

## Detailed Application for the SAEMF/CDEM Undergraduate Medical Education Grant

All applications, including letters of recommendation, must be submitted electronically to [grants@saem.org](mailto:grants@saem.org). All applications must be received by 5 pm (Central time) on their due date. Applications must be submitted in a single file (PDF format only) attached to an email. The subject line of the email should indicate the grant for which the applicant is applying (SAEMF/CDEM Undergraduate Medical Education Grant).

No additional material (updates, publications, etc.) will be accepted after the application deadline.

Font type and size should be Arial 11 point, including literature cited. Single line spacing is acceptable. Figures, charts, tables, and legends or captions may be in smaller size font but must be clear and legible.

Blank/Plain 8 ½ x 11" paper can be used as needed in lieu of continuation pages or when no form is specified to be used. The margins must have a minimum of the following dimensions: top: 0.8", bottom: 0.5", left: 0.5", right: 0.5".

Applicants must use the most current version of the National Institutes of Health (NIH) PHS 398 forms which can be downloaded at: <http://grants1.nih.gov/grants/funding/phs398/phs398.html#forms>. If there are questions regarding formatting, formatting which conforms to NIH guidelines will always be accepted.

The latest [NIH biosketch format](#) should be used.

### 1. Title Page FACE PAGE (Form Page 1)

#### Item 1. Title of Project

Do not exceed 81 characters, including the spaces between words and punctuation. Choose a title that is specific and descriptive, rather than general.

#### Item 2. Response to Specific Request for Applications (RFA) or Program Announcement (PA)

Mark "Yes". For "Title," type in " SAEMF/CDEM Undergraduate Medical Education Grant." Leave "Number" blank.

#### Item 3. Program Director/Principal Investigator (PD/PI)

**New Investigator.** Do not check one of the boxes.

**Item 3a. Name of Program Director/Principal Investigator** Name the individual applying for the SAEMF/CDEM Undergraduate Medical Education Grant.

#### Item 3b. Degree(s)

Indicate up to three academic and professional degrees or other credentials, such as licenses (e.g., M.D.)

#### Item 3c. Position Title

Provide the academic or professional title of the principal investigator. If more than one title, indicate the one most relevant to the proposed project, such as “Assistant Professor of Emergency Medicine”.

**Item 3d. Mailing Address**

Provide complete information (including room number, building, and street address) necessary for postal delivery to the PI. Award letters and summary statements will be sent to this address. Enter the appropriate electronic mail address.

**Item 3e. Department, Service, Laboratory, or Equivalent**

Indicate your organizational affiliation, such as “Emergency Medicine”.

**Item 3f. Major Subdivision**

If there is no such subdivision, enter "None."

**Item 3g. Telephone and Fax Numbers**

Provide a daytime telephone number and, if available, a fax number.

**Item 3h. eRA Commons User Name**

May leave blank.

**Item 4. Human Subjects**

Indicate whether the research proposed will involve human subjects' research.

**Item 4a-d.**

May leave blank.

**Item 5. Vertebrate Animals**

Indicate whether the research proposed will involve vertebrate animals.

**Item 5a. Animal Welfare Assurance**

May leave blank.

**Item 6. Dates of Proposed Period of Support**

Must be one year in duration (July 1 – June 30).

**Item 7. Costs Requested for Initial Budget Period**

**Item 7a. Direct Costs Requested for Initial Budget Period**

Enter the direct costs for year 1 (up to \$5,000).

**Item 7b. Total Costs Requested for Initial Budget Period**

The direct costs and the total costs for the initial budget period are the same. The grant does not provide for indirect costs. The total in Items 7a and 7b should be the same number (up to \$5,000).

**Item 8. Costs Requested for Proposed Period of Support**

**Item 8a. Direct Costs Requested for Proposed Period of Support**

Enter the direct costs for the entire project (up to \$5,000).

**Item 8b. Total Costs Requested for Proposed Period of Support**

The direct costs and the total costs for the entire grant period are the same. The grant does not provide for indirect costs. The total in Items 8a and 8b should be the same number (up to \$5,000).

**Item 9. Applicant Organization**

Enter the name and address of the applicant organization.

**Items 10-11.**

May leave blank.

**Item 12. Administrative Official to be Notified if Award is Made (should be the site that will receive the funds and distribute them)**

Name the applicant organization administrative official to be notified if an award is made (i.e., Grants Administrator, Fund Manager, etc.). This official should be from the Sponsored Programs Office (or equivalent) at your institution. The award letter and grant agreement will be sent to this address. Provide a complete address for postal delivery and the telephone, fax, and electronic mail address for the administrative official.

**Item 13. Official Signing for Applicant Organization**

Name an individual authorized to act for the applicant organization. Provide a complete address for postal delivery and the telephone, fax, and electronic mail address for the signing official.

**Items 14. Applicant Organization Certification and Acceptance**

Signature of official named in Item 13 must be provided.

**PROJECT SUMMARY/RELEVANCE/PERFORMANCE SITES/PERSONNEL (Form Page 2)**

**Project Summary and Relevance**

In this space provide a brief synopsis of the proposed project. Please note that if the application is accepted for funding, a copy of the synopsis may be published on the SAEM website. The summary must be completed in the space provided and should include:

1. A statement of the goals of the project;
2. A statement of the specific aims and hypothesis of the proposed project, including its relevance and importance to emergency medicine; and
3. A description of the methods or techniques to be used in the project.

**Project/Performance Sites**

Self-explanatory.

**Senior/Key Personnel**

Include the applicant and any mentors or co-investigators on the project. Avoid listing faculty and persons not directly related or responsible for the project.

**Other Significant Contributors**

Include other significant contributors if they will contribute to the scientific development or execution of the project.

**TABLE OF CONTENTS (Form Page 3)**

Provide the page number for each category listed on the Table of Contents. Place page numbers at the bottom of each page and consecutively number pages throughout the application. Do not include unnumbered pages in the application. Do not use suffixes for page numbers (e.g., 5a, 5b, etc.).

**BUDGET (Form Pages 4 and 5)**

A detailed budget and budget justification showing how the award will be spent and additional funds available to support the goals of the SAEMF/CDEM Undergraduate Medical Education Grant is necessary to ensure that adequate support and time is dedicated towards the completion of the stated goals.

SAEMF will provide up to \$5,000 for one year for this grant. Funds from the grant may only be used for direct costs related to the project. A maximum of \$1,000 is allowed for travel to conferences to present findings of the proposed project. Travel expenses must be consistent with the SAEM travel policy. Faculty salary support is excluded. Indirect costs (i.e., facilities and administrative costs) and equipment purchases are not supported by this grant. No additional costs are supported by the SAEMF. Any other costs are the responsibility of the applicant's host institution. Any residual funds will be returned to SAEMF at the end of the award period.

Include a budget justification section following Form Pages 4 and 5 outlining the proposed budget and any additional funds (e.g., institutional, departmental, or other funding sources) contributing to the support of the application.

Costs included in the SAEMF/CDEM Innovations in Undergraduate Emergency Medicine Education Grant budget should not exceed \$5,000 per year, as provided by SAEMF. However, the budget justification should reflect all pending and active sources of funding relevant to the project (e.g., funds from another source that will be used for the project). Funds that will be added to those provided by the SAEMF/CDEM Innovations in Undergraduate Emergency Medicine Education Grant (e.g., from departmental in-kind contributions, institutional intramural funds, or other awards), and what these funds will support, should be described in the budget justification section. Use additional blank pages as necessary with the margins described above.

### **BIOGRAPHICAL SKETCH (Biographical Sketch Format Page)**

A biographical sketch is required for all key personnel. Please follow the instructions on the "Biographical Sketch Format Page". The biographical sketch may be up to five pages in length for each keypersonnel.

### **OTHER SUPPORT (Blank/Plain Pages)**

For the applicant and all key personnel, provide information regarding other research support and percent effort held at the time of application. List role on project and amount available to the key personnel. Provide information about existing and pending projects.

### **RESOURCES (Blank/Plain Pages)**

Include a brief description of the facilities and resources available to the applicant explaining their relevance to the SAEMF/CDEM Innovations in Undergraduate Emergency Medicine Education Grant project (i.e., space, computers, administrative support, etc.). Use additional blank/plain pages, as necessary.

## **CHECKLIST (Checklist Form Page)**

A checklist form page is not requested and should not be submitted.

## **DESCRIPTION OF THE PROPOSED SAEMF/CDEM INNOVATIONS IN UNDERGRADUATE EMERGENCY MEDICINE EDUCATION GRANT (Blank/Plain Pages)**

The main part of the grant must be no longer than 5 pages (up to 1 page for the specific aims and the rest for the Research Strategy) in length (excluding references), but shorter applications will be accepted

This section should provide a clear and concise description of the proposed project. The proposed project should innovatively address one of the six areas of the CDEM mission and be able to be shared across those teaching undergraduate Emergency Medicine. Areas of innovation can include teaching, assessment or faculty development, and should advance understanding or best practices of these or other areas. Additionally, the grant recipient should study this innovation in some way: validity, effectiveness, etc.

This portion of the grant should be divided into the following sections.

Specific Aims and Hypotheses: List the objectives and the goal of the specific proposed research, including the hypotheses of the study.

Significance: Provide a brief overview of the field to be studied, including what is known of the topic, what remains to be explored, and how the proposed project will advance understanding in the field or bridge gaps in knowledge. Provide a description of how this work may translate into future education research projects.

Innovation: Describe how the research will challenge and seek to shift current education or education research paradigms by utilizing novel theoretical concepts, approaches or methodologies, measurements, or interventions.

Approach: Describe the overall strategy, methodology, and analyses in order to accomplish the specific aims of the project. Include a discussion of proposed inclusion and exclusion criteria, variables to be collected including well defined outcome measures, statistical methods, anticipated sample size, and data management. This section may also incorporate preliminary data if appropriate.

## **BIBLIOGRAPHY AND REFERENCES CITED (Blank/Plain Pages)**

Provide a bibliography of any references cited in the description of the proposed training grant.

## **APPENDICES**

The following materials must be included with the application. Documents may be scanned and inserted as images as needed. It is the applicant's responsibility to ensure that all of the following materials are legible. Applications which are not legible may be considered incomplete and may not be evaluated.

## **Letters of Support**

1. Letters of Support from mentors and key personnel: Provide letters from mentor/key personnel for whom biographical sketches were provided.
2. Departmental Chair's Letter of Support: A letter of support from the Departmental Chair/Division Chief (or equivalent) is required. This letter must outline support of the chair/chief for completion of this project. If additional resources or financial support (beyond those provided by the SAEMF/CDEM Innovations in Undergraduate Emergency Medicine Education Grant) are required, this letter should document that the necessary resources and support to complete the project will be available.

## **Additional Materials/Appendix**

Any surveys, learner assessments, data gathering tools, or other instruments may be included in this section. In addition, no more than two (2) manuscripts or abstracts relevant to the project that are not in print may be included. It is sufficient to provide citations for easily retrieved articles. Copies of articles are not required if all supplementary references and material are already in print or otherwise available.