

**The University of Texas Kenneth I. Shine, M.D.
Academy of Health Science Education, UT System**

REQUEST FOR PROPOSALS – AY2122

**THE HEALTH SCIENCE EDUCATION SMALL GRANTS
PROGRAM**

Proposal Submission Deadline FRIDAY, OCTOBER 4, 2021 at 5pm

Purpose of the Small Grants Program:

The University of Texas Kenneth I. Shine, M.D., Academy of Health Science Education (“Academy”) is an organization of faculty from the health science institutions and medical schools in the UT System whose mission is to promote excellence in health science education. The purpose of the Health Science Education Small Grants Program is to stimulate research and innovation in health science education.

General Information:

The Health Science Education Small Grants Program is administered by the Academy’s Awards Committee comprised of Academy members representing each participating institution. Members of the Awards Committee execute the peer review, scoring, and final evaluation of all grant submissions. All decisions by the Awards Committee are final.

Proposal submissions are accepted from all health science disciplines, including medicine, nursing, dentistry, allied health, public health, health information, and basic biomedical sciences.

The written grant proposal and corresponding budget shall strive to explicate a project that aims to **improve health science education by employing innovative strategies and approaches**. Such projects may involve, but are not limited to curriculum development, evaluation methods, faculty development, and use of technology. While not a required criterion for application review, the committee is encouraging projects that respond to our shared educational challenges of improvements in cultural diversity and inclusion in our health campuses.

Projects demonstrating a direct, measurable, positive impact on health science education with the greatest potential for collaboration and broad distribution will be most competitive for an award. This incentive will help to ensure that our educational institutions will be at the forefront of meeting the needs of future students and exceeding the expectations of health science leaders of the future.

Funding:

Grant awards are made for a maximum of \$5,000 to each of the top rated submissions. The total number of grant awards available each year is dependent upon university funding. All decisions by the Awards Committee will be final. Individuals who are not selected for an award in any given year may revise his or her work and re-submit a proposal for consideration in the next round.

THE MONETARY AWARD WILL BE PLACED INTO A DISCRETIONARY ACCOUNT ACCESSIBLE AT EACH WINNER'S INSTITUTION & SHALL BE USED FOR LEGITIMATE EXPENSES TO SUPPORT EACH WINNER'S ACADEMIC PURSUITS.

REQUIREMENTS OF GRANT RECIPIENTS:

1. Attend the 2021 Innovations Conference (PI and/or Team Member).
2. Accept the Award at the designated ceremony during the Conference program.
3. Deliver to the Awards Committee Chairperson(s) a progress report or final outcomes report including potential for funding from other sources, dissemination possibilities and results (3-5 pages) one year following the funding of your project. For example, the typical funding year is February to February. If you receive funding in February 2022, your report is due in February 2023, and so on. Scholarship, such as dissemination of your project's results in existing and emerging journals focusing on innovations in health science education, will be useful in promoting your professional development. In addition, such data provide supporting evidence for the UT System's continuing funding of Academy programs. Your input is necessary and appreciated.
4. Present a Poster of the project at the Annual Innovations Conference hosted and sponsored by the Academy the year following the award. For example, if you received your grant award in February 2022, you will submit a Poster Abstract to the Program Planning Committee ahead of the February 2023 Innovations Conference. Be sure to mark your abstract to indicate that you are a grant awardee presenting your funded project. Scholarship, such as dissemination of your project at regional and national meetings, is also useful in gaining attention to your innovative work and promoting your professional development.

GUIDELINES FOR THE PROPOSAL FORMAT AND CONTENT:

The proposal must be presented in **ONE continuous .PDF file** and include the following:

- **Page 1:** Title page including principal investigator and collaborators, name of institution, school and department, contact information for primary investigator

- **Page 2:** Abstract of no more than 250 words
- **Page 3:** Budget and budget justification
- **Pages 4-7:** Body of the proposal should include:
 - Goals and objectives, including relationship to institution, school, or departmental goals and objectives
 - Statement of need/rationale for project
 - Project description
 - Evaluation of outcomes
 - Personnel involved, including primary contact
 - Timeline, tasks, and individuals responsible for tasks
 - Plans for sharing project outcomes with other departments, schools, collaborators

After this 7-page limit for the proposal, you must include in the same .PDF document:

- Letters of support from dean and department chair
- NIH SF424R-R Biographical Sketch of principal investigator and major collaborators

CRITERIA FOR THE EVALUATION OF PROPOSAL SUBMISSIONS

The proposed project must show educational merit and relevance to the goals and mission of the Academy, UT System and UT health science education institutions, as well as to the department or school from which the proposal is submitted.

1. Educational Merit (14– 70 points)

a) Documentation of the problem/need

- Clear statement of the problem/need
- Clear goals and objectives to meeting the need/problem

b) Design of the project

- The design is appropriate to the goals and objects to meeting the need/problem
- The design is clear as an improvement/advancement; the design describes clearly what is planned in the project; the design uses sound methods of data collection and analysis
- The timeline for the project is feasible for the funding period
- The evaluation plan for the proposal is clear

c) Project Management Capability

- Qualified personnel who may have expertise in educational design, instructional technology, library science, and evaluation

2. Relevance (6 – 30 points)

- Potential to improve the teaching and learning environment
- Dissemination of product/results of the project at the institution and elsewhere; potential to apply product/results of the project to other educational settings/venues
- Plan for future continuation, development, growth of the project

3. Innovation (2-10 points). This evaluation criterion is rated above the maximum total of 100 points summed using ratings for Educational Merit and Relevance. Therefore, it is possible for any submission to earn a maximum of 110 points.

- The overall innovative approaches of the project

SUBMISSION DEADLINE: FRIDAY, OCTOBER 4, 2021 at 5 PM

Only applications submitted electronically, by e-mail, will be accepted for consideration. ALL application materials including letters of support must be submitted in the single ADOBE .PDF format file. Submit the application packet electronically by Monday, October 4, 2021 at 5pm to:

Awards Committee Co-Chairs:

Jose E. Cavazos, MD PhD (UT Health San Antonio) – cavazosi@uthscsa.edu

Lisa A. Elferink, PhD (UTMB) – laelferi@utmb.edu

LuAnn Berger (UT System) - luberger@utsystem.edu

THE PEER REVIEW PROCESS TIMELINE: October 4, 2021-December 6, 2021

The review process will be conducted by Awards Committee members of the Academy.

NOTIFICATION OF AWARDS: on or around January 14, 2022.

NB:

All communications between applicants and the Awards Committee will be conducted with the Principal Investigator or Project Director. It is the responsibility of the PI or PD to share communications with any collaborators and team members.