

**AAMC Northeast Group on Educational Affairs  
SCHOLARS GRANTS  
2022-2023 Call for Proposals**

**Submissions Due: September 30, 2022 by 11:59pm**

**Notification By: mid-December, 2022**

**Rationale and Purpose**

In its strong support and encouragement of medical educators' professional development and scholarship in medical education, the Northeast Group on Educational Affairs (NEGEA) provides this funding opportunity for a 2-year grant for early and mid-career faculty to complete an educational scholarship or research project.

This grant provides an individual the opportunity for professional development through the design, implementation, and completion of a high-quality educational scholarship project (including curriculum development, educational program, or educational research).

For additional questions on purpose, including how the NEGEA Scholars Grant differs from the NEGEA MESRE grants, please see the FAQs on our NEGEA Website.

**Grant Details**

Up to two individual awards of \$15,000 will be funded each cycle.

**The awardees' home institution is expected to match at least \$5,000 in the form of protected time to complete the project or monetary support to attend professional development activities.**

**Eligibility**

- Individual medical educators from [NEGEA-affiliated institutions](#)
- Applicants may submit only one proposal per award cycle
- Applicants may not be the principal investigator on any other active NEGEA grants
- Trainees (e.g., medical students, residents and fellows) are not eligible
- *The NEGEA supports and encourages applications from historically underrepresented ethnic and cultural groups within medicine as well as junior scholars conducting scholarship in social justice, health equity, diversity and inclusion.*

**Application Requirements**

**Applications must be submitted in an electronic format as a single PDF document to Sarah McCallum, PhD, Chair of the NEGEA Scholars Grants Committee, at: [NEGEAScholars@gmail.com](mailto:NEGEAScholars@gmail.com)**

**Full application, including all required documents should be no more than 15 single-spaced pages in length, 12-point font. Page numbers required.** Applications must be titled "LastName\_2022" and must begin with the NEGEA Scholars Grant Cover Page and then include:

## **Abstract**

- Please include an abstract of your project (200 words or less)

## **Project Description**

- Rationale & Statement of the Problem (please include citations/references in this section)
  - Describe the need for the proposed project, as supported by relevant literature and scholarship
  - Identify how this project will be generalizable or relevant beyond your institution
  - Research question(s) or purpose statement
  - Short description of a relevant theoretical or conceptual framework, as relevant to the project
- Potential Methodology - **For Professional Development Projects**
  - Describe the educational and evaluative/analytic methods to develop the project
  - Describe proposed plan(s) for evaluating the process and outcomes
  - If possible, add anticipated challenges or barriers and your plan for addressing them
  - Anticipated outcomes for the project
- Potential methodology - **For Educational Research Projects**
  - Describe the research design and potential research methods to help address the research question(s)
  - As applicable, describe the quantitative and/or qualitative approach relating to your research method(s)
  - Anticipated outcomes from your project
  - Anticipated challenges or barriers and your plan for addressing them
- Professional development
  - What are you hoping to gain through this process?
  - How does this project fit into your career goals (short- and long-term)?
  - Please explain how you will adapt your current workload to accommodate the time necessary to complete this project.
  - Describe your local mentorship and indicate their involvement in this work
- Dissemination
  - Describe your plan for disseminating this work
- References
  - No more than 10 references, listed in the order in which they appear in your proposal
  - Must follow the AMA citation style

## **Budget**

- Please include a proposed budget and budget narrative for the award (see “Funding” details and Sample Budget template below)

## **Timeline**

- Grant period begins July 1, 2023 and ends June 30, 2025
- Create a timeline for the 2 years of the grant, including important project completion milestones
- Note that a third year may be allowed for preparing scholarship, but the project itself must be completed in 2 years, with a submission to NEGEA annual meeting in this time

## **Curriculum Vitae**

- Please include an up-to-date curriculum vitae or biosketch that is no more than 3 pages long

## **Previous Application**

- Please state whether you have applied for a Scholars award before, including year and title of original submission

### Letters of Support

Please include 2 letters of support (described below; submit with the proposal as part of the single PDF document)

- One letter from a direct supervisor/ administrator (e.g., department chair or dean)
  - State commitment to supporting applicant and the project
  - Describe plan for minimum \$5,000 matching contribution
- One letter from the project mentor
  - Describe the feasibility of the project
  - State their own commitment to this work

### Institutional Review Board

If this research involves human subjects, a letter of approval from the host(s) Institutional Review Board (IRB) stating that the project is approved or exempt is required prior to funding an approved proposal (due before 6/1/2023)

### Funding

Funds will be transferred to awardee's institution upon final budget approval. Please note that indirect costs are **NOT** covered. Funds can only be used for direct costs such as:

- Salary/wages & fringe benefits
- Materials & supplies
- Consulting fees
- Statistical analysis and/or software
- Professional development activities
- Travel (only related to professional development activities)

### Progress Reports

The PI must submit a status update yearly on July 1<sup>st</sup> of each year based on template provided by the NEGEA. Reports will include progress to date, obstacles and solutions, dissemination activities, and budget reports. A project whose PI is no longer a member of the NEGEA must submit a request for approval of a new PI with continued funding, contingent on approval of the NEGEA Steering Committee. Reports must be submitted to the NEGEA Scholars Grant representative and include information about any presentations and/or publications that have resulted or may result from the project.

### Project Conclusion

At the conclusion of their funded project – and within three years of the award date - the awardee must:

1. Submit project-related work to the NEGEA annual conference
2. Submit a reflection of their experience to the NEGEA Scholars Committee as their final progress report
3. Acknowledge NEGEA as a source of funding in any submission based on this project
4. Submit final project to a peer-reviewed outlet (e.g., MedEdPORTAL, journal, etc), the annual Research in Medical Education (RIME) conference at the AAMC annual meeting, and/or submit a manuscript for publication in a peer-reviewed venue.

### Questions

All inquiries and communications should be addressed to Sarah McCallum, PhD, Chair of the NEGEA Scholars Grants Committee at [NEGEAScholars@gmail.com](mailto:NEGEAScholars@gmail.com)

## 2022-23 NEGEA Scholars Grant Application

### Cover Sheet

<b>Principal Investigator</b>			
Name and degrees(s):			
Title:			
Address:		Phone:	
		Email*	
<i>(*Please note: Email listed for the Principal Investigator will be used for primary contact concerning all aspects of this proposal).</i>			
<b>Applicant Institution*</b>			
Institution Name:			
<i>(*Please note: Applicants must belong to a NEGEA-affiliated institution in good standing)</i>			
<b>Proposal</b>			
Title of Proposed Project:			
Total Project Duration:	From:	To:	
Budget Request: \$		<input type="checkbox"/> Check here to confirm you will receive \$5,000 in matching institutional funds	
<b>Project Mentor</b>			
Name, degrees, & institution:			
Role:			
<b>Applicant Institution's Authorized Representative (Grant/Development Officer) to Whom Payment Will Be Submitted</b>			
Name:			
Title:			
Address:		Phone:	
		Fax:	
		Email:	

Signatures verify that all information in this application is true, complete, and accurate to the best of the individual's knowledge.

Signature of Principal Investigator

Date

Signature of Authorized Representative

Date

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Signatures should be provided electronically. This can be done by scanning the signatures, saving them as image files (e.g., jpeg) and inserting them into this document; or by printing out this document, obtaining signatures, scanning the entire page, and saving the entire page as a PDF file. Proposals must be emailed to [NEGEAScholars@gmail.com](mailto:NEGEAScholars@gmail.com) by 11:59PM, September 30, 2022 to be considered for funding. You will receive a confirmation when your proposal is received.

**Budget Template**

**2-YEAR BUDGET TEMPLATE for NEGEA SCHOLARS GRANT  
\*DIRECT COSTS ONLY\***

**REQUESTED: Up to \$15,000 total over 2 years**

*Please include description of all proposed expenses in the Budget Justification.*

**PERSONNEL\***

Enter Dollar Amounts Requested for Salary Requested and Fringe Benefits

\*If you request FTE coverage, please use the Budget Justification to describe how you will sustain any curricula or programs after the grant.

NAME	ROLE ON PROJECT	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	PI			
<b>SUBTOTALS</b> →				
SUPPLIES				
PROFESSIONAL DEVELOPMENT/TRAVEL				
OTHER EXPENSES (e.g., statistical analysis, data collection support, transcription, food, etc)				
<b>TOTAL DIRECT COSTS FOR BUDGET PERIOD</b>				\$

**INSTITUTIONAL MATCHING CONTRIBUTION: At least \$5,000 total over 2 years**

NAME	ROLE ON PROJECT	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	PI			
<b>SUBTOTALS</b> →				
SUPPLIES				
PROFESSIONAL DEVELOPMENT/TRAVEL				
OTHER EXPENSES (e.g., statistical analysis, data collection support, transcription, food, etc)				
<b>TOTAL MATCHING CONTRIBUTIONS FOR BUDGET PERIOD</b>				\$

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**BUDGET JUSTIFICATION**

Please describe costs above and your rationale for including them with your project. Use additional space as necessary.