities
 - iii. Potential impact on trauma care, trauma professionals, or Pennsylvania's trauma system
 - iv. Appropriate use of requested funds
- B. Applicants will be notified of funding decisions within ten business days of the Board of Directors' decision.
- C. Board approval is required before any funds are committed or disbursed
 - i. The Executive Committee may approve when timing is critical, with ratification by the full Board at the next meeting.

4. Fund Components and Details

The research fund consists of money received from various contributors

- A. The DeMuth Memorial Fund was established in 2016 in honor of Dr. William E. DeMuth, Jr., the first Chairperson of the Pennsylvania Trauma Systems Foundation (PTSF) Board of Directors. Following a memorial donation from Dr. DeMuth's family, the Board of Directors approved that the funds be dedicated to research purposes, reflecting Dr. DeMuth's passionate involvement in trauma research and his dedication to advancing trauma care.
 - i. To preserve the fund's principal and allow for growth over time, the amount approved for any project should not result in the balance of the account being below \$50,000.00.
 - The Board of Directors retains discretion to waive these spending caps when doing so would further the mission of the organization and advance critical trauma research priorities.
 - ii. All research funded through the Demuth Fund must

- Acknowledge the DeMuth Memorial Fund in all publications and presentations
 - Include final summary report submitted to the PTSF within 30 days of project completion
 - Publish or present findings within 24 months of project completion
 - Comply with all data use and security requirements outlined in Policy TR-113 Requesting PTOS Data from the Central Site.
- B. The Ohio Research Review Fund is a result of work performed for the Ohio Department of Health. The PTSF may review Ohio abstract and research presentations on an ad-hoc/annual basis. Planned spending in a given year should not exceed the current fiscal year's incoming Ohio-related receipts plus any prior unspent balance
- i. If no new receipts are received in a year, spending should generally be limited to available uncommitted fund balance, preserving a prudent reserve unless the Board authorizes otherwise.
- C. Any additional funds the Board designates for research that are not subject to donor-imposed restrictions.
5. Annual Conference Research Award Allocations
- Annually, the following allocations associated with the PTSF annual conference research-related activities are distributed.
- A. Research Awards: Scored and determined by members of the Research Committee
- i. Best PTOS Data Application: \$1000.00
 - ii. Research Competition
 - First place: \$500.00. The Dr Wilberger Memorial Award.
 - Second place: \$300.00
 - Third place: \$200.00
 - Honorable Mention (fourth place): The Dr Wilberger Memorial Award: Conference Registration for the following year. This is in memory of Dr Wilberger, Chair of the Research Committee and PTSF Board Member.
 - The winner may designate replacement if unable to attend.
 - iii. Pina Templeton Injury Prevention: Scored and determined by members of the Research Committee and ATSPA Leadership
 - a. In honor of Mrs. Templeton's significant contributions to injury prevention initiatives in the Commonwealth.
 - Award winner: \$500.00 from PTSF
 - This award is matched by an American Trauma Society PA Division contribution of \$500.00 for a total of \$1000.00.
- B. If an award is not allocated in a given year due to lack of eligible submissions or failure to meet quality standards, the unawarded funds will be returned to the general research fund balance and made available for other research purposes as determined by the Board of Directors.
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Policy BD-121

Research-Designated Funds Management

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Revise Date:

Amy Kempinski, MSN, RN, CEN, TCRN — President