

2024 CGEA MESRE Collaborative Grant Call for Proposals

Advancing the CGEA as a Community of Educational Scholars

PURPOSE

The Central Group on Educational Affairs (CGEA) seeks proposals for the CGEA Medical Education, Scholarship, Research, and Evaluation (MESRE) Collaborative Grant that will promote scholarship in medical education and advance the community of scholarship within the Central region. A maximum award of **\$10,000** is available for multiple-institution projects and **\$7,000** for single-institution projects. Projects must address the education of medical learners; grants will not fund patient/parent education.

The CGEA welcomes proposals for any systematic scholarship project, including scholarship of discovery (traditional research that discovers new knowledge) as well as projects with systematic approaches to the scholarship of teaching, application, integration, and/or engagement. This includes scholarly innovations. Consistent with the requirements of scholarship, all funded projects must include clear goals, adequate preparation, appropriate methods, important outcomes, and plans for dissemination and reflective critique (Glassick, *Academic Medicine*, 2000). All projects must include plans to submit the results for peer-reviewed presentation and/or publication, and make the work freely available for others to build upon.

The CGEA MESRE section offers consultations to support applicants who have limited resources for helping them design scholarship, provided through the *Virtual Office Hours* program. Applicants are encouraged to seek out a CGEA MESRE Consultation prior to submitting their application.

Through the *Team Up! Initiative*, CGEA MESRE can help you find collaborators and mentors for scholarship projects. See the MESRE section page on the CGEA virtual hub, <https://sites.google.com/view/thecgea/mesre> for more information about Virtual Office Hours and Team Up!

ELIGIBILITY

- Principal investigators (PIs) must be from CGEA member medical schools/or teaching hospitals (faculty, fellows, residents, students, or administrative staff in education programs). Collaborators on multi-institutional grants may be from other GEA regions.

- While a fellow, resident, student, or administrative staff member may be principal investigator (PI), at least one research team member must be a faculty member at the fellow/resident/student/staff's AAMC-member medical school/teaching hospital.
- PIs may submit only one proposal per cycle (either a multi-institution or a single institution proposal).
- PIs may not be participants on any other project currently receiving CGEA funding.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The CGEA seeks to promote diversity, equity, and inclusion through the Collaborative Grant program. We welcome applications for projects that include aims to study or develop innovations to further diversity, equity, and inclusion. We encourage co-PIs, for example, a PhD/EdD co-PI and an MD/DO co-PI, or a student/resident/fellow/administrative staff member co-PI with a faculty member co-PI.

REQUIRED APPLICATION COMPONENTS

The components listed below must be combined in one pdf file for submission. The checklist and pdf format are REQUIRED. Based on the discretion of the review committee, applications that do not meet these requirements may not be reviewed. An 'Application Checklist' template is enclosed as an Appendix, which must be submitted as part of application.

1. A **cover page** containing the following:
 - a) Name of applicant(s) and affiliated CGEA medical school(s)/teaching hospital(s);
 - b) Project title;
 - c) Contact information for the principal investigator (mailing address, telephone, fax, and e-mail);
 - d) Institutional grant/development officer to whom payment will be made (name, title, address, phone, fax and e-mail); and
 - e) (if applicable) Explanation of how the proposal has been revised based on feedback from previous submission(s) to the national or regional grant programs
2. Completed '**Application Checklist**' (see Appendix Below)
3. A **technical proposal that does not exceed 5 single-spaced typed pages**, including tables and figures (but excluding references, budget, and appendices), and containing the following:
 - a) Statement of the Problem (i.e., conceptual or practical problem addressed by the project and its relevance to medical education);
 - b) Review of Pertinent Literature (i.e., literature-based evidence suggesting that the proposed project uniquely solves the problem stated; short description of a

- relevant theoretical, conceptual, or philosophical framework, as relevant to the project);
- c) Goals, objectives, aims, and/or research question addressed by the project;
 - d) Methods (i.e., detailed description of the project approach
 - e) Project management plans (this addresses the requirement for “reflective critique,” by providing plans to review progress and make adjustments that may be needed);
 - f) Anticipated Outcomes (i.e., impact for theory, practice, and CGEA as a Community of Educational Scholars);
 - g) Plan for Dissemination of Project Outcomes regionally and nationally;
 - h) Key Personnel (including personnel management plan) and their roles; and
 - i) Project Timeline (must be at least 12 months, not to exceed 24 months).
4. A comprehensive list of **references** (not included in the 5-page technical proposal limit)
 5. A **budget** including itemized costs and their justification (not included in the 5-page technical proposal limit). A suggested budget template is enclosed as an appendix to provide a convenient example format to use.
 6. **Letters of support** from key stakeholders (e.g., Section leader, SIG convener, individuals from participating institutions, associate dean for education) stating their commitment to the project and their qualifications. Include a short letter of support from the institutional grant/development officer to whom payment will be made, stating that they will communicate with the CGEA if the project is funded at their institution and the PI changes or leaves the institution. Letters of support are not included in the 5-page technical proposal limit.
 7. If this is a research project involving human subjects, a document of submission to the host **Institution’s Review Board (IRB)** (or equivalent body which reviews research proposals involving human subjects) is required. Should your project be selected for funding, IRB approval will be required prior to release of funds.

SUBMISSION DEADLINE AND REVIEW PROCESS

Applications must be submitted in an electronic format via email to the CGEA Chair, Kamran Mirza (kamran.mirza@lumc.edu) AND the MESRE Chair, Jeffrey Cheung (cgeamesre@gmail.com).

REQUIRED: Submit one PDF file with all application components including the completed application checklist (below).

- Proposals must be received by **September 15, 2024 11:59 PM CT** to be considered for funding. Proposals received after September 15, 2024 will be held for review during the next cycle year unless an exemption is requested from and approved by the CGEA Executive Committee.

- The Review Panel will be appointed by the CGEA MESRE Chair and will include current Executive Committee Members and external reviewers from the CGEA. Proposers will receive feedback comprising the combined comments of external reviewers and Executive Committee members. Reviewers may not be participants in proposals under consideration during the current review cycle.
- Number of proposals funded per year will depend upon the CGEA budget and proposal quality with a typical range of 1-3.

PROPOSAL EVALUATION 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; and (3) Not Approved.

- Degree of involvement of CGEA members from multiple institutions; involvement of CGEA Sections and/or SIGs; inclusion of members with diverse backgrounds of experience, culture, academic discipline, and other dimensions of diversity;
- Clarity/feasibility of goals, relevance of literature, appropriateness of methods, and plan for dissemination;
- Potential to impact the CGEA and its member institutions including its potential to serve as a model for other initiatives;
- Potential for scholarly impact on the understanding of teaching and learning; and
- Clear justification provided for all budgeted expenses (use of the suggested budget template is encouraged).

FUNDING IS PROVIDED FOR:

- Administrative/technical support to carry out the project (e.g., clerical, computer);
- Supplies/expenses (e.g., duplication, mailings);
- Communication(s) between participants (e.g., web/phone conference);
- Project-related travel to facilitate project collaboration; and
- Travel to CGEA meeting to present project results (upon peer-review acceptance).

FUNDING IS NOT PROVIDED FOR:

- Investigator or other project faculty salaries;
- Institutional indirect costs;
- Travel support to attend other professional meetings/conferences to present results of the project (i.e., non-CGEA meetings); and
- Technical or commercial development (e.g., to develop educational software or media).

PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION

- A progress report must be submitted once annually to the Operations Manager, Nadine Alamy (alamy.nadine@mayo.edu AND thecgea@gmail.com), the CGEA Chair, Kamran Mirza (kamran.mirza@lumc.edu) and the MESRE Chair, Jeffrey Cheung (cgeamesre@gmail.com) beginning one year after the project begins (**January 15, 2026**). The report(s) should include progress to date, obstacles and solutions, dissemination activities, and a budget report.
- A final report must be submitted within 60 days of project completion date to the Operations Manager, Nadine Alamy (alamy.nadine@mayo.edu AND thecgea@gmail.com), the CGEA Chair, Kamran Mirza (kamran.mirza@lumc.edu) and the MESRE Chair, Jeffrey Cheung (cgeamesre@gmail.com). Include copies of materials developed, dissemination activity, a budget report, and (if applicable) discussion of self-sustainability (e.g., sources and amount of continued funding).
- Projects whose principal investigators are no longer members in the CGEA must submit a request for approval of a new principal investigator to the CGEA Chair and CGEA MESRE Chair, with continued funding contingent on approval of the CGEA Executive Committee.
- Additionally, principal investigators must submit a request for approval for any changes to grant goals, proposed products, or the budget to the CGEA Chair and CGEA MESRE Chair, with funding contingent on approval of the CGEA Executive Committee.
- Dissemination:
 - All publications, presentations and/or products resulting from this project must acknowledge the CGEA as a sponsor of the work; and
 - Project principal investigator or team member(s) must submit a proposal to present the project results at a CGEA Regional Meeting within 3 years of project start.

QUESTIONS

All inquiries should be addressed to the MESRE Chair, Jeffrey Cheung (cgeamesre@gmail.com) AND the CGEA Chair, Kamran Mirza (kamran.mirza@lumc.edu).

TIMELINE

- Collaborative grant proposals due: **September 15, 2024 at 11:59PM CT**
- Review process: **September 15 - November 30, 2024**
- Decisions anticipated: by **January 1, 2025**
- Earliest project start date: **January 1, 2025**

Appendix – Application Checklist

| | |
|---|--------------------------|
| Eligibility Checklist | |
| Principal investigator is from a CGEA member program. | <input type="checkbox"/> |
| Principal investigator has not submitted any other proposals in this cycle. | <input type="checkbox"/> |
| No investigators are participating in another project currently receiving CGEA funding. | <input type="checkbox"/> |
| Proposal Completion Checklist | |
| Proposal contains a cover page containing the following information: | |
| Applicant(s) name, affiliated CGEA section(s), and medical school(s) | <input type="checkbox"/> |
| Project title | <input type="checkbox"/> |
| Contact information for the principal investigator | <input type="checkbox"/> |
| Name and contact information of institutional grant/development officer | <input type="checkbox"/> |
| Explanation of how the proposal has been revised (<i>Resubmissions only</i> – leave blank if not applicable) | <input type="checkbox"/> |
| Proposal contains a technical proposal that: | |
| Does not exceed 5 single-spaced pages, including tables and figures | <input type="checkbox"/> |
| Contains a Statement of the Problem | <input type="checkbox"/> |
| Contains a Literature Review | <input type="checkbox"/> |
| Contains a Method section | <input type="checkbox"/> |
| Contains Anticipated Outcomes | <input type="checkbox"/> |
| Contains a Plan for Outcomes Dissemination | <input type="checkbox"/> |
| Lists Key Personnel | <input type="checkbox"/> |
| Features a 12-24 month Project Timeline | <input type="checkbox"/> |
| Proposal contains a reference list (not included in 5-page limit) | <input type="checkbox"/> |
| Proposal contains a budget (not included in 5-page limit) containing: | |
| Itemized costs | <input type="checkbox"/> |
| Cost justification | <input type="checkbox"/> |
| Appropriate grand total (\$5K for single institution, \$7K for multiple) | <input type="checkbox"/> |
| Proposal contains letters of support from key stakeholders | <input type="checkbox"/> |
| Proposal Development | |
| Did you participate in a CGEA MESRE Virtual Office Hour Consultation? (Optional) | <input type="checkbox"/> |
| Is this project a part of the GEA Team Up! Initiative? (Optional) | <input type="checkbox"/> |

Appendix – Suggested Budget Template

| Budget Items | Funds Requested |
|--|-----------------|
| I. ADMINISTRATIVE/TECHNICAL SUPPORT | |
| 1. | |
| 2. | |
| 3. | |
| Administrative/Technical Support - Subtotal | |
| II. EQUIPMENT/SUPPLIES/EXPENSES | |
| 1. | |
| 2. | |
| 3. | |
| Equipment/Supplies/Expenses - Subtotal | |
| III. COMMUNICATIONS | |
| 1. | |
| 2. | |
| 3. | |
| Communications - Subtotal | |
| IV. TRAVEL | |
| 1. Project-related | |
| 2. CGEA Conference Travel | |
| Travel - Subtotal | |

**GRAND
TOTAL**

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|--|

*\$10,000
max for
multi-
institution
\$7,000
max for
single-
institution*

BUDGET JUSTIFICATION

I. Administrative/Technical Support
(funding for investigators or other project faculty is not allowed)

II. Equipment/Supplies/Expenses
(e.g., duplication, mailings)

III. Communications
(between participants, e.g., web/phone conference)

IV. Travel
(funding for travel to professional meetings other than CGEA is not allowed)