

## 2007 – 08 SGEA/SMA Call for Proposals for Research in Medical Education

### PURPOSE

The SGEA supports and encourages scholarship in medical education. To help its members participate in opportunities that provide educational scholarship, the SGEA will provide funding to initiate new educational research proposals. The SGEA, with assistance from the SMA, will provide up to two \$3000 research grants, to be used to create new opportunities for its members to initiate research projects. The SGEA also seeks to promote *collaborative* projects across institutions, and sections (UGME, GME, CME, RIME), and seeks to stimulate the development of a community of educational scholars. Project proposals must be consistent with previously published criteria for scholarship and provide additional opportunities for others to build upon this work.

### ELIGIBILITY

- All SGEA members are eligible to submit a proposal.
- Members may submit only one proposal per cycle and may not be an author on any other proposal currently receiving SGEA funding.

### APPLICATION AND SUBMISSION PROCESS

- 1) Applications must be submitted to the current RIME chair, in an electronic format (to expedite review). Submit to Kathy Kreutzer at [kkreutzer@vcu.edu](mailto:kkreutzer@vcu.edu).
- 2) Cover page must include:
  - a) Name of applicant(s) and affiliated SGEA Section(s) and medical school(s)
  - b) Project title
  - c) Contact information for project leader (mailing address, telephone, fax, email)
  - d) Institutional grant/development officer to whom payment will be made (name, title, address, phone, fax and e-mail).
- 3) Proposals must be typed with 12 point font, 1 inch margins. They should not exceed 5 single spaced typed pages including all tables, figures, appendices and must include a:
  - a) Statement of the Problem
  - b) Review of Pertinent Literature
  - c) Methodology
  - d) Anticipated Outcomes (e.g., impact on medical education)
  - e) Plan for Dissemination of Project Outcomes regionally and nationally
  - f) Project Timeline (not to exceed 18 months).
  - g) Budget, including itemized costs and justification.

References are excluded from the 5 page limit.

- 4) Letters of support are required from any key participants or institutional support personnel, stating their commitment to the project and their qualifications. (Letters are not included in the 5-page proposal limit).
  - a) Letters of support may be faxed if the author is unable to scan and send them in electronic format.
  - b) If this is a research project involving human subjects, a letter of approval from the host Institutional Review Board stating that the project is approved or that approval was not necessary will be required prior to funding of an approved proposal.

## ANNUAL SUBMISSION DEADLINE (**FEBRUARY 1**) AND REVIEW PROCESS

- Proposals must be received by February 1 of each year to be considered for funding.
- Each year the *Review Panel* will be appointed by the Past-Chair of the SGEA and will include the RIME section chair, 2-3 current Steering Committee Members, and 1-2 external reviewers. Reviewers may not be authors of proposals under consideration during the review cycle.
- Funding decisions will be announced at the annual SGEA Spring Business Meeting.
- Number of proposals funded per year will depend upon the SGEA Budget and proposal quality, with a typical range of 1-2.
- Upon completion of the project the project team leader or member(s) *must submit a proposal* to present the project results at the annual SGEA meeting. Funding to cover travel to the SGEA meeting to present project results is not to be included in the project budget; it is the responsibility of the individuals and/or their institution to support travel to disseminate project results.

### CRITERIA

Each proposal will be judged on the following criteria:

- 1) Degree of collaboration across the SGEA Section(s), SIGs and institutions.
- 2) Clarity of goals, relevance to the literature, appropriateness of methodology, and plan for dissemination.
- 3) Potential to impact medical education and serve as a model for other initiatives.
- 4) Sustainability post-funding.

### FUNDING PROVIDED FOR

- Administrative/technical support to carry out project (e.g., clerical, computer).
- Supplies/expenses (e.g., duplication, mailings)
- Communication(s) between participants (e.g., web/phone conference)
- Maximum award \$3,000 with unexpended funds returned to the SGEA within 60 days of the award end date.

### PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION

- Project director will be required to submit 2 progress reports per year (1 month prior to fall AAMC meeting and 1 month prior to Spring SGEA Annual Meeting).
- Progress reports must include progress to date, obstacles and solutions, dissemination activities and budget report.
- Projects whose directors are no longer members in the SGEA must submit a request for approval of a new project director with continued funding contingent on approval of the SGEA Past Chair.
- A final report must be submitted within 60 days of project completion date to the SGEA Past Chair and include copies of materials developed, dissemination activity, and sustainability (e.g., sources and amount of continued funding).
- Dissemination:
  - a. All publications, presentations and/or products resulting from this project must acknowledge the SGEA and SMA as sponsors of the work.
  - b. As noted above, the project team leader or member(s) *must submit a proposal* to present the project results at the annual SGEA Regional Meeting.

### QUESTIONS?

All inquires and communications should be addressed to the SGEA RIME Section Chair, Kathy Kreutzer at [kkreutzer@vcu.edu](mailto:kkreutzer@vcu.edu). Telephone: 804-828-9789. Fax: 804-828-0086. URL to obtain the proposal online: <http://www.aamc.org/members/gea/regions/sgea/start.htm>