

TIPS for WGEA MESRE Mini-Grant Submission

1. Before You Write

- a. Review the Call for Proposals carefully. Then review it again. Determine if your proposed project fits the topics and priorities outlined in the Call for Proposals.
- b. Determine who your mentors are for this project. Consider if you may have/need mentors or collaborators outside of your institution.
 - i. You will need letters of support—determine from your mentor and Associate Dean (if needed) if you need to draft a letter for them or if they will draft their own.
- c. Set a timeline. Work backwards from the deadline and set targets for literature search completion, proposal outline, initial proposal draft to mentors, edits back from mentors to review, and final proposal completion. It makes this more feasible and less overwhelming!
- d. Consider what learning theory or theoretical framework upon which you can base your mini-grant proposal.
- e. Do a literature review before writing the proposal to develop and refine your conceptual framework.
- f. Confirm that you completed your institution's requirements for IRB training.
- g. Think broadly about your budget—not just the “tangibles” such as supplies and participant recruitment materials, but also the software or subscriptions to software that you'll need, transcription services, abstract submission fees, etc.
- h. Contact your grants/awards office at least 30 days prior to the deadline to identify the requirements and timeline of the grant proposal submission process.

2. While You are Writing

- a. In your rationale, use the “problem/gap/hook” framework—clearly delineate the problem you've identified, what is missing in the literature, and how you are going to fill in that gap. (Lingard L. Joining a conversation: the problem/gap/hook heuristic. *Perspect Med Educ.* 2015;4(5):252-253. [doi:10.1007/s40037-015-0211-y](https://doi.org/10.1007/s40037-015-0211-y))
- b. Clearly highlight your target learners for your project (e.g., what type and level of students, if interprofessional explain what professions)
- c. Describe the educational theory up front; refer back to it and how it's incorporated into your design and data analysis plan. Make it clear to the reviewer that you are grounding your project in a theoretical construct that is setting up your conceptual framework.
- d. Text space is at a premium for these proposals. Can you transfer your ideas out of plain text and into a figure that better encapsulates your plan and saves space?

3. Before You Submit

- a. Give the proposal to peers who are not on the study team and ask for feedback

- i. Consider bringing your proposal to a “Works in Progress” meeting at your institution.
- b. Read the Call for Proposals carefully, again, and make sure that you clearly address each item in the reviewer criteria.
 - i. Headers can be helpful to highlight and organize content.