

2016 NORTHEAST GROUP ON EDUCATION AFFAIRS

CALL FOR COLLABORATIVE RESEARCH GRANT PROPOSALS



*Submission deadline: **Sept 30, 2016, 11:59pm***

*Decision notification: **Dec 15, 2016***

In its strong support and encouragement of scholarship in medical education, the Northeast Group on Educational Affairs (NEGEA) provides funding to initiate new Medical Education Scholarship Research and Evaluation (MESRE) projects. The NEGEA seeks to stimulate the development of a community of educational scholars and thus is especially interested in projects promoting collaboration across institutions or across sections (*UGME, GME, CEI, MESRE*). Multiple research grants will be funded for up to a **two-year period** in either of the two NEGEA Collaborative Research Grant Award categories:

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|--|---------------------------------|
| 1. Projects involving one NEGEA institution | \$3,000 up to a two-year period |
| 2. Projects involving the collaboration of two or more different NEGEA-affiliated institutions | \$6,000 up to a two-year period |

All funded projects must be presented at an NEGEA regional meeting (see below).

ELIGIBILITY

Medical educators from NEGEA-affiliated institutions are eligible to submit a proposal. Trainees who would like to submit a proposal must have a faculty member or medical educator/administrator as a co-Primary Investigator (PI). Applicants may submit only one proposal per year and may not be an author on any other grants currently receiving NEGEA funding.

APPLICATION AND SUBMISSION PROCESS

Applications must be submitted in an electronic format as a **single PDF document** to the current NEGEA MESRE representative (Steven Rougas MD, MS – negeamesre@gmail.com) by 11:59pm **September 30**. Applications should be titled “**Proposal2016_LastName**” and must include the following components:

1. COVER PAGE

- ☐ Project title
- ☐ Name and degrees of applicant(s)
- ☐ Name of affiliated NEGEA institution(s) and section(s)
(*undergraduate [UGME], graduate [GME], and/or continuing [CEI] medical education*)
- ☐ Contact information for primary investigator (PI)

(mailing address, e-mail, telephone, fax)

- ☐ Institutional grant/development officer to whom payment will be made
(name, title, address & e-mail)

2. PROPOSAL OUTLINE

Proposals should be in 12-point font and 1-inch margins. Proposals **should not exceed five-single spaced pages** including tables, figures, and appendices (*excluding references*) and must include:

- ☐ Rationale / Statement of the Problem
 - Purpose and need for the research proposal
 - Specific aims of the study
 - Clearly articulated research question (*for quantitative studies, a clearly stated hypothesis*)
- ☐ Background / Theoretical Framework
 - Grounding of approach/study in the medical education and other relevant literature
- ☐ Methodology
 - Appropriate research methods to answer research questions
 - Recruitment methods for study participants
 - Steps to ensure reliability and validity of data collection and data analysis
 - Data analysis strategies including specific quantitative and qualitative methods
- ☐ Outcomes and Evaluation
 - Describe how you will decide if this program/project is effective
 - Anticipated outcomes (*e.g., impact on medical education*)
 - Identify the target population and how many people will be impacted by this proposal
- ☐ Plan for dissemination of project outcomes regionally and nationally
 - This should include a statement of your intent to present your work at the annual NEGEA regional meeting within three years of the award start date, as well as any other plans for dissemination
- ☐ References
 - Must follow the AMA citation style and should be no more than 1 page single-spaced
- ☐ Necessary addendums / appendices

3. PROJECT TIMELINE

- ☐ Briefly describe the proposed activities and timeline (*not to exceed 24 months from time of funding transfer*)

4. BUDGET

- ☐ Please outline your anticipated budget including itemized costs and justification
 - Grants will cover direct costs of conducting the research (*such as administrative/ technical support, supplies*)
 - Please note that budget items **should not** include: 1) payments to authors, 2) funding for faculty/clinical release time, 3) indirect costs, or 4) costs related to attending or presenting research at a conference

- Example budgetary items include 1) administrative/technical support to carry out project (*e.g., clerical, computer*), 2) supplies/expenses (*e.g., copies, mailings*), and 3) data analysis/personnel (*e.g., research assistant, statistical analysis, software*)

5. BIOGRAPHICAL SKETCHES

- Please include a biographical sketch (**2-page maximum**) for the PI and any co-investigators
 - Include relevant skills and lists of durable educational materials/publications that demonstrate knowledge/skill in the area being proposed for study. **Please no CVs.** A sample biosketch from NIH can be viewed here: <http://grants.nih.gov/grants/funding/424/index.htm#format>

6. LETTERS OF SUPPORT

- Letters of support are required from each key participants and/or institutional support personnel (*e.g., dean or department chair*), stating their commitment to the project
- Collaborators should be identified and provide letters of support for the grant submission
- All letters must be received by the grant deadline and should be submitted with the application proposal as part of the **single pdf document**

7. INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL

- If this is a research project involving human subjects, a letter of approval from the host(s) Institutional Review Board (IRB) stating that the project is approved, exempt, or that approval was not necessary will be required **prior** to funding an approved proposal (*due before 3/1/17*)

EVALUATION CRITERIA

Applications will be reviewed by three reviewers based on the following criteria:

- Relevance to the mission of the NEGEA and identifies a clear need in medical education
- Grounded in medical education literature and appropriate theory
- Potential to impact medical education and serve as a model for other initiatives
- Clear objectives and specific aims
- Clear research questions and, if appropriate, hypothesis
- Appropriate methods to address the specific aims, research question, and/or hypothesis
- Measureable and generalizable outcomes
- Feasible project, given the budget and resources available
- Realistic timeline
- Appropriate budget for the project with clearly justifiable expenses
- Statement of project sustainability after end of funding runs, if applicable
- Multi-institutional or multi-section (*UME, GME, CME/CEI, MESRE*) project

REPORTS

The PI must submit status updates **every six months**, as well as a **final report** within three months of the end of the grant. Reports will include progress to date, obstacles and solutions, dissemination activities,

and budget reports. A project whose PI is no longer a member of the NEGEA must submit a request for approval of a new PI with continued funding, contingent on approval of the NEGEA Steering Committee. Reports must be submitted to the NEGEA MESRE representative and include information about any presentations and/or publications that have resulted or may result from the project.

PRESENTATION

Authors **MUST** present grant-related work at an annual NEGEA regional meeting **within three years** of the award date and must acknowledge NEGEA as a source of funding in any subsequent publications.

QUESTIONS

All inquiries and communications should be addressed to the NEGEA MESRE representative (Steven Rougas MD, MS – negeamesre@gmail.com).

NEGEA grants: <https://www.aamc.org/members/gea/regions/negea/>