Group on Educational Affairs (GEA)
National Call for Educational Research Grant Proposals
Developing A Community of Scholars: Advancing Medical Education Research and Innovations

PURPOSE

In its strong encouragement and support of research in medical education, the GEA seeks to fund research projects that address important problems or questions in medical education. Proposals that foster collaboration are strongly encouraged. This includes collaborations among GEA sections (UME, GME, CPD/CME), across GEA regions (CGEA, NEGEA, SGEA, WGEA) and/or proposals that engage multiple schools, professions or departments. High-quality research proposals on the following topics are strongly encouraged, but proposals related to other areas of research are also welcome:

- Professional identify formation
- Learner wellbeing or mistreatment
- Learning environment
- Faculty Development
- Training across the continuum of education
- Inter-professional education
- Competency-based education, EPAs, or milestones
- Self-directed/self-regulated learning

Consistent with the requirements of scholarship, the results of these research projects must be disseminated to the public, made available for peer review and for others to build upon.

ELIGIBILITY

- Applicants must belong to an affiliated GEA institution in good standing.
- Applicants may submit only one proposal per cycle as the first author applicant. An applicant may be an author (other than first author) on other submissions within a cycle as well.
- The proposal is not currently receiving funding from other GEA grants (e.g. regional grant proposal).

APPLICATION AND SUBMISSION PROCESS

The application process will involve two steps—pre-proposal and full proposal. A limited number of pre-proposals will be invited for full proposal submission.

- Pre-proposals due February 22, 2019
- Pre-proposal decisions anticipated by April 3, 2019
- Full proposals due May 3, 2019
- Full proposal decisions anticipated June 5, 2019

Pre-proposals: authors must use the submission template available on the GEA website https://www.aamc.org/members/gea/pdopps/**. Pre-proposals may not exceed three pages. The**

cover page and title page are <u>not</u> included in the three page limit. Additional information is provided in the template.

As the submission template indicates, the pre-proposal must address the following elements:
a)   Review of pertinent literature and rationale of the study
b)   Conceptual framework(s) that illuminate this research
c)   Study objectives and research question/hypothesis
d)   Description of methods
e)   Anticipated outcomes
f)   Total funds requested and preliminary budget breakdown
g)   Qualifications of research team
h)   References

Full Proposals: _a limited number of full proposals will be invited for submission after pre-proposal reviews_. Full proposals must be typed with 12 point font, 1 inch margins. Proposals **should not exceed five single spaced typed pages** including: all tables, figures and appendices. The proposal must include:
a)   Review of pertinent literature- Statement of the problem – Significance of need
b)   Purpose - Study objectives and research question/hypothesis
c)   Conceptual and/or theoretical framework
d)   Research methods that are applicable to the proposal's purpose and objectives. These may include, but are not limited to: – Target Population – Sampling Strategy--Procedures -- Outcome Measures — Analysis
e)   Power analysis and/or sample size justification (applicable to both quantitative and qualitative research)
f)   Project timeline (not to exceed 24 months)
g)   Anticipated outcomes (e.g., impact on medical education)
h)   Plan for dissemination of project outcomes regionally and nationally. This should include a statement of your intent to present your work at the annual Learn Serve Lead conference within 3 years of the award start date.
i)   Budget, including itemized costs and justification

Additional components of the full proposal, not counted as part of the five-page limit, include:
j.   References for sources cited in the proposal.
k.   Biographical sketches of PI and Co-PIs (no more than 2 pages/individual) Please include relevant skills and lists of durable educational materials/publications that demonstrate knowledge/skill in the area being proposed for study.
l.   Letters of support are required from each collaborator stating their commitment to the project. Letters of support must be sent in electronic format.
m.   Human Subjects Approval. If this is a research project involving human subjects, a letter from the host Institutional Review Board stating that the project is approved is required. IRB pre-approval is required for funds to be released to the grantees; no project work can be initiated until final IRB approval has been received.

The GEA Grant Committee must receive documentation of IRB approval when it is obtained. It is expected that the work will be completed within 3 years of notification of selection for grant funding.

ANNUAL SUBMISSION DEADLINE AND REVIEW PROCESS

Pre-Proposals must be emailed to Brian Mavis (brian.mavis@hc.msu.edu) by midnight, February 22, 2019 to be considered for funding. *(A confirmation of receipt will be sent within 24 hours)*

Each year a Review Panel will be established by the GEA National Grant Committee and will include the MESRE section chair, 2-3 MESRE Steering Committee Members, and external reviewers. Reviewers may not be authors of proposals under consideration during the review cycle. If a potential reviewer has any real or apparent conflict of interest with a specific proposal, then the reviewer should not be involved in the entire review of proposals. If such a person is involved in the review process, then they MUST exclude themselves from the review of the proposal with which they have a conflict of interest. Examples of real conflict of interest are being an employee at the same institution, having an active collaboration with the PI or any Co-PI, as well as formally or currently mentoring or advising the PI or any co-PI.

Review Criteria: Each proposal will be judged on the following criteria:
- Degree of collaboration across the GEA sections, regions, health professions, and institutions.
- Clarity of goals, relevance to the literature, appropriateness of methodology, and plan for dissemination.
- Potential to impact medical education and serve as a model for other initiatives.
- Sustainability post-funding.

Budget Considerations: Budget cannot exceed $10,000 and should include itemized costs and justification (latter in full proposals only). These modest grants are designed to promote medical education research. The moneys are not intended for facility costs and salary support, but rather for resources needed to conduct the proposed research such as administrative/technical support, supplies, communication among authors (e.g. conference calls).

Fundable components include:
- Temporary administrative or technical support to carry out the project such as data entry and clerical support, and computer programming.
- Supplies/expenses (e.g., duplication, mailings, survey instruments).
- Data transcription
- Reasonable incentives for research subjects
- Hardware essential to conducting research (beyond what institutions typically provide)
- Communication costs (e.g., web/phone conference).

Items that will not be supported:
- Indirect costs
- Salary support for investigators
- Travel and conference fees

For the 2019 grant cycle, a total of $20,000 is available for award to two or more proposals. Unexpended funds must be returned to the GEA within 60 days of award end date.

Funding decisions will be announced on the GEA website: The number of proposals funded per year will depend upon the GEA Budget and proposal quality.

Upon completion of the project the project team leader or member(s) *must submit a proposal* to present the project results at the annual AAMC Learn Serve Lead Meeting. Funding to cover travel to this 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.

PROGRESS AND FINAL REPORTS & PROJECT DISSEMINATION

The project director will be required to submit annual progress reports until the study is completed. In the first year of the award a report is due the following year (the last day of the month that the initial grant funding notification was given) and will be continued annually until the project is finished. Progress reports must include progress to date, obstacles and solutions, dissemination activities and budget report.

Projects whose directors are no longer GEA members must submit a request for approval of a new project director with continued funding contingent on approval of the GEA Chair. A final report must be submitted within 60 days of project completion date to the GEA National Grant Committee 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 GEA National Grant Program 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 Learn Serve Lead meeting in the year following the end of the grant. This proposal will undergo peer review.

For More Information:

Project proposals and inquiries should be addressed to Brian Mavis PhD, Chair of the GEA National Grant Committee, at brian.mavis@hc.msu.edu or 517-353-3447 (daytime).