Partners Center of Expertise in Medical Education
Trainee Research Grants – Requests for Application

Partner’s Center of Expertise in Medical Education is pleased to announce a Request for Applications (RFA) for one-year project proposals focused on research and innovation in medical education.

The primary goal of the Partners Center of Expertise in Medical Education Trainee Research Grants is to support trainees in their career growth as medical educators. We will give particular consideration to proposals that involve original research on education and are generalizable beyond the applicant’s own specialty. However, we will consider all projects, including those designed to create new curricula or implement educational enhancements. Regardless of the type of project submitted, two areas will be prioritized:

1. Measurable and meaningful outcomes that are clearly described, and
2. Involvement and relevant experience of an identified project mentor.

Additional goals of the program include:

- Supporting trainees in developing expertise in medical education.
- Facilitating innovative education-based research projects (including obtaining preliminary data so that external funding can be procured).
- Providing a resource for trainees to get advice from faculty and each other regarding research projects related to medical education.

Awards
Up to five grants will be awarded each year. The maximum funding per award is $3000.

Eligibility
Awards are available to residents and fellows in Partners GME programs (http://www.partners.org/Graduate-Medical-Education/Residency-And-Fellowship-Programs/Default.aspx). Applicants are required to have a faculty mentor for their proposal. The work supported by the grant must be performed at a Partners institution. Prior COE grant recipients are eligible to apply, but preference will be given to trainees not previously funded by the Medical Education COE.

Review Process
Applications will be reviewed by the leadership of the Medical Education COE. Completed proposals will be evaluated based on the previously indicated priorities as well as significance, originality, feasibility, methodology, potential for improving the educational mission of Partners, and for publication.

Content
Applications for evaluating novel initiatives (such as implementing new curricula, assessment tools or educational technology) and/or research that enhances our understanding of important aspects of medical education (such as learner or faculty needs and preferences) are more likely to be funded. High priority topics include – but are not limited to – improving feedback and evaluation, enhancing collaboration among professionals on care teams, enhancing ambulatory-based education, making education more time-efficient, and enhancing the quality of faculty teaching skills.

If you have questions about the suitability of your project for this RFA, please contact one of the Medical Education COE leaders, Dr. Keith Baker or Dr. Tracey Milligan.

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.

- **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.
- **Research Narrative**, with the following sections:
  - Brief description of the problem to be addressed.
  - 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.
  - Study hypothesis.
  - Population to be studied.
  - Description of the intervention or study design.
  - Description of the comparison group (when relevant).
  - Outcome variable to be used to determine the efficacy of the intervention (if relevant).
  - Power analysis (when relevant) to determine feasibility.
  - Timeline.
  - An indication that the protocol is HIPAA compliant and has been or will be submitted for Institutional Review Board (IRB) review (if appropriate).
  - 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 should detail how the funds would be used (non-faculty/trainee personnel, supplies, equipment, statistical support, consultation, and other expenses). *Salaries for trainees or faculty cannot be included and indirect costs will not be supported by grant funds.* Equipment purchases specific to a research project may be approved, with the provision that the equipment must be returned to be available for future investigators through the COEs at the conclusion of the project.

**Letters of support**: two letters of support must be submitted.

- A letter of support from the trainee’s Program Director should indicate his/her support of the applicant’s participation in the project in the context of other clinical and academic commitments. Please make sure your PD includes the grant you are applying for in his or her letter.
- A letter of support from a Faculty Sponsor (project mentor) must confirm his/her willingness to serve as the project mentor. Please make sure the Faculty Sponsor includes the grant you are applying for in his or her letter. (If the program director is serving as project mentor, both points can be addressed in a single letter.)
- *It is the responsibility of the trainee to confirm that these letters have been received by the COE office.* The COE office is happy to answer questions about the status of one’s application and if time allows, we will do our best to notify trainees of an incomplete application. However, the COE office is ultimately not responsible for ensuring that applications are complete.

**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 between February 2016 and June 2016.
- **Reporting requirements**: grant recipients will be asked to submit two written progress reports. An interim report due 6/1/2016 and a final report due by 1/30/2017. 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 period of the award, in addition to one grant recipient report-back session.

**Submission**

Proposals should be submitted through survey monkey. The application link can be found in the Medical Education section of the COE funded opportunities webpage ([http://www.partners.org/Graduate-Medical-Education/Centers-Of-Expertise/Funding-Opportunities.aspx](http://www.partners.org/Graduate-Medical-Education/Centers-Of-Expertise/Funding-Opportunities.aspx)). The letters of support should be emailed to CentersofExpertise@partners.org. Please ensure that your letters of support indicate the grant you are applying to.

**Submission Check list**

- Completed application through survey monkey.
- Ensure that 2 letters of support are emailed to CentersofExpertise@partners.org by the deadline.
Proposal Resources
Applicants may wish to review some of the following materials to assist them as they prepare their proposal: