



# Mass General Brigham

## Mass General Brigham Center of Expertise Trainee Research Grant - Request for Proposals

The Mass General Brigham Center of Expertise in Health Policy and Management is pleased to announce a Request for Proposals (RFP) for one-year grants to sponsor trainee-initiated research that supports any aspect of the [Mass General Brigham United Against Racism Initiative](#).

The overarching goal of this program is to support trainees in developing expertise in research as well as mentorship in a research career. Additional goals include

- To support trainees in developing expertise in the areas related to this initiative for projects in which they are the PI.
- To facilitate innovative, **trainee-initiated research projects**, which can be helpful in generating preliminary data to support subsequent proposals for external funding. You should be the PI of the proposal you are submitting.
- To provide a framework for trainees to work with faculty mentors on research projects related to health policy and management.

### Awards

Grants of any amount up to \$3000 will be awarded based on the proposal and the merits of the project, as outlined above. The number of grants given at any given time will be determined by the overall competitiveness of the grant and the proposed budget. Up to \$9,000 will be awarded each academic year. Grant funds may be applied to data collection and/or data analysis and research assistance. Please see “Budget” section below for more detail on allowable budget items and consult the FAQ on COE funding, accessible [here](#). A budget justification is required for each submitted proposal.

### Eligibility

Awards are available to residents and fellows in [Mass General Brigham GME programs](#). Applicants are required to have a faculty mentor for their proposal. The work supported by the grant must be performed at a Mass General Brigham institution. Prior COE grant recipients are eligible to apply, but preference will be given to trainees not previously funded by the COEs.

### Review Process

Applications will be reviewed by the leadership and/or faculty of the Centers of Expertise. Applications that are complete and responsive to this RFP will be evaluated based on their significance, approach, originality, feasibility within the timeframe, potential for improving the mission of Mass General Brigham, potential for publication, and for potential to further the research career trajectory of the trainee listed as PI.

### Proposal Categories

Support will be granted for innovative initiatives and research as they align with and support the MGB United Against Racism initiative. Topics include but are not limited to inequities in the physician experience, patient population, social determinants of health, or other topics that can reasonably help inform some aspect of this initiative.

If you have questions about the suitability of your project for this RFP, please contact the Mass General Brigham Centers of Expertise: [CentersofExpertise@partners.org](mailto:CentersofExpertise@partners.org).

## Proposal Outline

Sections of the proposal outline are described below. All sections except the letters of support are submitted through survey monkey. It is advised that you type your responses out ahead of time and copy/paste them into survey monkey. Please note that formatting (bold, underline, italics, and bullets) may not transfer when pasted into survey monkey. As a general rule of thumb, what you paste into survey monkey should be no longer than 3 single-spaced pages. Letters of support should be submitted electronically to [CentersofExpertise@partners.org](mailto:CentersofExpertise@partners.org).

- **Title Section:** include the project title, PI's name, title, phone number, and email address. Also include the names, titles, and institutional affiliations of any other investigators and the faculty sponsor. *The trainee is required to be the PI.*
- **Research Narrative**, with the following sections:
  - o Brief description of the problem to be addressed.
  - o Brief literature review: 1-2 paragraph summary of the relevant literature in support of the proposed project. A maximum of 6 references may be included using the *New England Journal of Medicine* format.
  - o Study hypothesis.
  - o Population to be studied.
  - o Description of the intervention or study design.
  - o Description of the comparison group/baseline (when relevant)
  - o Outcome variable to be used to determine the efficacy of the intervention (if relevant).
  - o Power analysis (when relevant) to determine feasibility.
  - o Timeline.
  - o An indication that the protocol is HIPAA compliant and has been or will be submitted for Institutional Review Board (IRB) review (if appropriate).
  - o An indication that the protocol is has been or will be submitted for Institutional Review Board (IRB) approval or exemption.
- **Budget:** A line-item budget and budget narrative must include an estimated breakdown of how the award will be used (supplies, equipment, statistical support, consultation, and other expenses), and why the listed items are necessary.
  - o Salaries of Mass General Brigham personnel cannot be supported by grant funds.
  - o Indirect costs are not provided.
  - o Equipment purchases specific to a research project may be approved, with the provision that the equipment is returned to the COE at the conclusion of your project.
  - o Grant recipients should follow Mass General Brigham purchasing policies, including use of purchase orders when required.
  - o Please review the [FAQ for COE funding](#).
- **Letters of support:** one letter support must be submitted via email. Please review the [FAQ](#) for additional information about what a letter of support should say.
  - o A letter of support from a faculty member (project mentor) confirming their willingness to serve as the Project Mentor. Please make sure the mentor includes the "research grant" as the subject of the email and sends it to [CentersofExpertise@partners.org](mailto:CentersofExpertise@partners.org).
  - o The COE office is happy to answer questions about the status of an application and, as time allows, we will do our best to notify trainees of an incomplete application. However, *it is the responsibility of the trainee to confirm that the required supporting letters have been received by the COE staff.*

- You need to discuss your intent to apply for this grant with your PD. We will reach out to your PD to obtain their endorsement of your application, which is required to be eligible for funding.

### **Post-Award Stipulations**

- **Period of Support:** One year; dates to be specified. Shorter time frames are fine, as appropriate to the project. Funding must be activated within 1 month of notification. Funds not used within the specified period are returned to the COE unless an extension has been granted. Additional details will be provided in the award letter.
- **Reporting requirements:** Grant recipients will be asked to submit two written progress reports. An interim report due August 1, 2022 and a final report due by March 31, 2023. Details of what to include and how to submit the reports will be included in the award letter.
- **Meetings:** As a condition of accepting the award, the recipient must agree to attend a minimum of two COE dinner sessions during the 2021-2022 academic year in addition to one grant recipient report-back session. Details will be included in the award letter.
- **Notification:** PIs agree to keep COEs aware of any publications, funding, collaboration, and/or employment that is a result of the COE-funded research grant.
- **Mentorship:** Mentors must be MGB employees and available to the trainee for ongoing mentorship during the entire project timeframe.

### **Submission**

Proposals should be submitted through survey monkey. The application link can be found in [COE funded opportunities webpage](#). Letters of support should be emailed to [CentersofExpertise@partners.org](mailto:CentersofExpertise@partners.org) with the subject line “research grant”.

### **Submission Check list**

- Complete the [survey monkey application](#) by the deadline of March 15, 2022 at 8am ET.
- Ensure that the letter of support from your mentor is emailed to [CentersofExpertise@partners.org](mailto:CentersofExpertise@partners.org) by the deadline of 12/1/2021 at 8am.