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**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 and the University of Vermont Health Network (UVMHN) Medical Group have committed up to $50,000 for one educational grant to support faculty-initiated educational research. UHC, the UVMHN Medical Group and the UVM Larner College of Medicine (LCOM) have developed this Request for Proposal (RFP) with specific targeted goals to:

1. Align the academic missions of UHC, UVMHN, and LCOM
2. Develop, improve, or innovate effective teaching and assessment 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, interprofessional, and collaborative efforts
7. Improve on existing organizational strengths and programs

**Awards:** One award of $50,000 over a two-year period will be available.

**Eligibility:** Direction by a PI who is a member of the UVMHN Medical Group with a faculty appointment.

PIs are encouraged to include other UVMHN Medical Group members and health professional colleagues within the UVM Health Network.

**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 or mixed methods to test specific hypotheses. Qualitative methods are also acceptable if congruent with the purpose and design of the study. 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:
   1. 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.
   2. How the knowledge will be disseminated.
   3. 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](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-076.html), currently set at $212,100, 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. This includes educational programs that target mistreatment in the clinical environment.
  2. Initiatives that foster diversity, equity, and inclusion in an education program or curriculum.
  3. Implementation or evaluation of active learning initiatives.
  4. Initiatives for network-wide education programs.

**Submission of Letter of Intent Required**

The UVMHN Medical Group Educational Scholarship Award Committee **requires** the submission of a one-page letter of intent submitted to Amanda Broder, Teaching Academy Conference and Member Event Coordinator ([Amanda.Broder@med.uvm.edu](mailto:Amanda.Broder@med.uvm.edu)) by **noon, September 1, 2023**. 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 **noon, November 1, 2023** in a single PDF document to Amanda Broder, Teaching Academy Conference and Member Event Coordinator ([Amanda.Broder@med.uvm.edu](mailto:Amanda.Broder@med.uvm.edu))
2. Applications will be reviewed by the UVMHN Medical Group Educational Scholarship Award Review Committee using the NIH scoring criteria noted below in the review process.
3. Awards will be announced at the LCOM Teaching Academy Induction and Awards Ceremony in January 2024 for a start date of **January 1, 2024.** Award recipients will be expected to attend the event to celebrate their receipt of the UVMHN Medical Group Educational Scholarship Award.
4. Annual progress reports are required and must be submitted by awardees:
   1. On January 15, 2025, after one year of funding support.
5. No later than January 15, 2026, at the completion of the project. Investigators are expected to present their final progress report as an oral presentation or poster submission at a University of Vermont Larner College of Medicine Teaching Academy event.

***NOTE:*** If no, or limited, progress is made at the 1-year interval, the award may be discontinued.

1. Educational Scholarship Award recipients will be asked annually for outcome measures from the research supported by the UVMHN Medical Group grant, including:
   1. Publications (defined as a durable product suitable for dissemination)
   2. Tools developed with or without publication (e.g., cases published in MedEdPORTAL)
   3. Submission of grants based on the project
   4. Garnering extramural funding based on the project
   5. Incorporation into the curriculum
   6. Student, resident, fellow, or faculty evaluation of products developed
   7. Workshops presented at local, regional, or national meetings
   8. Poster or platform presentation at local, regional, or national meetings
   9. Presentation of work to other disciplines or centers with intent to extend scope of use of educational intervention
   10. Impact on the investigators’ career development

**Grant Application Review Process:**

1. Applications will be reviewed by members of the UVMHN Medical Group Educational Scholarship Award Review Committee (outside reviews will be requested if necessary).
2. Two faculty members of the UVMHN Medical Group Educational Scholarship Award Review 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](https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf) for details.
4. Awardees and other applicants will be contacted directly by the chair of the UVMHN Medical Group Educational Scholarship Award Review 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](https://grants.nih.gov/grants/funding/phs398/phs398.html) for relevant NIH grant application forms to use for the application):
   1. Face Page. Must include:
      1. Proposed Title
      2. Names, Department, Phone Number and E-mail of PI and Co-PI
      3. If IRB approval is needed and the status of approval
      4. 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.
      5. Signature of the Health Care Service Leaders for each PI.
   2. 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).
      1. 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.
      2. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.
      3. 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.)?
      4. 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?
      5. Methods (1 page): Describe the overall study design, providing the overall strategy, methodology, and analyses.
      6. 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.
      7. 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](https://grants.nih.gov/grants/funding/phs398/phs398.html) for relevant NIH grant application forms to use for the application).
4. 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.
5. Detailed Budget
6. Budget Justification for each budget item (<2 pages)
7. Other research support, if applicable
8. References (<1 page)
9. Mentoring plan with a letter from the experienced researcher confirming the plan and detailing their experience in relevant mentorship.
10. Letters of support, if appropriate, and limited to two in addition to the mentor letter noted above.
11. Current *curriculum vitae* of the PI (s) and Co-Investigator (s) or a current NIH biographical sketch may also be submitted.
12. 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 **noon, November 1, 2023** in a single PDF document to Amanda Broder, Teaching Academy Conference and Member Event Coordinator ([Amanda.Broder@med.uvm.edu](mailto:Amanda.Broder@med.uvm.edu)). 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. Katie Huggett, Director, The Teaching Academy ([kathryn.huggett@med.uvm.](mailto:Christa.Zehle@med.uvm.)edu)

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**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  Yes  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 Network Department Chair signature:

Co-PI Network Department Chair signature:

Network Department Chairs:

Robert Althoff, M.D., Ph.D. - Psychiatry

Rebecca Aslakson, M.D., Ph.D. - Anesthesiology

Ira Bernstein, M.D. - Obstetrics, Gynecology and Reproductive Sciences

Kristen DeStigter, M.D. - Radiology

Anne Dixon, M.D. – Medicine

Lewis First, M.D. – Pediatrics

Ramsey Herrington, M.D. – Emergency Medicine

Gregory L. Holmes, M.D. – Neurological Services

Debra Leonard, M.D., Ph.D. – Pathology & Laboratory Medicine

Claude Nichols, M.D. – Orthopaedics and Rehabilitation

Mitchell Norotsky, M.D. – Surgery

Thomas Peterson, M.D. – Family Medicine

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).

1. **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.
2. Background and Supporting Literature (<1 page): State the research problem and review relevant literature.
3. 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.)?
4. 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?
5. Methods (1 page): Describe the overall study design, providing the overall strategy, methodology, and analyses. Studies that examine the consequences of curricular innovations should include a program evaluation plan.
6. 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.
7. 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).

1. 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.

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| Program Director/Principal Investigator (Last, First, Middle): |  | | |
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| DETAILED BUDGET FOR INITIAL BUDGET PERIODDIRECT COSTS ONLY | | FROM | THROUGH |
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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

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| NAME | ROLE ON PROJECT | Cal.  Mnths | Acad.  Mnths | Summer  Mnths | | INST.BASE SALARY | SALARY REQUESTED | FRINGE BENEFITS | | TOTAL |
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| CONSULTANT COSTS | | | | | | | | | |  |
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| SUPPLIES *(Itemize by category)* | | | | | | | | | |  |
| TRAVEL | | | | | | | | | |  |
| INPATIENT CARE COSTS | | | | | | | | | |  |
| OUTPATIENT CARE COSTS | | | | | | | | | |  |
| ALTERATIONS AND RENOVATIONS *(Itemize by category)* | | | | | | | | | |  |
| OTHER EXPENSES *(Itemize by category)* | | | | | | | | | |  |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | DIRECT COSTS | | | |  | |
| SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD *(Item 7a, Face Page)* | | | | | | | | | $ |  |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | FACILITIES AND ADMINISTRATIVE COSTS | | | |  | |
| TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD | | | | | | | | | $ |  |

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1. Budget Justification for each budget item (<2 pages)
2. Other research support, if applicable

e. References (<1 page)

1. Mentoring plan with a letter from the experienced researcher confirming the plan and detailing their experience in relevant mentorship.
2. Letters of support, if appropriate, and limited to two in addition to the mentor letter noted above.
3. Current curriculum vitae of the PI (s) and Co-Investigator (s) or a current NIH biographical sketch may also be submitted.