The University of Iowa Carver College of Medicine

Educational Development Fund (EDF)

Spring 2009 Proposal Guidelines

Deadline for submission: 4:00 PM, April 1, 2009

The Carver College of Medicine Advisory Committee to the Office of Consultation and Research in Medical Education (OCRME) is charged with overseeing a special allocation to support development and research projects in health sciences education. The Committee has the responsibility of reviewing all proposals and making decisions about funding. We accept proposals on a semi-annual basis.

The following guidelines were developed to help assure that proposals contain sufficient information for the Committee's consideration. We encourage you to seek assistance from OCRME consultants in the preparation of your proposal.

I. General Statements:

A. Grants of up to $10,000 will be awarded to Carver College of Medicine faculty to stimulate investigation and improvement in education. The Committee is interested in proposals emphasizing the educational process. The evaluation component and the project's impact on the learner are both key aspects of the proposals.

B. Requests for funds will be considered for the following purposes:
   1. To aid in the development of new educational programs within the Carver College of Medicine.
   2. To improve existing programs within the Carver College of Medicine.
   3. To conduct pilot studies exploring methods of teaching.
   4. To assess educational techniques, materials or programs.
   5. To devise improved methods of evaluation of students, teachers, courses or rotations.

The primary purpose of the Fund is to support CCOM academic degree programs, but the committee will consider projects of exceptional merit that include UIHC house staff among the targeted learner group. If the Committee has insufficient funds to support all equally worthy proposals, priority will be given to those whose main learner group are CCOM students.

Please carefully review the policies on budget (II C) concerning the types of funding requests that will or will not be considered.

C. Applicants are strongly advised to consult with the staff of the Office of Consultation and Research in Medical Education (1204 MEB, Phone 335-8901) in developing their proposals. OCRME consultants are available for all phases of proposal development and have expertise in medical education, instructional design, computer-based and multi-media education, research design and methods, educational measurement, statistics, and evaluation.

D. Review process: Each proposal will be judged on its own merits. Committee members read and rate each proposal, and then the Committee meets to discuss the reviews and determine which proposals will receive funding. Proposals are evaluated on their worthiness (in meeting the purposes described above) and feasibility.
II. General Policies and Procedures:

A. Principal Investigator: A member of the faculty of the Carver College of Medicine must be named as Principal Investigator of the project.

B. Grant period: The grant period is eighteen months. Successful fall submissions are generally funded beginning January 1. Successful spring submissions are funded beginning July 1. Extensions are strongly discouraged. Only in exceptional circumstances will short extensions be considered and those requests must be submitted in writing to the Committee Chair.

C. Budget: The total amount awarded will not exceed $10,000.

Funds may be used for support personnel (excluding secretarial support), equipment, and supplies.

Funds will not be provided for faculty salaries, travel, purchase of standard office equipment, space renovation, or to replace regular departmental funding.

Requests for funds for computer hardware and/or audiovisual equipment usually are limited to $5,000. It is expected that departments be willing to share use of equipment purchased with EDF monies, as will be specified in the award letter.

Funds requested for consulting services (e.g., video production, statistical services) should include written estimates and should use units within the College except in instances where they cannot provide necessary services (as documented in the proposal).

D. Continued departmental support: Evidence of the likelihood of continued departmental support following the termination of the grant will be viewed favorably.

E. Instructional programs: For projects developing some type of instructional program (e.g., videotape or computer-based instructional programs), the proposal should show that there is no existing program, or if existing, why it is unsuitable for the project’s stated purpose.

F. Submission directions: See below for proposal guidelines. Applications received after the deadline will not be accepted and will be returned to the Principal Investigator.

G. Notification: It is anticipated that the grant award notification will be made approximately 30 days before the start of funding. It will include information regarding the establishment of a project account.

H. Account Information: An account will be established by OCRME for each grant. The Principal Investigator will disperse granted funds based on the approved budget and budget justification. It is the responsibility of the PI to monitor expenditures. Account summaries will be kept on file at OCRME.

I. Unexpended funds and account closure: All unexpended funds revert to the Carver College of Medicine and accounts will be closed after the project end date. It is the responsibility of the Principal Investigator to ensure that all appropriate expenditures are charged to the account prior to the end date of the grant.

J. Progress/Project changes: Awardees must show progress in their project by 4 months of project start date or risk loss of funding. In the event that substantial changes in the project become necessary during the period of the grant, an interim report must be prepared and submitted to the Chair describing the reasons for the changes and substantiating any alterations in the budget.

K. Reports: A progress report is due 60 days following completion of the grant. The Carver College of Medicine requires a copy be submitted to the Committee. Please send the report to OCRME. An electronic copy may be required. The report should restate the objectives, detail the progress and achievements of the activity, and summarize the budget expenditures by category. Failure to submit a report in a timely manner may make the investigator ineligible for future EDF funding.

Due April 1, 2009
L. **Presentation of results:** Grant recipients whose projects include a scientific research component are encouraged to present their work at the Carver College of Medicine research forums.

### III. Proposal Guidelines:

Each proposal submitted to the Advisory Committee for consideration should contain the following:

A. **Abstract:** A brief abstract (150 words) describing the purpose, process to be used, and expected results of the project is required. (See attached Cover Sheet.) Abstracts of funded proposals will be listed in OCRME publications including the OCRME web site ([http://www.medicine.uiowa.edu/ocrme/](http://www.medicine.uiowa.edu/ocrme/))

B. **Proposal Cover Sheet --- see attached**

C. **Proposal Narrative --- see attached (seven page limit)**

D. **Proposed Budget Form --- see attached**

E. **Budget Justification**

   *Attach a budget justification explaining the need for funds in EACH category requested, and provide vendor quotes or estimates.*

   *See the general statement and the policies above concerning appropriate requests from this Fund.*

All documents submitted should be completed in 11 point or larger font size.

**One (1) signed ORIGINAL and seventeen (17) copies** of the proposal must be prepared according to the guidelines and submitted to the Office of Consultation and Research in Medical Education (OCRME), 1204 MEB.

Due April 1, 2009
The University of Iowa Carver College of Medicine
Educational Development Fund (EDF)
Spring 2009 Proposal Cover Sheet

Project Title:

Project Begin Date: July 1, 2009  Project End Date: December 31, 2010

Amount Requested:

Principal Investigator (name, degree, title):

Department:

Office Address:

Telephone:

E-mail Address:

Abstract: (150 word maximum) [See guidelines section III for specific requirements.]

If you are conducting research involving human subjects, you should submit your plans for review by the Institutional Review Board (IRB). Contact the Human Subjects Office (http://research.uiowa.edu/hs) if you have questions.

You do not need IRB review before applying for an EDF award, however, the OCRME Advisory Committee may, at its discretion, require documentation of approval before releasing EDF funding.

In submitting this proposal and signing below, the principal investigator and the sponsoring department agree to carry out the activities described in this proposal within the time specified. The applicants assure that the money will be spent in the manner prescribed and that it will not be used to replace regular departmental funding for education. In addition, the applicants acknowledge that in-kind resources, such as the principal investigator’s time on the project, will be available.

<table>
<thead>
<tr>
<th>Principal Investigator's Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head's Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Due April 1, 2009
Proposal Narrative*

(Use this outline as a guide.)

A. Introduction

1. Rationale/Purpose
   General statement of purpose. Describe why the project should be undertaken.

2. Objectives
   Specific statements of intended outcomes or expected results.

3. Student Population
   What learner group(s) will be served by the project? How many learners will be served?

B. Project Plans

1. Activities
   What specifically will be done to achieve the above objectives? Who? How? Where? etc. Be as specific as possible.

2. Time Schedule
   To whatever extent possible, present a detailed schedule of dates when various aspects of the project will be completed.

3. Outcomes
   Detail the expected impact of the educational program on the learner. What types of educational programs or materials will be developed through this project? What changes in knowledge, attitudes or skills are expected?

C. Evaluation

The quality of the evaluating plan is as important as the project plans. Describe the design of your study. What are your research or evaluation questions? How will you assess the outcomes of the project in terms of the purpose and objectives? How will you measure these outcomes (with validity and reliability)? What are the major comparisons of interest and how will they be performed?

*Please limit the narrative to seven pages using 11-point or larger font size.

Due April 1, 2009
The University of Iowa Carver College of Medicine
Educational Development Fund (EDF)

Spring 2009 Proposal Budget Form*

[Please round all figures to the nearest dollar.]

A. Personnel Salaries:

<table>
<thead>
<tr>
<th>Position/Name</th>
<th>Annual Salary</th>
<th>% Time or Effort</th>
<th>Amount Requested*</th>
<th>Totals by Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>XXXXXXXX</td>
<td>XXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>Other Personnel:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Salaries: $

B. Personnel Benefits:

[Total Salaries $______________ times ____% Fringe Benefits rate]

Total Benefits: $

C. Supplies:

Total Supplies: $

D. Equipment:

Total Equipment: $

E. Other:

Total Other: $

F. Consultation Services:

Total Consultation Services: $

GRAND TOTAL: $

Please attach a Budget Justification explaining the need for funds in EACH category requested.

* [Note: Round all figures to the nearest dollar.]

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