



Faculty Practice Division
Research, Education and Faculty Affairs Committee Announces
Request for Proposal (RFP) for
EDUCATIONAL SCHOLARSHIP AWARD

A mission of the University Health Center (UHC) Trust is to maintain innovation and excellence in teaching. To support this mission, UHC has committed up to \$25,000 for one educational grant to support faculty initiated educational research. UHC and the University of Vermont Health Network (UVMHN) Medical Group Faculty Practice Division Research, Education and Faculty Affairs (RE&FA) Committee have developed this Request for Proposal (RFP) with specific targeted goals to:

1. Align the academic missions of UHC, UVMHN, and UVM Larner College of Medicine (LCOM)
2. Develop, improve or innovate effective teaching methods
3. Promote academic activity for physicians at all stages of their career progression
4. Promote mentorship and collaboration among physicians
5. Encourage educational scholarship
6. Encourage interdisciplinary and collaborative efforts
7. Improve on existing organizational strengths and programs

Awards: One award of \$25,000 over a two-year period will be available.

Eligibility: Direction by a PI who is a member of the UVMHN Medical Group Faculty Practice Division (additional investigators do not necessarily need to be members of the UVMHN Medical Group).

Definition of Educational Research:

Educational research is a scholarly pursuit to better understand learners, educational processes, or the outcomes associated with educational interventions. Learners in medical education span the spectrum from medical student to independent practitioner. Educational

processes addressed may be related to learning strategies, teaching methods, curriculum design, advising, mentorship, evaluation and assessment. An educational research design can make use of quantitative, qualitative or mixed methods to test specific hypotheses. Studies that examine the consequences of curricular innovations in a hypothesis-driven study design should include rigorous evaluation methods.

Proposal: Priority will be given to proposals that:

1. Include a clear description of how the program will enhance the educational mission of UVM-LCOM and/or UVMHN;
2. Include both experienced, defined as a regionally or nationally recognized authority in educational research theory or design, and early career investigators;
3. Indicate:
 - a. The knowledge (which may include a tangible educational product such as a new tool, method of assessment, curriculum, or method of instruction) the authors hope to create or better understand.
 - b. How the knowledge will be disseminated.
 - c. A timeline indicating how the study will be completed within two years of the award date.

Exclusions: The proposed project must NOT include requests for support of the following: sabbaticals, travel to professional society meetings or review courses. Educational scholarship awards are not intended to include research related to patient education or direct patient interventions.

Salary Support: Salary support and fringe for investigators and other personnel may be a component of the budget. Individual investigator effort and salary distribution should be based on the [NIH cap](#), currently set at \$189,600, excluding fringe.

Topics of Interest: Priority will be given to applications that focus on the following:

1. Improvement in the Clinical Learning Environment at both the Undergraduate Medical Education (UME) and Graduate Medical Education (GME) levels, such as Liaison Committee on Medical Education Accreditation (LCME) or Clinical Learning Environment Review (CLER) metrics.
2. Implementation or evaluation of active learning initiatives
3. Investigation of network-wide education programs
4. Educational programs that target mistreatment in the clinical environment

Submission of Letter of Intent Required

The R&E Committee **requires** the submission of a one-page letter of intent submitted to Steve Warren (Steve.Warren@uvmhealth.org) by **5pm, June 28, 2019**. Please include the following information:

1. Names of PI, mentor, and co-investigators and their respective departments and academic rank
2. Brief statement of relevant qualifications of researchers and staff
3. Brief research plan to include a research plan abstract and significance of the project, including scientific and career development significance, and outcome measures

Timeline, Progress Reporting, and Outcome Measures:

1. Completed application must be submitted electronically by **5 PM, August 30, 2019** in a single PDF document to Steve Warren (Steve.Warren@uvmhealth.org).
2. Applications will be reviewed by the RE&FA Committee using the NIH scoring criteria noted below in the review process.
3. Awards will be announced by **October 30, 2019** for a start date of **January 1, 2020**. Award recipients will be expected to attend the following events to celebrate their receipt of the UVMHN Medical Group Educational Scholarship Award.
 - a. Education awards will be announced at the Teaching Academy's Snow Season Dinner, date to be determined.
4. Annual progress reports are required and will be solicited by the RE&FA Committee. These reports will be reviewed by the Committee. **NOTE:** If no, or limited, progress is made at the 1-year interval, the committee reserves the right to discontinue the award. Reports must be submitted by awardees on:
 - a. On January 15, 2021, after one year of funding support.
 - b. No later than January 15, 2022 at the completion of the project. Investigators are expected to present their final progress report as an oral presentation and poster submission to the University of Vermont Larner College of Medicine's Teaching Academy forum.
5. Educational Scholarship Award recipients will be asked annually for outcome measures from the research supported by the UVMHN Medical Group grant, including:
 - a. Publications (defined as a durable product suitable for dissemination)
 - b. Tools developed with or without publication (as in MedEdPORTAL)

- c. Submission of grants based on the project
- d. Garnering extramural funding based on the project
- e. Incorporation into the curriculum
- f. Student, resident, fellow or faculty evaluation of products developed
- g. Workshops presented at local, regional or national meetings
- h. Poster or platform presentation at local, regional or national meetings
- i. Presentation of work to other disciplines or centers with intent to extend scope of use of educational intervention
- j. Impact on the investigators' career development

Grant Application Review Process:

1. Applications will be reviewed by members of the RE&FA Committee (outside reviews will be requested if necessary).
2. Two faculty members of the RE&FA Committee, or designated representatives, will act as primary and secondary reviewers.
3. Each application will be scored by the entire committee using the NIH system (10-90, plus "unscored"). The committee will discuss each application and the grant considered to be the best (lowest score) will be funded. See [here](#) for details.
4. Awardees and other applicants will be contacted directly by the chair of the RE@FA Committee, and an announcement will be made.

Application Process:

1. The format, including type size, is to follow the standard NIH PHS grant (PHS-398). That is, "type should be 10-12 points (approximately 1/8" in height for capital letters). If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should *average* no more than 15 cpi. Finally, there must be no more than 6 lines of text within a vertical inch." Leave 1/2" margins.
2. The application consists of the following parts (see [here](#) for relevant NIH grant application forms to use for the application):
 - a. Face Page. Must include:
 - i. Proposed Title
 - ii. Names, Department, Phone Number and E-mail of PI and Co-PI
 - iii. If IRB approval is needed and the status of approval

- iv. Signature of PI and Co-PI with the following statement:
 1. PI ASSURANCE: I certify the statements herein are true and accurate to the best of my knowledge. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.
- v. Signature of the Health Care Service Leaders for each PI.
- b. Narrative Description of the proposal: The narrative description should **not exceed a total of 6 pages** and should address each of the items below (i-vii).
 - i. Specific Aims and Hypothesis (<1 page): A clear statement of the Specific Aims and the hypotheses being explored. We recommend that you limit the proposal to 1 or 2 aims that can be reasonably accomplished within the two-year grant period.
 - ii. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.
 - iii. Significance (<1 page): How does the project address an important issue, barrier, or need in education? How will educational knowledge or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, assessment, or delivery of learning? Are these aims measurable (e.g. publication, a new educational product, dissemination or adoption of your work product, etc.)?
 - iv. Innovation (<1 page): How does the application challenge and seek to shift current theories in education by using novel theoretical concepts, approaches, methodologies, or interventions? Are the concepts, approaches or methodologies, or interventions novel or more broadly applicable?
 - v. Methods (1 page): Describe the overall study design, providing the overall strategy, methodology, and analyses.
 - vi. Environment (<1 page): Will the environment in which the work will be done, including any institutional support, equipment, and intellectual expertise, and other resources available that will contribute to the probability of success. Describe any unique features of the academic environment, subject populations, or collaborative arrangements that will contribute to the success of the project.
 - vii. Timeline (<1 page): Provide a timeline outlining the planned conduct of the study and how it will be completed within the grant cycle (2 years).
3. The following sections are not part of the above 6 page limit (see [here](#) for relevant NIH grant application forms to use for the application).

- a. Future Directions (<2 pages): Explain how the results of the proposed studies will be used to further the educational mission of Larner College of Medicine and the UVMHN Medical Group, and provide outcome measures for your study.
 - b. Detailed Budget
 - c. Budget Justification for each budget item (<2 pages)
 - d. Other research support, if applicable
 - e. References (<1 page)
 - f. Mentoring plan with a letter from the experienced researcher confirming the plan and detailing their experience in relevant mentorship.
 - g. Letters of support, if appropriate, and limited to two in addition to the mentor letter noted above.
 - h. Current *curriculum vitae* of the PI (s) and Co-Investigator (s) or a current NIH biographical sketch may also be submitted.
4. The entire proposal, including signed face page, 6-page research proposal, future directions, detailed budget, budget justification, references, mentoring plan, letters of support and CV/biosketch MUST be submitted as a **single** PDF document electronically by **5 PM August 30, 2019** to Steve Warren (Steve.Warren@uvmhealth.org). Please use the template provided in this document. Proposals that do not meet this requirement will NOT be reviewed.

NOTE: If after reviewing the guidelines any questions arise concerning the suitability of proposed projects or budgetary items, please contact: Dr. Debra Leonard (Debra.Leonard@uvmhealth.org)



Medical Group

EDUCATIONAL SCHOLARSHIP AWARD PROPOSAL

Proposed Title:	
PI Name:	Co-PI Name:
PI Department:	Co-PI Department:
PI Phone Number:	Co-PI Phone Number:
PI E-mail:	Co-PI Email:
Is IRB approval needed? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, status of approval:	
I certify the statements herein are true and accurate to the best of my knowledge. I agree and accept responsibility for the scientific conduct of the project and to provide the required progress reports if the grant is awarded.	
PI signature:	Co-PI signature:
PI Health Care Service Leader signature:	
Co-PI Health Care Service Leader signature:	

Health Care Service Leaders:

- Ira Bernstein, M.D. - Obstetrics, Gynecology and Reproductive Sciences
- Kristen DeStigter, M.D. - Radiology
- Lewis First, M.D. - Pediatrics
- Gregory Holmes, M.D. - Neurological Services
- Debra Leonard, M.D. - Pathology & Laboratory Medicine
- Donald Mathews, M.D. - Anesthesiology
- Claude Nichols, M.D. - Orthopaedics and Rehabilitation
- Mitchell Norotsky, M.D. - Surgery
- Polly Parsons, M.D. - Medicine
- Thomas Peterson, M.D. - Family Medicine
- Robert Pierattini, M.D. - Psychiatry
- James Wallace, M.D. - Radiation Oncology

Narrative Description of the proposal: The narrative description should **not exceed a total of 6 pages** and should address each of the items below (i-vii).

- i. **Specific Aims and Hypothesis (<1 page)**: A clear statement of the Specific Aims and the hypotheses being explored. We recommend that you limit the proposal to 1 or 2 aims that can be reasonably accomplished within the two-year grant period.

Empty box for writing the narrative description.

ii. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.

iii. Significance (<1 page): How does the project address an important issue, barrier, or need in education? How will educational knowledge or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, assessment, or delivery of learning? Are these aims measurable (e.g. publication, a new educational product, dissemination or adoption of your work product, etc.)?

iv. Innovation (<1 page): How does the application challenge and seek to shift current theories in education by using novel theoretical concepts, approaches, methodologies, or interventions? Are the concepts, approaches or methodologies, or interventions novel or more broadly applicable?

v. Methods (1 page): Describe the overall study design, providing the overall educational strategy, methodology, and analyses.

vi. Environment (<1 page): Will the environment in which the work will be done, including any institutional support, equipment, and intellectual expertise, and other resources available that will contribute to the probability of success. Describe any unique features of the academic environment, subject populations, or collaborative arrangements that will contribute to the success of the project.

vii. Timeline (<1 page): Provide a timeline outlining the planned conduct of the study and how it will be completed within the grant cycle (2 years).

3. The following sections are not part of the above 6 page limit (see below for relevant NIH grant application forms to use for the application).

- a. Future Directions (<2 pages): Explain how the results of the proposed studies will be used to further the educational mission of Larner College of Medicine and the UVMHN Medical Group, and provide outcome measures for your study.

(b) DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	FROM	THROUGH
--	------	---------

List PERSONNEL (*Applicant organization only*)
 Use Cal, Acad, or Summer to Enter Months Devoted to Project
 Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnth	Acad. Mnth	Summer Mnth	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	PD/PI							

SUBTOTALS →

--	--	--

CONSULTANT COSTS	
EQUIPMENT (<i>Itemize</i>)	
SUPPLIES (<i>Itemize by category</i>)	
TRAVEL	
INPATIENT CARE COSTS	
OUTPATIENT CARE COSTS	
ALTERATIONS AND RENOVATIONS (<i>Itemize by category</i>)	
OTHER EXPENSES (<i>Itemize by category</i>)	

CONSORTIUM/CONTRACTUAL COSTS	DIRECT COSTS	
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (<i>Item 7a, Face Page</i>)		\$
CONSORTIUM/CONTRACTUAL COSTS	FACILITIES AND ADMINISTRATIVE COSTS	
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD		\$

c. Budget Justification for each budget item (<2 pages)

d. Other research support, if applicable

e. References (<1 page)

- f. Mentoring plan with a letter from the experienced education researcher confirming the plan and detailing their experience in relevant education scholarship and mentorship.

g. Letters of support, if appropriate, and limited to two in addition to the mentor letter noted above.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instruction. It is intended for the user to provide letters of support as mentioned in the instruction above.

h. Current curriculum vitae of the PI (s) and Co-Investigator (s) or a current NIH biographical sketch may also be submitted.