Department of Pediatrics Medical Education Grant

Application Information for 2018

A. Overview and Eligibility

The goal of the Department of Pediatrics Medical Education Grant competition is to provide funding for faculty members to undertake projects in a variety of medical education areas (i.e. UME, PGME, CME, etc). Education scholarship is a Departmental priority and this funding opportunity is a step towards fostering a culture of inquiry in this area. There are no specific topic priorities for this competition. The only requirement is that projects relate to medical education to ultimately improve the provision of healthcare for children and families.

The Principal Applicant (PA) must be a primary member of the academic (U of C) and/or clinical (AHS) Department of Pediatrics. Co-applicants and collaborators may be from the Department of Pediatrics or other academic or clinical units in Calgary or elsewhere.

Trainees (e.g., residents, fellows, undergraduate students, graduate students) may be Co-Applicants or Collaborators but not PAs (nor Co-PA). Individuals can only be the PA (or Co-PAs) on one submission, although they may be a Co-Applicant or Collaborator on more than one application.

Applications with a budget of up to $10,000 will be considered. Projects with smaller budgets are highly encouraged. There is up to $20,000 in total funding available for this competition. Projects that are currently funded or partially funded by other sources will not be considered.

While some projects may be carried to fruition by way of the funding from this award, projects at all stages of their lifecycle will be accepted for submission. Pilot projects, feasibility studies, or proof-of-concept initiatives will be considered and are encouraged with the expectation that by supporting the development of such projects, future larger funding opportunities may be sought.

B. Instructions

B. 1. Format of the Application

The length of each section may be variable but the entire application **must not exceed 3 pages,** using margins of no less than 0.75 inches and font size of no less than 10 point. **The only exception to the 3 page limit is the signature page (see sec. B.2.j) and if the list of references exceeds one full page**. If so, up to 1 additional page, only listing additional references, may be included. Any additional pages and information (e.g., data in progress, letters of support) will not be considered and will not be included in the packages provided to the reviewers.

B. 2. Components of the Application and Additional Notes

Applications must consist of the following components. Applicants are expected to use the headings outlined, or at a minimum, reference which heading the section of their application relates to.

a. **Project Title**
b. **Project Category** – Undergraduate Medical Education, Post Graduate Medical Education, Continuing Professional Development, Other (identify what other area of medical education it relates to).
c. **Project Team** – Principal Applicant (PA), co-PA, co-A, Collaborator or Staff. Please see "Requirements for Applicant, Collaborator and Staff Status" at the end of this document for definitions. The highest degree, as well as clinical and academic affiliation must be provided for all applicants.
d. **Roles** - Of each applicant in no more than 5 words per applicant.
e. **Project Summary** – 150 words or less for this section.
f. **Project Description**
    i. What you want to do - Central hypothesis, research or project question, specific objectives.
    ii. Rationale - Why this is a reasonable thing to do, what is the evidence of the need or opportunity for the proposed study including review of any previous work done on the subject.
    iii. Why this is important - New knowledge to be obtained, improvements to medical education which will result.
    iv. How you are going to do it - Work plan, timelines, methods, analysis/evaluation and future implications). The timeline to complete projects should be two years or less. Longer timelines must be explicitly justified.
    v. Why you/your group should do it - Relevant prior experience and skills, collaborators for technical gaps, preliminary work showing feasibility.
    vi. What you and any other Co-PAs and/or Co-As and/or collaborators will do - Brief description of roles.
    vii. Plans for dissemination or translation of results and for next steps. For pilot or feasibility projects, the applicants must state how the funding for the project will assist in grant applications to other agencies, if applicable.
g. **Ethics approval** - For established or new projects requiring human or animal ethics review, applicants must include a statement confirming that human (Conjoint Health Research Ethics Board, CHREB) approval has or will be obtained.
h. **Budget** – The maximum budget per application is $10, 000 however, smaller projects are encouraged. All budget items must be justified. Travel will not normally be considered unless it is required for project activities. Computers, software and other equipment readily available elsewhere will not be considered. However, specialized software (i.e. data collection tools) may be considered. There must be no budget overlap with existing projects. Payments to physician members of the department will not be considered.
i. **References** – If the references exceed the 3 page limit, one additional page with references only may be included.
j. **Signature(s)** – A cover page with application title and the signatures of the PA, Co-A and administrative person responsible for the training area in which the project will be conducted (if applicable) must be included. The signature page does not count towards 3 page limit. The signatures required are as follows:
    - PA

- Co-A(s)
- UME – Associate Dean
- PGME – Program Director
- Other – Administrative person responsible for trainee

If you are unsure which administrative signatures should be obtained, please contact Nicole Romanow,
ntr.romanow@ucalgary.ca

B. 3. Timelines, Submission and Application Review Procedures

The deadline for electronic submission of the completed application is 11:59 PM, Monday April 30th, 2018.

The full electronic submission must be sent by email to Dr. Ron Anderson (ronald.anderson@albertahealthservices.ca) and Nicole Romanow (ntr.romanow@ucalgary.ca). The applications will be reviewed by a committee assigned by the Educational Advisory Council, chaired by Dr. Ron Anderson. The awardees will be announced by June 2018. The funding for successful applications will be available immediately.

C. Requirements for Applicant, Collaborator and Staff Status

Adapted from, International Committee of Medical Journal Editors (ICMJE) "Defining the Role of Authors and Contributors" (http://www.icmje.org/recommendations/browse/). Applicants should meet all of the following ICMJE criteria:

a. *Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data, AND*
b. *Drafting the application or report or revising it critically for important intellectual content, AND*
c. *Final approval of the version of the application to be submitted, AND*
d. *Agreement to be accountable for all aspects of the work.*

Collaborators or project staff, if known at the time of application, should be acknowledged. Examples of their contributions may include: *"acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading."*