2021 CGEA Call for Mini-Grant Proposals
Advancing the CGEA as a Community of Educational Scholars

PURPOSE

The Central Group on Educational Affairs (CGEA) seeks proposals that will promote scholarship in medical education and advance the community of scholarship within the Central region. A maximum award of $7,000 is available for multiple-institution projects and $5,000 for single-institution projects. Consistent with the requirements of scholarship, all funded projects must be collaborative and investigatory in nature, and their results must be made public, available for peer review, and freely available for others to build upon.

ELIGIBILITY

- Applicants must be from CGEA member schools/programs (faculty, fellows, residents, or students).

- Applicants may submit only one proposal per cycle (either a multi-institution or a single institution proposal).

- Applicants (including co-applicants) may not be participants on any other project currently receiving CGEA funding.

REQUIRED APPLICATION COMPONENTS
A 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 Section(s)/SIG(s) and medical school(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. 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);

b) Review of Pertinent Literature (i.e., literature-based evidence suggesting that the proposed project uniquely solves the problem stated);

c) Method (i.e., detailed description of the project approach);

d) Anticipated Outcomes (i.e., impact theory, practice, and CGEA as a Community of Educational Scholars);

e) Plan for Dissemination of Project Outcomes regionally and nationally;

f) Key Personnel (including personnel management plan); and

g) Project Timeline (must be at least 12 months, not to exceed 24 months).

3. A comprehensive list of references (not included in the 5-page technical proposal limit)

4. 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.

5. 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. Letters of support are not included in the 5-page technical proposal limit.

6. If this is a research project involving human subjects, a document of submission to the host institution's Review Board (or equivalent body which reviews research proposals involving human subjects) is required.

SUBMISSION DEADLINE AND REVIEW PROCESS

- Applications must be submitted in an electronic format via email to the CGEA Chair, Elissa Hall (Hall.Elissa@mayo.edu) AND the MESRE Chair, Janice Hanson (cgeamesre@gmail.com).

- Proposals must be received by **September 30, 2021** to be considered for funding. Proposals received after **September 30, 2021** 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. Proposers will receive feedback comprising the combined ratings and input 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 and level of involvement of the CGEA Section(s), SIGs and CGEA Members from multiple institutions;
- Clarity/feasibility of goals, relevance of literature, appropriateness of method, 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 <u>NOT</u> 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; and
- Technical or commercial development (e.g., educational software or media).

PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION

- A progress report must be submitted twice annually to the Operations Coordinator, Katie Cornelius (cornelius.katherine@mayo.edu), CGEA Chair, Elissa Hall (Hall.Elissa@mayo.edu) AND the MESRE Chair, Janice Hanson (cgeamesre@gmail.com) six months after the project begins (August 1, 2021). The report 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 Coordinator, Katie Cornelius (cornelius.katherine@mayo.edu), CGEA Chair, Elissa Hall (Hall.Elissa@mayo.edu) AND the MESRE Chair, Janice Hanson (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, 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 or proposed products to the CGEA 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 CGEA Chair, Elissa Hall (Hall.Elissa@mayo.edu) AND the MESRE Chair, Janice Hanson (cgeamesre@gmail.com).

Appendix – Application Checklist

Eligibility Checklist

Principal investigator is from a CGEA member program.	Yes	No
Principal investigator has not submitted any other proposals in this cycle.	Yes	No
No investigators are participating in another project currently receiving CGEA funding.	Yes	No

Other Checklist

Proposal contains a cover page containing the following information:

Applicant(s) name, affiliated CGEA section(s), and medical school(s)	Yes	No	
Project title	Yes	No	
Contact information for the principal investigator	Yes	No	
Name and contact information of institutional grant/development officer	Yes	No	
(Resubmissions only) Explanation of how the proposal has been revised	Yes	No	NA

Proposal contains a technical proposal that:

Does not exceed 5 single-spaced pages, including tables and figures	Yes	No
Contains a Statement of the Problem	Yes	No
Contains a Literature Review	Yes	No
Contains a Method section	Yes	No
Contains Anticipated Outcomes	Yes	No
Contains a Plan for Outcomes Dissemination	Yes	No
Lists Key Personnel	Yes	No
Features a 12-24 month Project Timeline	Yes	No

Proposal contains a reference list (not included in 5-page limit)	Yes	No

Proposal contains a budget (not included in 5-page limit) containing:

Itemized costs	Yes	No

Cost justification	Yes	No
Appropriate grand total ($5K for single institution, $7K for multiple)	Yes	No
Proposal contains letters of support from key stakeholders	Yes	No

Appendix – Suggested Budget Template

Budget Items	Funds Requested
I. ADMINISTRATIVE/TECHNICAL SUPPORT	
1.	
2.	
3.	
Administrative/Technical Support - Subtotal	

Budget Items	Funds Requested
II. EQUIPMENT/SUPPLIES/EXPENSES	
1.	
2.	
3.	
Equipment/Supplies/Expenses - Subtotal	

Budget Items	Funds Requested
III. COMMUNICATIONS	
1.	
2.	
3.	
Communications - Subtotal	

Budget Items	Funds Requested
IV. TRAVEL	
1. Project-related	
2. CGEA Conference Travel	
Travel - Subtotal	

GRAND TOTAL		*$7000 max for multi-institution $5000 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)*