A mission of the University Health Center Trust (UHC) is to maintain innovation on 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 Medical Group Research and Education Committee (R&E Committee) have developed this Request for Proposal (RFP) with specific targeted goals to:

- Align the academic missions of UHC, UVMHN, and UVM-COM
- Develop, improve, or innovate effective teaching methods
- Promote academic activity for physicians at all stages of their career progression
- Promote mentorship and collaboration among physicians
- Encourage educational scholarship
- Encourage interdisciplinary and collaborative efforts
- Improve on existing organizational strengths and programs

**Awards:** One award of up to $25,000 will be available

**Eligibility:** All members of the UVMHN Physician Organization/UVMMG are eligible.

**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:
a) Include a clear description of how the program will enhance the educational mission of UVM-COM and/or UVMHN.

b) Are directed by a PI who is a member of the UVMHN Physician Organization/UVMMG (additional investigators do not necessarily need to be members of the UVMHN Physician Organization/UVMMG);

c) Include both experienced, defined as a regionally or nationally recognized authority in educational research theory or design, and early career investigators;

d) 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 either on patient education or direct patient interventions.

SALARY SUPPORT: Salary support may be a component of the budget, but cannot exceed 40% of the overall budget (i.e. $10,000 maximum). Individual effort and salary distribution should be based on the NIH cap, currently set at $185,100, excluding fringe.

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

a) improvement in the Clinical Learning Environment at both the UME and GME levels (e.g. LCME, CLER)

b) Implementation or evaluation of active learning initiatives

c) Investigation of network-wide education programs

d) Educational program targets at mistreatment in the clinical environment

Submission of Letter of Intent Required
1. The R&E Committee requires the submission of a one-page letter of intent submitted to Jessica Hall (jessica.hall@uvmhealth.org) by 5pm, September 6, 2016. Please use the outline below.
   a. Introduction to include:
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i. Names

ii. Departments

iii. Brief description of the research

iv. Brief statement of qualifications of researchers and staff

b. Statement of need: what important need is being met based on your research, with a description of the target population, geographical area, and appropriate statistical information. Include a timeline of your research activities.

Timeline, Progress Reporting, and Outcome Measures:

1. The R&E Committee will host a Grant Writing Workshop with Bill Jeffries, Ph.D. on Monday, September 26th from 1-3pm in Austin Auditorium. Please RSVP to Abigail Trutor-Mead (Abigail.Trutor-Mead@uvmhealth.org) by September 22nd. All early career researchers are encouraged to attend.

2. Completed application must be submitted electronically by 5 PM, October 14, 2016 in a single PDF document to Jessica Hall (Jessica.Hall@uvmhealth.org)

3. Applications reviewed by the R&E Committee


5. Progress reports are required and must be submitted by awardees on:

   January 15, 2018

   Completion of the project (no later than January 15, 2019)

   These reports will be reviewed by the R&E Committee. NOTE: if no, or limited, progress is made at the 1-year interval, the committee reserves the right to discontinue the project.

6. The final progress report will include an oral presentation to the R&E Committee as well as a poster submission to University of Vermont College of Medicine’s Teaching Academy forum.

7. Outcome measures monitored by the R&E Committee include:

   a. Publications (defined as a durable product suitable for dissemination)

   b. Tools developed

   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
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**Review Process:**

1. Applications will be reviewed by members of the UVMMG R&E Committee (outside reviews will be requested if necessary).
2. Two faculty members of the R&E Committee will act as primary 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.
4. Awardees will be contacted directly by the R&E 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:
   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 address each of the items below (A-G).
      a) **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 grant period
      b) **Background and supporting literature (<1 page):** State the research problem and review relevant literature in the area.
c) **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?

d) **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?

e) **Methods (1 page):** What is the overall study design? Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes, justified in terms of the scientific goals and research strategy proposed? Is the statistical approach sound?

f) **Environment (<1 page):** Will the environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment, and intellectual expertise, and other physical resources available adequate for the project proposed? Will the project benefit from unique features of the academic environment, subject populations, or collaborative arrangements?

g) **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).

The following sections are not part of the 6 page limit.

C. **Future Directions (<2 pages):** Explain how the results of the proposed studies will be used to further the educational mission of UVMCOM and UVMHN.

D. **Budget**

E. **Budget Justification (<1 page)**

F. **Other research support (if applicable)**

G. **References and bibliography (<1 page)**

H. **Letters of support.** If appropriate and limited to two.

I. **Current curriculum vitae of the PI (s) and Co-Investigator (s).** A current NIH biographical sketch may also be submitted.
3. The entire proposal, including CVs, the research proposal outline, future directions, and letters of support (if appropriate) MUST be submitted as a single PDF document. Proposals that do not meet this requirement will NOT be reviewed.

4. One (1) original (with signatures), in a single PDF file, must be submitted to Jessica Hall electronically by 5 PM, October 14, 2016 (Jessica.Hall@uvmhealth.org, Patrick 326).

NOTE: If after reviewing the guidelines any questions arise concerning the suitability of proposed projects or budgetary items please contact: Dr. William Jeffries (William.B.Jeffries@uvm.edu)