

## **Academy of Medical Educators**

### **The Dean's Fund for Innovation in Medical Education**

#### **Call for Proposals**

Submission deadline: October 29, 2018

Decision Notification: January 18, 2019

As part of its commitment to the pursuit of excellence in medical education, the Academy of Medical Educators (AME; <http://medicine.hofstra.edu/faculty/ame/>) will provide two grants of \$5,000 each for proposed innovations that advance medical education and ultimately patient outcomes. Proposals that address compelling problems in undergraduate, graduate, continuing, and interprofessional medical education will be considered. Funds must be spent within 24-months. Awards come with the expectation that the curricular innovation will be sustained and disseminated to others both within and outside of Northwell.

#### **Eligibility**

- The Principal Investigator must hold a faculty position at the Zucker School of Medicine; junior faculty and collaborative teams are encouraged to apply.
- Members of the AME may not serve as Principal Investigators but may serve as collaborators or consultants.
- Awardees must agree to present their findings at a future AME sponsored event.

The Academy's Innovations Program supports faculty who take a scholarly approach to the development of new curricula or curricular elements, focused faculty development initiatives, evaluation of pedagogical methods, and/or learner assessment. These intramural grants serve as a catalyst for the development of projects that address the constantly changing ways in which health professionals are educated and health care is practiced.

**ALL PROPOSALS MUST BE UPLOADED AS A SINGLE PDF**

## APPLICATION PROCESS

### 1. COVER PAGE

- Project title
- Name and degree of primary investigator (PI)
- Name and degrees of co-investigators/collaborators
- Name of affiliated department(s)
- Section(s) that grant focuses on: *UGME, GME, CME, IPE*
- Contact information for primary investigator (*e-mail, telephone*)

### 2. PROPOSAL ABSTRACT

Abstracts should be in 12-point font and 1-inch margins, no more than 300 words. Please use the following headings: Problem/Educational Issue, Goal, Approach, Predicted Outcomes, and Anticipated Impact including dissemination plan.

### 3. PROPOSAL NARRATIVE

Proposals **should not exceed five, single-spaced pages (12-point font; 1-inch margins)**, including tables, figures, and appendices (*excluding references*). The proposal should include all information needed for reviewer assessment; links to supplemental online content should not be included. Complete proposals must include:

- Statement of the Problem/Educational Issue and Goal of Study
  - o Purpose and need for the proposed innovation
  - o Specific aims of the innovation
  - o Clearly articulated question (*for quantitative studies, a clearly stated hypothesis*)
  - o Needs assessment and gap analysis (*for curricular and other innovations*)
- Background & Theoretical Framework
  - o Grounding of approach/study in the medical education and other relevant literature
- Approach
  - o Setting and participants and how they will be recruited, if applicable
  - o Description of innovation/intervention, with rationale for design linked to theoretical framework and relevant literature
  - o Anticipated barriers and required resources
- Predicted Outcomes and Evaluation Plan
  - o Anticipated outcomes (*including potential impact on medical education*) and measures.
  - o Evaluation, including steps to ensure validity of data collection and data analysis
  - o Data analysis strategies including specific quantitative and qualitative methods, e.g., approach to statistical analysis as appropriate.
  - o Describe how the success of the proposed program/project will be evaluated
  - o Describe how the proposed project will impact future learners and, ultimately, patient care
- Anticipated Impact & plan for dissemination of project outcomes regionally and nationally
  - o This should include a statement of your intent to present your work at an AME-sponsored event within 18 months of the award start date, as well as any other plans for dissemination (*e.g., publication, other conferences*)
- References (not included in the 5-page limit)
  - o Must follow the AMA citation style
  - o Should be no longer than 1 page single-spaced
- Necessary addendums / appendices (*e.g., preliminary data, example surveys/data collection tools*)

### 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 a **statement of justification** for each budget line item
  - Grants will only cover direct costs of conducting the research (*such as administrative/ technical support, supplies*)
  - Budget items **may not** include: 1) payments to authors (*direct payments or reimbursements*), 2) funding for faculty/clinical release time, 3) indirect costs or fringe benefits, 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, administrative coordinator, TA*), 2) supplies (*e.g., copies, mailings*), and 3) data analysis/personnel (*e.g., research assistant, statistical analysis, software, transcription services*)

### 5. BIOGRAPHICAL SKETCHES

- Please include a biographical sketch (**2-page maximum**) for the PI and all Co-PIs
  - A template biosketch is included at the end of this document. Include relevant skills and lists of durable educational materials/publications that demonstrate knowledge/skill in the area being proposed for study. **Please no CVs.**
  - Names and titles of collaborators and consultants should be included with a description of their specific role in the project but a biosketch is not required. This is not included in the 2-page limit.

### 6. LETTERS OF SUPPORT

- One letter of support is required from an institutional support personnel (*e.g., dean, vice chair for research, or department chair*) for **each** study applicant (PI and Co-PI[s]), stating their commitment to the project. **Project authors may not write a letter on their own behalf.**
  - All letters must be received by the grant deadline and should be submitted with the proposal application as part of the **single pdf document**

### 7. INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL

- If this is a research project involving human subjects, documentation that the proposal has been submitted to the Institutional Review Board (IRB) for review must be included in the application
  - Research proposals that receive awards must have IRB approval before funds are dispersed.

**PROPOSALS THAT LACK ANY OF THE SEVEN COMPONENTS DESCRIBED ABOVE  
WILL BE RETURNED WITHOUT REVIEW**

## EVALUATION CRITERIA

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

- Innovation: Does the proposal clearly articulate innovative and important goals?
- Approach: Does the project have clear and attainable goals? Does the proposal have appropriate methods? Are potential limitations of the approach recognized by the applicants?
- Feasibility: Does the proposal include the appropriate faculty and other project personnel? Does the proposal have a realistic timeline?
- Evaluation plan: Does the proposal include a valid and feasible approach to assess the project's outcome/ impact?
- Dissemination: Are clear plans for dissemination, including goals for presenting results in a peer-reviewed forum, included?
- Sustainability: Is there demonstrated support for the continuation of the project after the conclusion of potential funding?
- Significance: How will successful completion of the project impact medical education and patient care at Hofstra Northwell and beyond?

## REPORTS

- The PI must submit a **progress report at 12 months** and a **final report within 18 months** of receipt of the grant. Reports must include progress to date, obstacles and solutions, dissemination activities, and budget reports.
- Reports must be submitted to the AME 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 AME-funded event **within 24 months** of the award date and must acknowledge AME as a source of funding in any subsequent publications.

## QUESTIONS

All inquiries and communications should be addressed to the AME grants representative (Joanne Willey, PhD at [joanne.m.willey@hofstra.edu](mailto:joanne.m.willey@hofstra.edu))

**Biosketch Template – 2 page limit**

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**BIOGRAPHICAL SKETCH**

NAME:

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POSITION TITLE:

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EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY

**A. Personal Statement**

Your personal statement should be specifically tailored to your proposal. Be sure to include why you are uniquely qualified to perform this work as well as how you will seek help for areas of your research project outside your expertise. The committee will use this narrative to assess the likelihood that you will successfully complete your proposed study, so it is important that provide a personal statement tailored to your proposal.

**B. Positions Held**

Please use reverse chronological order. List positions held prior to medical/graduate school only if relevant to proposed research.

**C. Honors & Awards**

Please use reverse chronological order; if listing extra- and/or intramural funding, please indicate if you served as PI or Co-PI. List honors/awards prior to medical/graduate school only if relevant to proposed research.

**C. Contributions to Medical Education**

List no more than five publications and/or abstracts directly relevant to your proposed study. Please feel free to include workshops and invited talks that represent your contribution to advancing medical education.

**D. Additional Information: Research Support and/or Scholastic Performance**

List no more than five additional publications and/or abstracts that demonstrate your research productivity and ability to manage complex projects.