MEMORANDUM

To: Clerkship Directors  
Course Directors  
Department Chairs

From: Michele Pugnaire, MD - Vice Dean for Undergraduate Medical Education

Subject: Curriculum Development Funds: Call for Proposals

Date: July 31, 2006

The Office of Medical Education is now seeking Curriculum Development Funds proposals for the 2006-2007 academic year. As in previous years, the goal of these monies is to support and develop curricular innovations and educational enhancements in undergraduate medical education. Monies may be used for expenses such as specialized software, supplies and consumables supporting the start-up phase of the enhancement project; stipends for students, consultants, or "volunteer" faculty. Monies may not be used for salary offsets/stipends for UMass or UMass Memorial employed faculty. Faculty travel and attendance at faculty development programs is the responsibility of the sponsoring departments. Support for resident travel and attendance at faculty development programs will be considered on a cost sharing basis. Any such programs must be specifically targeted at undergraduate curricular innovation.

Curriculum Development Funds will only be available to undergraduate medical education course and clerkship directors or their designees and will be awarded through this request for funding process. Requests will be submitted on a standardized application form, which can be accessed via http://www.umassmed.edu/ome/cur_fac_dev.cfm, to a review committee representing the OME and the EPC. Submissions will be reviewed by the CDF Review Committee on a rolling basis at its monthly meetings, from September 11 to March 5. Projects will be reviewed on a first-come, first-serve basis. Faculty should plan on approximately a two month review period. All monies awarded through the Curriculum Development Fund must be expended by June 1 of the same academic year in which they were awarded. The median award for AY 05-06 was $2,380.00.

Allocations will be awarded based on criteria including alignment of the funding request with the goals and needs of undergraduate medical education at UMMS, overall benefit to the curriculum beyond the funding period, feasibility, and an evaluation plan to document implementation and/or outcomes. Once approved for funding, technology-based projects will be prioritized for development in collaboration with Information Services and the Curriculum Development Fund Committee.

We look forward to supporting your faculty and working with you to promote excellence and innovation in our undergraduate teaching programs.

Cc: Deborah Field, MD  
Robert Baldor, MD  
Sue Billings-Gagliardi, PhD  
Julie Jonassen, PhD  
Thomas Smith, MD
Goal

- The goal of the OME Curriculum Development Fund monies is to provide a resource that promotes scholarship through the development of new curricular innovations or course enhancements in undergraduate medical education. Those curricular innovations directly supporting the UMMS Medical Education Competencies are of particular interest during this academic year.

Process and Organization Curriculum Development Fund

- Curriculum Development Fund will be available only to undergraduate medical education course directors or their designees.
- The pool of funds will be distributed through a request for funding process.
- Proposals will be reviewed on a rolling basis from September 11 to March 5.
- Requests will be submitted on a standardized application form, which can be accessed at http://www.umassmed.edu/ome/cur_fac_dev.cfm, to a review committee.
- Allocations will be made according to the following criteria:
  - alignment of the funding request with the goals and needs of medical education, as determined by the EPC and its subcommittees.
  - overall benefit to the curriculum beyond the funding period
  - feasibility
  - evaluation plan to document implementation and/or outcomes

Use of Monies

- Standard operational and administrative costs of courses and clerkships (e.g., course syllabi, xeroxing, required textbooks) will not be supported.
- All technology-related projects must be developed in collaboration with, and/or in consultation with, UMMS Information Services, according to their standards, policies and protocols. Faculty should allow for a 3-month planning and implementation period. Initial contact should be made with Academic Computing via the Help Desk at 508-856-8643. There is no need to budget for laptops in proposal submissions, but the Laptop Reservation Request Form accessible at http://www.umassmed.edu/ome/cur_fac_dev.cfm, must be submitted.
- Intellectual Property: All policies and procedures of the University of Massachusetts-Worcester must be followed. The Curriculum Development Fund (CDF) process reserves the right to make available durable and specialized software, and educational materials or projects funded through the CDF to faculty and courses at large.
- Monies may be used for the following:
  - Specialized software that will be available for use by other departments and courses.
  - Supplies and consumables supporting the start-up phase of the enhancement project
  - Salary offsets or stipends for students, consultants, or "volunteer" faculty. Salary offsets or stipends are typically not provided to faculty and staff employed at UMMS/UMMMC.
  - Limited support for students and residents for work related to curricular innovations and educational enhancements in undergraduate medical education, or to support medical students who have been selected or appointed as UMMS representatives for programs related to curricular innovations and educational enhancements in undergraduate medical education.

Program Oversight and Evaluation

- Program will be administered by the OME under the Direction of the Vice Dean for Undergraduate Medical Education.
- Yearly reports of program and project outcomes, and expenditures, will be submitted to the OME, EPC and the Chancellor/Dean.
Project Title: _______________________________________________________________________________________

Course Director: ___________________________ (please print) Department: ____________________________

Course Director Designee: ___________________________ (please print) Department: ____________________________

Budget Request: ___________________________ Department: ____________________________

**Description of project based on funding criteria:**

Brief project description:

Curricular goals/needs to be addressed:

Benefit to the curriculum beyond the funding period:

How project implementation and/or outcomes will be documented:

*Please include the URL if this is a website-related application ________________________________, and briefly describe any discussions with IS related to the project described above.*

**Detailed Budget and Justification:**

Describe in as much detail as is warranted why each of the requested items in the budget are necessary.

Provide a justification for every budget item in the Budget Justification section on the next page and limit all budget requests to those essential to the project. Please refer to the Call for Proposals cover page and Use of Monies sections of this document before completing this section.
Budget and Justification for your project:

A. Personnel:

B. Supplies:

C. Travel:

D. Equipment:

TOTAL Request:

Course Director: ____________________________  Department: ____________________  Date: _______
(Signature)

Course Director Designee: ____________________  Department: ____________________  Date: _______
(Signature)

Department Chair: ____________________________  Department: ____________________  Date: _______
(Signature)

DATE SUBMITTED: ______________________

Please submit electronically via e-mail to Deb Burdett in the Office of Medical Education (Room S1-160), debra.burdett@umassmed.edu followed by a hard copy containing required signatures.
Curriculum Development Fund
END OF PROJECT REPORT
University of Massachusetts Medical School
Office of Medical Education
Academic Year 2006-2007

Project title: ________________________________________________________________

Course Director: ___________________________  Department: ________________________
(please print)

Course Director Signature: ____________________________________________________

Course Director Designee: _____________________________________________________
(please print)

Project Budget: ___________________________  Funding Period: ______________________

Please briefly describe each of the following:

1. The curricular goals/needs of the undergraduate medical education curriculum that this project addressed, and how they were met.

2. The project outcomes as related to the goals/needs described above (please include the URL if this was a website-related application).

3. The ongoing benefit of this project to the undergraduate medical education curriculum.

Please submit electronically via e-mail to Deb Burdett (debra.burdett@umassmed.edu) in the Office of Medical Education.