

WGEA 2017 Call for Mini-Grant Proposals

Advancing the WGEA as a Community of Educational Scholars

Deadline: 5 PM PST, September 29, 2017

PURPOSE

The WGEA is providing a funding opportunity to both experienced and new investigators in the area of medical education research. This small grant program is meant to promote medical education research within the Western region. WGEA has made a total of \$12,000 available. Investigators can request up to \$5,000 to initiate a new study. Investigators needing funds to complete ongoing projects (“finishing grant”) can request a maximum of \$1000.

ELIGIBILITY

All faculty members associated with WGEA member schools are eligible to submit a proposal. Investigators may submit only one proposal per cycle and may not be an author on any other proposal currently receiving WGEA funding unless you are submitting for a “finishing” award. Projects receiving funding from the national GEA grant are not eligible for the WGEA mini-grant. Priority is given to new investigators and for multi-institutional studies that enhance the community of scholars in the region. For multi-institutional studies, the lead organization must be a WGEA member school. “Finishing” awards will be granted to investigators needing extra funds to complete or extend existing projects. For instance, a project may require completion of additional data analysis or replication of a study to strengthen findings.

APPLICATION AND SUBMISSION PROCESS

Application is comprised of TWO DOCUMENTS (in either Word or PDF format):

- 1) Grant Proposal
- 2) Letter(s) of Support.

Submit proposal and documents here:

https://ucsf.co1.qualtrics.com/SE/?SID=SV_5d2qfhE4NrFNXzn.

You will not be able to save and edit your application online so please have all your documents finalized and ready when you begin the submission process. All documents must follow the structure outlined below. If you need to make modifications to documents already submitted, please contact the WGEA MESRE Chair for specific instructions: Christy Boscardin, PhD (christy.boscardin@ucsf.edu)

DOCUMENT #1: Grant Proposal (Name your document Proposal2017_YourLastName)

Page 1: Cover page must include:

1. Name of applicant(s) and medical school(s).
2. *For multi-institutional applications* a representative from each institution.
3. Project title
4. Contact information for project leader (mailing address, telephone, e-mail)
5. *For new investigators:* listing of a local mentor (name, position, e-mail)

Page 2: Body of the proposal is limited to 3 single-spaced typed pages (with 12-point font) including all tables, figures, appendices and must include:

1. Statement of the problem /rationale
2. Specific aims
3. Review of pertinent literature with reference to theoretical framework or learning theory
4. Methodology
5. Anticipated outcomes
6. Plan for dissemination of project outcomes regionally and nationally
7. Project timeline (not to exceed 18 months).
8. Budget including itemized costs and justification.

Page 5: References must follow the AMA Citation style and should be no more than one page.

Page 6 and above: IRB Documentation (if applicable)

If this is a research project involving human subjects, a copy of the application to the host IRB must be included. The study does not need to be approved prior to submitting your grant application, however before payment for the grant can be made, a copy of the letter stating that the project is approved or that approval was not necessary must be submitted to the WGEA Executive Committee.

DOCUMENT #2: Letter(s) of Support (Name your document LOS2017_YourLastName)

If you are required to submit more than one letter of support, please merge all letters into one document for final submission. Letters are not included in the 3-page proposal limit.

- *For new investigators (e.g. student, resident, fellow, or junior faculty)*, letters of support are required from a project mentor and the associate dean for education or equivalent position from the applicant's institution stating their commitment to the project.
- *For experienced investigators*, a letter of support is required from the associate dean for education or equivalent position from the applicant's institution their commitment to the project.

For multi-institutional studies, a letter of support is required from the associate dean for education or equivalent position from the lead institution.

SUBMISSION DEADLINE AND REVIEW PROCESS

- Proposals must be received by **5:00 pm PDT on September 29, 2017** to be considered for funding. Each year the Review Panel will be appointed by the WGEA MESRE Section Chair.
- Reviewers may not be authors or mentors of proposals under consideration during the review cycle.
- Grantees will be notified by **mid-December 2017** and funding decisions will be announced on the WGEA website subsequently.
- Number of proposals funded will depend on the proposal quality and funding available.

CRITERIA

Proposals will be judged on each of the criteria listed below resulting in one of the following decisions: (1) Approved; (2) Tabled - pending clarification/modification and re-review; (3) Not Approved

The review criteria are:

1. Is there a statement of the problem and rationale of the study? (2 points)
2. Is a review of pertinent literature provided? (2 points)
3. Is there a reference to a conceptual framework upon which the research builds? (5 points)
4. Is the research question clear and does it flow logically from the problem statement? (5 points)
5. Is the methodology appropriate in light of the research question? (5 points)
6. Is the project timeline realistic? (3 points)
7. Is the budget appropriate and realistic and justified? (5 points)
8. Is the proposal clearly written? (3 points)
9. Is this a multi-institutional project? (3 points)
10. Has the research the potential to make an impact or serve as a model for other research initiatives? (3 points)

Additional review considerations:

For new investigators:

- The PI is self-identified as a new investigator in medical education research
- Appropriate identification and support of a project mentor.

For multi-institutional studies:

- Two or more institutions are involved in study in a meaningful way

For finishing awards:

- Realistic opportunity to bring project to completion in the form of a publication or

presentation to national audience.

FUNDING PROVIDED FOR

- Administrative/technical support to carry out project (e.g., clerical, computer, data entry).
- Supplies/expenses (e.g., duplication, mailings, computer software).
- Communication(s) between participants (e.g., web/phone conference).
- Maximum award \$1,000 for finishing awards.
- Maximum award \$5,000 for new projects.
- **Grantees are eligible for WGEA conference registration reimbursement per funded grant proposal (regardless of whether it is a new or finishing grant) for presenting their final results at a future WGEA meeting. Presentation must occur within 3 years of receiving the grant award. Grantees must submit their abstract through the regular call process and notify the WGEA MESRE Chair of their submission. The WGEA MESRE Chair will work with the grantees on the reimbursement process.**
- **No overhead costs** can be supported by the grant.

PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION

- One year after funding, PI must submit a progress report that include progress to date, obstacles and solutions, dissemination activities, and budget report.

- Projects whose directors are no longer at a WGEA member institution must submit a request for approval of a new project director with continued funding contingent on approval of the WGEA MESRE Section Chair.
- A final report must be submitted within 60 days of the project completion date (no longer than 18 months from award date) to the WGEA MESRE Section Chair and include copies of materials developed, dissemination activity and a detailed budget report).
- Dissemination: all publications, presentations and/or products resulting from this project must acknowledge the WGEA as a sponsor of the work.
- Project team leader or member(s) must submit a proposal to present the project results at a WGEA Regional Meeting within 3 years of receiving the mini-grant. Please be sure to notify the MESRE Chair when you have submitted your abstract through the regular WGEA call process so he/she can work with the planning committee on getting your presentation on the proceedings.
- Unused funds shall be returned to the AAMC/WGEA.

CONTACT

Project proposals and inquiries should be addressed to Christy Boscardin, PhD (christy.boscardin@ucsf.edu), WGEA MESRE Chair.