**UTCOMLS Academy of Educators – Call for Proposals**



Our mission is to promote student learning, advance the acquisition of knowledge and enhance patient care and health outcomes through teaching excellence. We aim to achieve this by the promotion and dissemination of best practice in medical education and fostering an environment that support the educational efforts of its teaching faculty. We mean to do this in part by: **Promoting innovation in medical curriculum/evaluation methods**.

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We are pleased to announce the 2015 call for proposals the purpose of which is to promote and support innovative educational scholarship by UT COMLS faculty. Selected educational grant(s) will be supported for up to $5,000 for the 12-month period of July 1, 2015-June 30, 2016. The project must identify a single PI, although collaborative projects are encouraged. The PI must be a member of the UT COMLS faculty in good standing. Deadline for submission is **May 4, 2015** at noon. Awards will be announced no later than June 12th. The titles and names of PI’s will be published on the Academy’s website. Recipients will be expected to make a presentation of their work at an Academy event during the year subsequent to the funding period.

Application and Submission Process

* Projects may include educational scholarship related to curriculum development (e.g., design, implementation or scholarly evaluation of the impact of innovative curricula), development and validation of assessment or evaluation tools, development and evaluation of instructional materials, or other research focused on enhancing medical education.
* All proposals must have IRB approval if human subjects are involved. Applicants should be aware that UT has two IRBs. There is the Biomedical IRB - Susan Mates,
Biomedical IRB Coordinator, Phone: 419.383.6796, and the Behavioral Science IRB - Michelle Shy, SBE IRB Coordinator, Phone: 419.530.6167. The SBE IRB now has electronic submission only. While it is believed that most educational projects will fall under the purview of the Behavioral Science IRB (unless there is actual patient involvement) it would be best to call the offices before submission.
* For future cycles, grantees are welcome to apply with a new project or clearly delineated "next steps" in a previously completed project.
* Proposals should be submitted electronically as Word documents to Brandy Brown (brandy.brown@utoledo.edu) from the Faculty Development office. She will blind the documents to deliver to UTCOMLS Academy of Educators Grant Committee.

Proposal Priorities

* The scope of work for the project should be reasonable and practical, such that it is feasible to complete within 12 months. A pilot project to generate data for a larger external or other grant submission in the effort to scale up the study in the future is encouraged.
* Work that has been previously published will not be accepted, but proposals to conduct next steps or next iteration or expansion/continuation of such work will be considered for review.
* Collaborative efforts between departments are encouraged but awards will be made to the department of the principal investigator who must come from the COM.
* Awards will be based on content related principally to undergraduate medical education activities, but proposals that impact any UTCOMLS educational program (residents; PhD or masters level or graduate certificate) will be considered.

Review Process

* All submissions will be reviewed in blinded fashion by at least two members of the UTCOMLS Academy of Educators Grant Committee. We are committed to providing an instructive critique for each proposal, including those that are not funded. This will allow investigators to pursue their ideas by paying attention to reviewer comments and potentially re-writing their proposals for other funding opportunities. The Committee reserves the right to ask for changes in the project before funding is approved.
* The Committee will give highest priority to those projects that adhere to all proposal priorities and guidelines, are appropriate in scope, have an appropriate budget, and have the potential for high impact at our institution as well as generalizability.
* The number of proposals funded will be dependent on the number and quality of submissions.

Review Guidelines

The Grant Review Committee will evaluate grant proposal submissions using the following guidelines: To be responsive to the Call for Proposals, the applicant must attend to all required material and guidelines and submit electronically by the deadline, May 4, 2015 at noon. The Grant Review Committee will score and discuss the application, paying careful attention to the above, and to the following required sections of the proposal:

* *Proposal narratives* (the introduction, methods, evaluation, outcomes, plan for dissemination) will be limited to 2 single-spaced pages or 1,000 words not including the following: a) the list of works cited (reference list), b) the budget (1 page with justification), c) the time line, d) the biosketch or CV of PI. Tables or figures important to the proposal should be included in the 2 single-spaced pages (or 1,000 words) of the proposal. Do not use appendices. Proposals should be in a font not smaller than 12 pt, with margins not narrower than 1 inch at top, bottom, and each side. **Each proposal should have a cover page with the title of the project, each investigators name (identity of Primary investigator) and department with contact information. This cover page will be removed from the proposal (and is not included in the page count) before review.**
* *Introduction* - Is there a rationale provided for the topic's importance, a literature review that helps define the need for the project, a clear statement of hypothesis (if a research study) or a clear description of project scope and purpose (if an educational innovation project)?
* *Methods/Materials* - Is the methodology appropriate to the question(s) or project plan? Is the design clear and appropriately detailed? Is the study population well-defined and sampling method appropriate? Are the types of instruments or techniques planned for measurement detailed, with rationale for the instruments selected? If instruments or materials are to be developed, is this feasible for the scope and timetable of the project?
* *Evaluation/Analysis* - Is the evaluation proposed appropriate for the study design and comprehensive for examining outcomes? Is a rationale provided for the evaluation(s) or statistical methods selected?
* *Anticipated Outcomes and Results* - Are anticipated and alternative outcomes provided, and are they informative to medical education?
* *Plans for Dissemination* - Does the applicant describe next steps (for example, scale up or further funding potential), generalized use of the project product or findings, or potential integration into other learning settings?
* *Budget and Timeline* - Is the budget adequately detailed and with justification for funds (amounts and allocation)? Is the timeline realistic/practical? ($1000 maximum toward dissemination expenses: print poster and/or conference registration or travel expenses)

Progress and Final Reports

* The principal investigator of each funded proposal will submit a progress report at 6 and a final report at 12 months following the awarding of funds.
* The progress report must include 1) progress to date, 2) barriers, 3) confirmation of current IRB approval if human subjects are involved in the project, 4) budget expenditures, and 5) project activity anticipated in the next 6 months, if applicable, and/or dissemination plans.
* The final report must include 1) project results/outcomes, 2) budget expenditures, 3) dissemination plans.

Please direct all questions to Linda Speer: Linda.Speer@utoledo.edu