

# **WGEA Call for Proposals**

## *Advancing the WGEA as a Community of Educational Scholars*

### **PURPOSE**

The WGEA is providing a funding opportunity to new investigators in the area of medical education research. This small grants program (\$1,000 award which may be renewed twice for a maximum support of \$3,000) is meant to promote **mentored** medical education research projects for *new investigators* designed to advance medical education research within the Western region.

*The goal of this program is to enhance our region's community of educational scholars. Consistent with the criteria for scholarship, the results of these projects must be public, available for peer review, and available in a format that others can build upon your work.*

### **ELIGIBILITY**

- All WGEA members in good standing are eligible to submit a proposal.
- All applicants must identify a mentor for the project who will also provide a letter of support (see below).
- Members may submit only one proposal per cycle and may not be an author on any other proposal currently receiving WGEA funding unless you are submitting for a non-competitive renewal.
- Non-competitive renewals may only be submitted for projects that have been completed. These requests should only be made for projects that will be expanded or disseminated to additional research sites (e.g., if the original grant funded a pilot study).

### **APPLICATION AND SUBMISSION PROCESS**

Applications must be submitted in an electronic format (to expedite review).

#### Cover page must include:

- Name of applicant(s) and medical school(s)
- Project title
- Contact information for project leader (mailing address, telephone, fax, e-mail)
- Proposals must not exceed 3 single-spaced typed pages including all tables, figures, appendices and must include a:
  - Statement of the Problem / Rationale
  - Review of Pertinent Literature
  - Methodology
  - Anticipated Outcomes
  - Plan for Dissemination of Project Outcomes regionally and nationally
  - Project Timeline (not to exceed 18 months).
  - Budget including itemized costs and justification.
- Letters of support are required from the project mentor and the associate dean for education or equivalent position from the applicant's institution stating their commitment to the project

and the applicant's qualifications. (Letters are not included in the three-page proposal limit). Letters of support may be faxed if the author is unable to send in electronic format.

- If this is a research project involving human subjects, a copy of the application to the host institution's Review Board (or equivalent body which reviews research proposal involving human subjects) must be included. The study does not need to be approved prior to submitting your grant application, however before payment for the grant can be made, a copy of the letter stating that the project is approved or that approval was not necessary must be submitted to the WGEA Executive Committee.

### **ANNUAL SUBMISSION DEADLINE (SEPTEMBER 1) AND REVIEW PROCESS**

- Proposals must be received by September 1 of each year to be considered for funding.
- Proposals received after September 1 will not be reviewed.
- Each year the *Review Panel* will be appointed by the Past-Chair of the WGEA and will include three to five current Executive Committee Members and one to two external reviewers. Reviewers may not be authors or mentors of proposals under consideration during the review cycle.
- Funding decisions will be announced at the annual WGEA Fall Business Meeting.
- Number of proposals funded per year will depend upon the WGEA Budget and proposal quality with a typical range of 1-3.

### **CRITERIA**

Proposals will be judged on each of the criteria listed below resulting in one of the following decisions: (1) Approved; (2) Tabled - pending clarification/modification and re-review; (3) Approved but not funded; (4) Not Approved.

- The PI is self-identified as a new investigator in medical education research.
- Appropriate identification and support of a project mentor.
- Clarity of goals, relevance of literature, appropriateness of methodology, and plan for dissemination.
- Potential to impact the WGEA and its member institutions including its potential to serve as a model for other initiatives.
- Self-sustainability post funding if applicable.

### **FUNDING PROVIDED FOR**

- Administrative/technical support to carry out project (e.g., clerical, computer, data entry).
- Supplies/expenses (e.g., duplication, mailings, computer software).
- Communication(s) between participants (e.g., web/phone conference).
- Maximum award \$1,000 with the ability to apply for additional awards for a maximum of three consecutive funding years.

### **PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION**

- Project director will be required to submit a progress report per year (one month prior to the annual AAMC meeting) unless the results of the project have already been presented at the WGEA regional meeting.

- Progress report must include progress to date, obstacles and solutions, dissemination activities, budget report, and summary statement by mentor.
- Projects whose directors are no longer members in good standing in the WGEA (i.e., no longer at a WGEA member institution) must submit a request for approval of a new project director with continued funding contingent on approval of the WGEA Past Chair.
- A final report must be submitted within 60 days of project completion date (no longer than 18 months from award date) to the WGEA Past Chair and include copies of materials developed, dissemination activity, and self-sustainability (e.g., sources and amount of continued funding if applicable) unless the results of the project will be presented nationally either at a conference or as a publication. If the study results are presented at a national professional meeting or are published in a journal, no formal report is required, only a copy of the presentation or article should be submitted to the WGEA Past Chair.
- Dissemination: all publications, presentations and/or products resulting from this project must acknowledge the WGEA as a sponsor of the work.
- Project team leader or member(s) must submit a proposal to present the project results at a WGEA Regional Meeting.

## QUESTIONS

- All inquires and communications should be addressed to Carol Hodgson, PhD at [carol.hodgson@uchsc.edu](mailto:carol.hodgson@uchsc.edu) or call her at 303-315-3034.