Health Science Education Small Grants Program

Request for Proposals
Strict Proposal Deadline October 10, 2014 at 5pm

Sponsored by:
The University of Texas Academy of Health Science Education
The University of Texas System

Project Purpose
The purpose of the Health Science Education Small Grants Program is to stimulate research and innovation in health science education. The UT Academy of Health Science Education (“Academy”) is an organization of faculty from the six health institutions in the UT System whose mission is to promote excellence in health science education. The Health Science Education Small Grants Program will be administered by the Academy members, with representatives from each of the six UT health science institutions. This group (Awards Committee) will form the peer review responsible for scoring the submissions and choosing the awardees.

This program will make small awards (up to $5,000 per project) to faculty members at a UT health science institution who submit a written proposal and budget for a project that strives to improve education by innovative approaches. These projects may involve, but are not limited to, curriculum development, evaluation methods, faculty development, or use of technology. Projects demonstrating a direct, measurable, positive impact on health science education will be most competitive for the award. Applications will be accepted from all health science disciplines, including medical, nursing, dental, allied health, public health, health information, and basic biomedical sciences.

A successful application will be based upon merit with the intention to meet the needs of a given program. Collaboration between or among groups or schools is strongly encouraged where possible. Individuals who received funding in the initial year of the program can reapply for a second year of funding, but this application requires submission of a progress report as well as a proposal for additional funding.

The projects with the greatest potential of producing measured improvement in the quality of education will be most competitive for the award. The projects with the greatest potential for broader distribution will be most competitive for the 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.
PROPOSAL DOCUMENTATION
The proposal must 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 4-6:** 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

• **Pages 7-8:** Progress report (for second year of funding)

**Attachments (not included in 6 page limit) must include:**

• Letters of support from dean and department chair

• Short biographical sketch of the principal investigator and major collaborators using NIH format

CRITERIA FOR EVALUATING SUBMISSIONS
The project must show educational merit and relevance to the goals and mission of the UT System and the UT health science institution, as well as to the department or school from which the proposal is submitted.

**Educational Merit (0 – 70 points)**

**Documentation of the problem/need**

• Clear statement of the problem/need

• Brief discussion of major literature related to this problem

• Clear objectives to meeting the need

**Appropriate design/plan of work to meet/fulfill objectives**

• Clear description of the design/plan as an improvement/advancement

• Appropriate design/plan to meet objectives

• Feasible design/plan within the project period

• Scientifically sound sources of data and methods of analysis

**Project Management Capability**

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

• Management capability

**Relevance (0 – 30 points)**

• Potential to improve the teaching and learning environment

• Process by which the product/results of the project will be disseminated at the institution and elsewhere

• Potential to apply project to other educational settings and venues
PEER REVIEW PROCESS: October 13, 2014-December 19, 2014
The review process will be conducted by Awards Committee members of the Academy from each of the six UT health science institutions. This group is committed to reviewing the proposals and to encouraging the successful implementation of awarded proposals. The ultimate goal is to disseminate mature projects worthy of external funding and publication. Remember that the Awards Committee will look closely at those protocols that advance health science education with innovative approaches.

NOTIFICATION OF AWARDS: on (or around) December 19, 2014

AWARD AMOUNTS: Proposals for funding may range up to $5,000, and funding will be awarded to the most competitive proposals as judged by the peer review process. All decisions by the Awards Committee will be final.

WRITTEN REPORT AND PRESENTATION
All awardees will submit a formal written report (3-5 pages) at the conclusion of their projects (within the 12th month of the project) detailing project processes, outcomes, potential for further funding, and dissemination possibilities or results. All awardees will be expected to present an abstract of their work as a poster presentation at the annual Innovations in Health Science Education Conference (“Conference”) when the funding period ends.

Publications
Scholarship as the result of this project will be useful in promoting the professional development of awardees. Scholarship is a public offering and there are many existing and emerging journals focused on medical education to which faculty can submit their work for publication. These include the Educational Researcher (ER), American Educational Research Journal (AERJ), Educational Review, the Journal of Research on Technology Education (JRTE), or Learning & Leading with Technology, Academic Medicine, Journal of Dental Education, and Medical Teacher. Electronic publication opportunities include MedEdPORTAL of the AAMC.

Presentations
Part of our mission related to the promotion of the scholarship of teaching includes presentations at regional and national meetings, which showcase the work of our innovative faculty. Appropriate meetings might include this Conference, Association of American Medical Colleges, International Society for Technology in Education, Association for the Advancement in Computing in Education, ED-MEDIA-World Conference on Educational Multimedia, Hypermedia and Telecommunications, and E-Learn--World Conference on e-Learning in Corporate, Government, Healthcare, and Higher Education.

GUIDELINES AND SUBMISSION PROCESS
Strict Proposal Deadline: October 10, 2014 at 5pm
Project Timeline: December 19, 2014-December 18, 2015
Only applications submitted electronically will be accepted for consideration for the small grants program. ALL application materials including letters of support must be submitted in the ADOBE pdf format. Submit the application packet electronically by October 10, 2014 at 5pm to:

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