

2018 SGEA Innovation in Medical Education Award Call for Proposals

PURPOSE

The SGEA supports and encourages innovation in medical education. To recognize members who have developed an innovative approach to medical education and to support participation of SGEA members in activities that promote educational scholarship, the SGEA will provide one award of \$5000 each year to recognize an outstanding innovation in medical education. *Innovations which promote collaborative projects across institutions, the health professions, and sections (UGME, GME, CME, and MESRE) will be given extra consideration.* This is an award rather than a grant, so the winner may apply the funds wherever they see the greatest need for continued improvement in medical education.

ELIGIBILITY

- All SGEA members are eligible to submit a proposal.
- Members may submit only one proposal per cycle and may not be an author on any other proposal currently receiving SGEA funding.

APPLICATION AND SUBMISSION PROCESS

1) Applications are written as Word™ documents submitted as email attachments. Send to Special Projects Chair Nadia Ismail, ismail@bcm.edu and SGEA Chair nborges@umc.edu, by **June 1, 2018** for consideration for the current year's award.

2) Cover page must include:

- a) Name of applicant(s) and affiliated SGEA Section(s) and medical school(s).
- b) Contact information for project leader (mailing address, telephone, fax, email)
- c) Descriptive title of innovation project.
- d) Institutional development officer or other administrator to whom payment will be made (name, title, address, phone, fax, and e-mail).

3) Proposals must be typed with 12 point Calibri font, 1 inch margins. They may not exceed 5 single spaced typed pages and must include a:

- a) Statement of the problem or opportunity to innovate.
- b) Brief review of the pertinent literature underlying the new approach (reference list is not included in the word count).
- c) Description of the innovation including details of the process or program.
- d) Intended outcomes.
- e) Evaluation plan and outcomes (how did you know the intended outcomes were achieved?)
- f) Lessons learned (based on the results would you change the innovation in the future?).
- g) Project Timeline -Projects must have been implemented within the past 24 months.

4) Letters of support are required from at least three key participants (institutional support personnel, faculty, administrators, etc.) sharing their reactions to the innovation and its positive impact on the institution, learners, or faculty.

- a) Letters of support should be included in or accompany the original proposal but are not included in the 5-page limit.
- b) If this innovation involves human subjects' research, include verification of IRB status such as a letter of approval or email to the PI confirming the status of the study.

REVIEW PROCESS

- Proposals must be received by **June 1, 2018** to be considered for the current year's award.
- Each year a *Review Panel* will be assembled by the Chair of the SGEA and will include a Review Panel Chair, 2-3 current Steering Committee Members, and 1-2 external reviewers (who may be past members of the steering committee). Reviewers may not be authors, co-authors or co-investigators of proposals under consideration during the review cycle.
- *Awardees will be announced at the SGEA Business Meeting at the AAMC Annual Meeting.*
- One project will be recognized per year, depending on submitted proposal quality.
- The project team leader or member(s) *must submit a proposal* to present the innovation results at the annual SGEA meeting following the award. Specific funding to cover travel to the SGEA meeting to present project results is not provided, but award money may be used to support travel in accordance with institutional policies.

CRITERIA

Each proposal will be judged on the following criteria:

- 1) Importance of problem(s) addressed with the innovation
- 2) Clarity of goals and objectives
- 3) Originality of innovation, obstacles overcome
- 4) Application of supporting literature/evidence
- 5) Outcomes and generalizability
- 6) Sustainability
- 7) Potential to impact medical education and serve as a model for other institutions.

Notes: Innovations promoting collaboration across the SGEA Section(s) and health professions are encouraged

FINAL REPORTS + PROJECT DISSEMINATION

The project director (winner of the award) will prepare a brief presentation for the following year's SGEA conference designed to share the innovation with an emphasis on generalizability so other institutions can benefit from the ideas. If this innovation has been or will be presented in other publications or presentations, an acknowledgment of this SGEA award is expected.

QUESTIONS

All inquiries and communications should be addressed to: Nadia Ismail, MD, Special Projects Chair, ismail@bcm.edu.