

WGEA 2020 Call for Mini-Grant Proposals
Advancing the WGEA as a Community of Educational Scholars
Deadline: 11:59 PM PST, September 30, 2020

PURPOSE

The WGEA seeks to promote scholarship in medical education that examines interventions, modalities, and educational content created as a result of COVID-19 within the Western region. To that end, funds are available for investigators via a mini-grant program. Investigators can request up to \$5,000 to initiate a new study.

Priority will be given to those activities that:

- Support rapid implementation of new educational activities during the COVID-19 pandemic.
- Demonstrate potential for integration across the learner continuum (i.e., UME, GME, CME) or across disciplines
- Multi-institutional or Interprofessional collaborations

ELIGIBILITY

1. The Principle Investigator must be a faculty member at a WGEA member school
2. Applicants may submit only one proposal per cycle and may not be an author on any other proposal currently receiving WGEA and national GEA funding
3. For multi-institutional studies, the principle investigator must be at a WGEA member school.

DUE DATE

September 30, 2020

APPLICATION AND SUBMISSION PROCESS

Application must follow the structure template in Appendix A and is comprised of TWO DOCUMENTS:

1. Grant Proposal
2. Letter(s) of Support

Submit application to WGEA MERSE Section chair, Constance Tucker at tuckeco@ohsu.edu by September 30, 2020.

REVIEW AND NOTIFICATION PROCESS

1. Grantees will be notified by December 2020 and funding decisions will be announced on the WGEA website subsequently.
2. The number of proposals funded will depend on the proposal quality and funding available.
3. Refer to reviewer criteria in Appendix B

FUNDING PROVIDED FOR

1. Administrative/technical support to carry out project (e.g., clerical, computer, data entry).
2. Supplies/expenses (e.g., duplication, mailings, computer software).
3. Communication(s) between participants (e.g., web/phone conference).
4. No faculty salary or overhead costs can be supported by the grant.
5. Grantees are eligible for WGEA conference registration reimbursement per funded grant proposal for presenting their final results at a future WGEA meeting. The WGEA MESRE Chair will work with the grantees on the reimbursement process.

AWARDEE DETAILS

1. A final report must be submitted within 60 days of the project completion date (no longer than 18 months from award date) to the WGEA MESRE Section Chair and include copies of materials developed, dissemination activity and a detailed budget report).
2. Dissemination: all publications, presentations and/or products resulting from this project must acknowledge the WGEA as a sponsor of the work.
3. Project team leader or member(s) must submit a proposal to present the project results at a WGEA Regional Meeting within 3 years of receiving the mini-grant. Please be sure to notify the MESRE Chair when you have submitted your abstract through the regular WGEA call process so he/she can work with the planning committee on getting your presentation on the proceedings.
4. Unused funds shall be returned to the AAMC/WGEA.
5. One year after funding, PI must submit a progress report that include progress to date, obstacles and solutions, dissemination activities, and budget report.

CONTACT

For application questions and inquiries please contact the WGEA MESRE Chair, Constance Tucker at tuckeco@ohsu.edu.

APPENDIX A:
APPLICATION TEMPLATE

DOCUMENT #1: Grant Proposal
(Name your document Proposal2020_YourLastName)

Section 1: Cover page must include:

Name of applicant(s) and medical school(s).

For multi-institutional applications a representative from each institution.

Project title

Contact information for Principle Investigator (mailing address, telephone, e-mail)

For new investigators: listing of a local mentor (name, position, e-mail)

Section 2: Body of the proposal is limited to 3 single-spaced typed pages (with 12- point font) including all tables, figures, appendices and must include:

1. Statement of the problem/need to address: Rationale for the study
2. Specific project aims/objectives
3. Review of pertinent literature: How is the effort novel and interesting? How does it advance scholarship in ways not previously explored?
4. Reference to theoretical framework or learning theory on which research builds
5. Methodology: Is the methodology appropriate in light of the research question? Are they written in a way that could be replicated by others?
6. Anticipated outcomes and impact: How can this effort be used as a model to inform teaching and learning at other academic medical centers?
7. Plan for dissemination of project outcomes regionally and nationally
8. Project timeline (not to exceed 18 months)
9. Budget including itemized costs and justification

Section 3: References must follow the AMA Citation style and should be no more than one page.

DOCUMENT #2: Letter(s) of Support
(Name your document LOS2020_YourLastName)

If you are required to submit more than one letter of support, please merge all letters into one document for final submission. Letters are not included in the 3-page proposal limit.

For new investigators (e.g. student, resident, fellow, or junior faculty), letters of support are required from a project mentor and the associate dean for education or equivalent position from the applicant's institution stating their commitment to the project.

For experienced investigators, a letter of support is required from the associate dean for education or equivalent position from the applicant's institution their commitment to the project.

For multi-institutional studies, a letter of support is required from the associate dean for education or equivalent position from the lead institution.

Document #3: IRB Documentation (if applicable)

If this is a research project involving human subjects, a copy of the application to the host IRB must be included. The study does not need to be approved prior to submitting your grant application, however before payment for the grant can be made, a copy of the letter stating that the project is approved or that approval was not necessary must be submitted to the WGEA Executive Committee.

APPENDIX B:
MINI-GRANT REVIEWER CRITERIA

The review criteria are:

1. Is there a statement of the problem and rationale of the study? (5 points)
2. Summarize pertinent literature and present a compelling case for the submission's novelty and innovation? (5 points)
3. Is there a conceptual framework upon which the research builds? (3 points)
4. Are the research question/objectives clear and does it flow logically from the problem statement? (5 points)
5. Is the methodology appropriate in light of the research question? Are they written in a way that could be replicated by others? (5 points)
6. Is the project timeline realistic? (3 points)
7. Is the budget appropriate and realistic and justified? (5 points)
8. Is the proposal clearly written? (3 points)
9. Has the research the potential to make an impact or serve as a model for other research initiatives? (3 points)

Bonus criteria:

1. Is this a multi-institutional (WGEA institutions) or interprofessional project? (3 points-bonus)
2. Does the proposal demonstrate potential for integration across learner continuum (i.e., UME, GME, CME) or across disciplines. (3 points)

Additional review considerations:

For new investigators:

The PI is self-identified as a new investigator in medical education research and appropriate identification and support of a project mentor.

For multi-institutional or interprofessional studies:

Two or more institutions or professions are involved in study in a meaningful way