



**School of Medicine  
Office of Medical Education**

**APPLICATION and GUIDELINES for  
RESEARCH IN MEDICAL EDUCATION  
MINI-GRANTS (AY 2019-2020)**  
Small Grants for Improving Teaching and  
Learning in Undergraduate Medical Education

## **MINI-GRANT PROGRAM**

### ***OBJECTIVE:***

To encourage research and scholarship directed at creative approaches to instruction or content delivery that will increase student academic or professional skill achievement, knowledge retention, and/or ability to apply knowledge or skills effectively.

### ***ELIGIBILITY:***

Full-time faculty may apply for an **Undergraduate Medical Education Research Mini-Grant of up to \$2000** to support innovation in undergraduate teaching and learning activities that will lead to further research in *undergraduate* medical education (Tulane SOM students may participate in the proposal preparation and research process; however, the PI must be a full-time faculty member).

### ***DEADLINE:***

Proposals are due in the Office of Medical Education by **May 31, 2019**. Send to: [ome@tulane.edu](mailto:ome@tulane.edu).

### ***MINIMUM SCREENING CRITERIA:***

1. Extent of need identified in the proposal
2. Educational significance of the approach
3. Measurability of objectives
4. Proposed impact on undergraduate medical education at Tulane
5. Extent to which proposal is creative and innovative
6. Relationship to TUSOM Institutional Objectives and Course/Clerkship Objectives

### ***APPLICATION REQUIREMENTS INCLUDE:***

- a) A clear description of your proposal, with an itemized budget. No more than 25% of an award may be used for conference-related expenses (i.e., travel, registration, fees).
- b) A description of the innovation represented by your proposal, which must address some aspect of undergraduate medical education.
- c) A description of the anticipated contribution to undergraduate teaching and learning in medicine
- d) The scope of your proposal's benefit (how many classes, students, colleagues will it impact?)
- e) The longevity of your proposal (one semester only? More than one semester?)

*NOTE: Preference may be given to proposals that address improvement in one or more of the core behavioral competencies required of graduating Tulane students (e.g., interpersonal and communication skills, professionalism, interprofessional collaboration, practice based learning and improvement, patient safety and quality improvement).*

### ***REVIEW and SELECTION:***

The members of the Society of Teaching Scholars will serve as reviewers for the mini-grant proposals. Final selection will be made by the Director of the Office of Medical Education in consultation with the Society of Teaching Scholars.

### ***NOTIFICATION:***

The proposal(s) selected for funding will be announced by June 14, 2019. All applicants will be notified of the final award decision.

### ***FOLLOW-UP:***

Award recipients shall submit a brief mid-year and final report summarizing their activities. With permission, information from effective and innovative projects will be posted on the OME website. Recipients who attend a teaching conference shall share materials from the conference and present a workshop at TUSOM on what they learned. In addition, selected mini-grant recipients may be invited to present their projects.

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## **MINI-GRANT PROPOSAL GUIDE**

1. Complete the **Cover Page (see p.3)**, which includes space at the bottom for a brief abstract.
2. Write an original proposal, which must include the following elements:
  - a) **Rationale:** Describe the undergraduate educational need for your project, and how the project/program will meet the stated need.
  - b) **Goal(s)/Objective(s):** Describe the specific effect(s) of the project. How will the Mini-Grant award help to implement or support novel methods of teaching and/or use of technology in medical education? How will the project improve student learning, academic performance, and development of professional competencies/skills?
  - c) **Timeline:** Specify the timeframe for the research activities you plan to conduct.
  - d) **Evaluation:** Describe the evaluation measures you will use to determine whether the stated goals/objectives have been met.
  - e) **Itemized Budget -** Include the justification (**see p.5**) for projected expenses. No more than 25% of an award may be used for conference-related expenses (i.e., travel, registration, fees).
3. Keep a copy of the application for your records.
4. Awardees will be required to submit a mid-project progress report, and a summary report at the conclusion of the research project.

## **SUBMIT PROPOSALS TO:**

*Office of Medical Education*

*Submit proposal via email to: [ome@tulane.edu](mailto:ome@tulane.edu)*

**\*\*All proposals must be received via email on or before May 31, 2019 at 5:00 p.m. No exceptions**

**OFFICE OF MEDICAL EDUCATION MINI-GRANT PROGRAM**  
*Cover Page*

<b>Name of PI:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Email:</b>
	<b>Amount requested:</b>
	<b>Proposed Dates of Grant:</b>
<b>Title of Project/Program</b>	
<b>Abstract of proposed research project (USE THIS SPACE ONLY):</b>	
<b>Signature:</b> <b>Date:</b>	<b>For OME use only</b> <b>Date received:</b>

## **Proposal Narrative**

*Must include the following elements:*

**Rationale:** Describe the undergraduate educational need for your project, and how the project/program will meet the stated need.

**Goal(s)/Objective(s):** Describe the specific effect(s) of the project. How will the Mini- Grant award help to implement or support novel methods of teaching and/or use of technology in medical education? How will the project improve student learning, academic performance, and development of professional competencies/skills?

**Timeline:** Specify the timeframe for the research activities you plan to conduct.

**Evaluation:** Describe the evaluation measures you will use to determine whether the stated goals/objectives have been met.

**Itemized Budget -** Include the justification **(p.5)** for projected expenses. No more than 25% of an award may be used for conference-related expenses (i.e., travel, registration, fees).

**OME Mini-Grant  
Budget Page**

BUDGET, FY 2019-2020

**Title of Mini-Grant Proposal:** \_\_\_\_\_

**Principal Investigator(s):** \_\_\_\_\_

	<b>Amount Requested</b>	<b>Justification</b>
A.      Equipment	_____	_____
B.      Software	_____	_____
C.      Supplies	_____	_____
D.      Shipping/Handling	_____	_____
E.      Installation	_____	_____
F.      Personnel	_____	_____
G.      Other	_____	_____
TOTAL (A-G)	_____	

\_\_\_\_\_  
Signature of Principal Investigator