

## Educational Innovations Grants Funding Opportunity

- An Educational Pilot Project Program –  
Cycle IV  
2018

### Description and Priorities

The Office of Medical Education invites applications for *Educational Innovations Grants* - a competitive pilot grant program designed to improve community health and the delivery of healthcare through educational innovation.

**Innovation** is defined as a new process that improves patient care and the educational experience which can be embedded in existing systems.

Proposals should outline the framework for purposeful enhancements and/ or that propose simplified approaches to current systems in our undergraduate, graduate and continuing medical education programs.

### Priorities:

The program will pursue innovative, meritorious projects that will generate preliminary data or proof of principle that will lead to the development of novel course offerings, teaching and engagement methods, and evaluation tools. Priority will be given to projects that result in abstracts, publications and competitive applications for extramural funding. Further priorities will be given to applications relating to, but not limited to:

- Interprofessional
- Shared decision making
- Health care disparities
- Advocacy
- ACGME's CLER Pathway to Excellence
- Learner involvement

Please read the below instructions carefully; criteria for funding through this program includes the following:

**a. Eligibility:** Applicants should be members of the Maine Medical Center community and its affiliates and/or affiliated with its educational programs. Pilot projects may be conducted by an individual or may be collaborative in nature, with a co-leadership structure to enhance educational and clinical interactions. Cross-disciplinary proposals where co-leaders come with diverse disciplines and backgrounds (physician faculty, trainees, nursing, administrative, etc.) are encouraged. Proposals that include a mentoring component of a junior faculty member or a trainee are also strongly encouraged.

**b. Scope:** The focus, methodology, and outcomes of the Educational Innovation Grants must be based on sound educational and scientific principles and targeted at enhancing the educational mission of MMC as it relates to medical student and residency/fellowship training, see below. Such projects may range from addressing formative educational research questions to the design and implementation of specific educational, safety and quality improvement offerings. Pilot projects should have a scope and objectives that can be accomplished within 12–18 months, with defined and measurable milestones and objectives.

Medical Education Development Plan II defines our educational mission and vision as:

**Mission:** *To enhance, through education, the effectiveness of healthcare and the health of Maine citizens*

**Vision:** *To be the premier provider of undergraduate, graduate and continuing medical education in northern New England.*

**c. Budget:** The budget should not exceed \$20,000 and may be less, depending on the scope of the proposal. Please consider a smaller proposed budget up to \$20,000. Under special, uncommon circumstances, proposals with budgets greater than \$20,000 will be considered. If such is the intent, this should be clearly indicated in the Letter of Intent (see below) and *fully justified* in the actual application. Budgets can include requests for partial salary support, supplies, consultants, resources from the Hannaford Simulation Center, and other items necessary to accomplish the aims of the project. With rare exceptions travel will not be funded; this includes travel to meetings to present results of the grant.

**d. Human Subject Protection:** If projects utilize any human subjects or sensitive data, appropriate training and institutional approvals through the MMC Institutional Review Board (IRB) will be required and must be initiated prior to receiving an award and beginning the project.

**e. Interim and Final Reports:** Grant recipients agree to submit:

- Interim progress reports including budgets at 6-month intervals to verify progress on the proposed time line.
- A final report and, if applicable, an educational product within 60 days of the completion of the funding period.

Disbursement of grant funds will be contingent on receipt of these reports.

**For questions related to this funding mechanism, contact:**  
*Sue Rose, Program Manager, Dept. of Medical Education, ERose@mmc.org.*

## APPLICATION GUIDELINES

This pilot project program provides funding for individual and collaborative projects intended to enhance the educational mission of MMC as it relates to undergraduate and graduate medical education and that can be completed in a 12 – 18 month time frame. The maximum amount of support available is \$20,000 per award. The number of awards will depend upon availability of funds, and the budgets of the most competitive applications. Applications will be reviewed by a standing Selection Committee that includes diverse membership and ad hoc members, as needed, for the evaluation of specialized project topics, the above announcement for details.

Applications will be critiqued and scored based on criteria related to the project's: Significance, Innovation, and the overall Project Approach and Organization. Proposals should include a clearly defined pathway that addresses the direct relevance and/or implementation plans of the project's findings and outcome to MMC's undergraduate and graduate medical education mission. Scoring will not be shared with applicants, however constructive feedback will be provided if available.

Projects involving human subjects **must have** IRB approval prior to award and start-up.

**APPLICATION PROCESS:** To facilitate your application, follow the guidelines and below.

**Letter of Intent** (2 page maximum): The LOI is the first step toward applying for an Educational Innovations Pilot Grant. ALL applicants are required to submit a Letter of Intent (LOI).

LOIs are due by end of day, **Friday, March 30, 2018**, and should be addressed to: Bob Bing-You, M.D., VP for Medical Education

Email the LOI as a pdf attachment to Sue Rose, Program Manager, Dept. of Medical Education, ERose@mmc.org. Applicants will receive an initial email confirming receipt of their Letter of Intent, and a subsequent email by **Friday, April 13, 2018** informing them of the decision of the Selection Committee regarding an invitation to submit Full Proposal.

The LOI should briefly address the following elements:

- a) Relevance of the project
- b) Objectives
- c) Innovation
- d) Assessment approach and anticipated outcomes
- e) Proposed utilization of funds

**Full Proposal:** For those applicants selected to submit a full proposal, the following guidelines apply.

Full proposals are due by end of day, **Wednesday, June 6, 2018**. The proposal should be addressed to and submitted as a single pdf file in the same manner as for the LOI. Applicants will be notified of a decision by **Friday, July 20, 2018**.

Please include the following information in the application:

Project Leader(s)/Degrees:

Affiliation:

Email address:

Co-Leaders or Mentors/Degrees:

Affiliation:

Email address:

**Full Application Sections:**

## 1. Project Title:

## 2. Project Summary – Limit 300 words

### 3. Specific Aims – Limit 1 page

State concisely the goals of the proposed project and summarize the expected outcome(s), including the impact that the results of the proposed work will have on the undergraduate and/or graduate medical education field(s) involved.

List succinctly the specific objectives of the project, e.g., to test a stated hypothesis, create a novel course offering, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

Specific Aims are limited to one page.

### 4. Project Strategy – Limit 4 pages

Organize the Project Strategy in the specified order and using the instructions provided below. Start each section with the appropriate section heading—Significance, Innovation, Approach. Cite relevant published work in the Project Strategy section and provide the full reference in the Bibliography and References Cited section.

#### **(a) Background and Significance**

- Explain the importance of the project and how it will advance progress in medical education.
- Explain how the proposed project will improve clinical care or practice, scientific knowledge, and technical capability through enhancement in the medical education arena.
- Note the constituents that will directly and indirectly benefit from this project and how it will address their needs.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive medical education and clinical care will be changed if the proposed aims are achieved.
- Describe what outcomes you expect from your project.

#### **(b) Innovation**

- Explain how the application challenges and seeks to shift current educational and if appropriate, clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

#### **(c) Approach**

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. If data collection is part of the project, include how the data will be collected, analyzed, and interpreted.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims, including sustainability.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Describe what strategy and instruments you plan to employ to measure achievement toward your targeted outcomes (e.g. pre-/post-intervention assessment of performance, knowledge, attitudes, perceptions, skills, etc. garnered using questionnaires, interviews, tests, checklists, focus groups, etc.)
- Describe the dissemination plan of the findings, conclusions, and /or recommendations.
- Point out any procedures and situations, especially related to privacy concerns, that may constitute harm to subjects (e.g. patients, staff, and personnel) and what precautions to be exercised to mitigate

such concerns.

(Note: In the case of multiple Specific Aims, the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or collectively for all Specific Aims.)

**5. Resumes** – and/or Curriculum Vitae for all key personnel and collaborators

**6. Budget** – and budget justification (\$20,000 maximum total costs). Requests for partial salary support must be accompanied by letters from the Clinical Department Chief and Clinical Practice Leader indicating their support and specifically how the faculty/staff member will be freed up from other obligations (e.g. clinical) to lead/participate in the project. Budget formatting should reflect the attached sample. Budgets that do not reflect this formatting will be returned for revisions.

**7. Letter of Support** – The application should be accompanied by a letter from your clinical department chief(s) or departmental supervisor(s) affirming her/his support of your project and your leadership. The letter should include a brief assessment of the impact of this project, the chief or supervisor's support of your time and effort (see also above if salary support is requested), the feasibility of the project, and sustainability after the grant period. Projects collaborative in nature should include a letter of support from collaborators.

**8. Submission Formatting** – To ensure uniform submissions, please adhere to the following formatting below for both the Letter of Intent and Application documents:

- (All sections should be single-spaced and make use of 11 point Arial font.
- Page margins should be of 1" throughout.
- Label in **bold** all section headings specified in the Proposal Outline (e.g. Project Title, Project Summary, Specific Aims, etc.)
- Budget should reflect the attached budget formatting sample; budgets submitted not in this format will be returned for revisions.

\*\*\*\*\*

**Review criteria:**

1. *Significance of the project.* Is this project of high significance? Does it address an important area of undergraduate and/or graduate medical education? Are the outcomes and/or resulting data likely to have an important impact on medical education, healthcare delivery and/or the health of the populace clinical care locally and/or beyond MMC. Are the findings likely to result in a conference presentation, a publication or an application for future extramural funding?

2. *Collaborative projects.* Does the project take a multidisciplinary approach? What is the background and degree of expertise of the project leadership team? Does the project include a junior leader and/or a trainee(s)? Are the roles of each leader clearly defined? Is it likely that these collaborations will be sustainable beyond the duration of the pilot project award? Does the project address issues in interprofessional education?

3. *Innovation.* Is the project strategy innovative? Will the project develop innovative teaching methods, educational curriculum, protocols that enhance patient care in the realms of quality or safety, or add to the theoretical construct of medical education?

4. *Approach and Project Plan.* Is the project plan rationally conceived? Has the published literature and current standards of clinical care been considered in designing the approach? Has adequate attention been paid to project feasibility, resource needs, data acquisition and analysis, human subject protection particularly in the privacy arena? Have potential barriers to conducting the study been considered and alternative plans delineated? Does the project plan take advantage of existing Institutional resources?

Is there a clear project evaluation plan? Are benchmarks for progress specified and reasonable? Is there a mentoring plan for the junior leader?

5. *Appropriate timeline.* Does the project fit within a one-year to 18-month timeline with well-described implementation plan and milestones?

6. *Budgetary considerations.* Is the budget justified in a clearly described narrative and reasonable to accomplish the project aims?

*Cycle IV Version 1, 11/21/2017*