

## **Detailed application instructions for the SAEMF Education Research Grant (formerly the Education Fellowship Grant)**

All application components, including letters of support, must be submitted through the [SAEM Foundation Grant Portal](#). All applications must be received by 5 pm (Central time) on their due date. No additional material (e.g. updates, publications, corrections, 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 version of the [NIH biosketch format](#) should be used.

### **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 Education Research 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 Education Research 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.

**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 \$25,000).

**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 \$25,000).

**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 \$50,000).

**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 \$50,000).

**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 education research. 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 education research project;
2. A statement of the specific aims and hypothesis of the proposed education research 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 page listed on the Table of Contents.

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

A detailed budget and budget justification showing how the award will be spent is necessary to ensure that adequate support and time is dedicated towards the completion of the stated goals.

The SAEMF Education Research Grant funds only may be used for fellow salary. Fringe benefits are permissible in addition to salary, but the total of salary and fringe benefits may not exceed \$25,000 per year for two years. No additional costs are supported by

SAEMF; any other costs are the responsibility of the fellow's host institution or another group specified in the budget justification.

Include a budget justification section 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 Education Research Grant budget should not exceed \$25,000 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 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.

The award may not be used to support training in administrative, financial or management skills, or tuition or educational costs. Funds cannot be used for the support of the mentor, technicians, research assistants, or clerical staff. Facilities and administrative (i.e., indirect) costs are not allowed.

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

For the fellow applicant, list educational presentations, committees, publications, course designs, and educational research. Please include any educational courses and degrees that the applicant has already completed.

Provide biosketches of each mentor that delineate the qualifications and expertise the mentor will provide for each educational skill the fellow will obtain during the fellowship.

### **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 also any pending grants or contracts.

### **FACILITIES AND RESOURCES (Blank/Plain pages)**

Describe the academic environment in which the applicant will be working. The description should include education related efforts and collaborations, and evidence of the department's academic productivity (e.g., educational and educational research publication record, and success in achieving extramural funding). The applicant should

also describe the education related efforts, resources and collaborations of any mentor(s) when the mentor is external to the candidate's department.

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

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

### **PHS INCLUSION ENROLLMENT REPORT**

A PHS inclusion Enrollment Report is not requested and should not be submitted.

### **ALL PERSONNEL REPORT**

An All Personnel Report is not requested and should not be submitted.

### **DESCRIPTION OF THE PROPOSED EDUCATION RESEARCH GRANT (Continuation Pages)**

**PAGE LIMITS: Limit 5 pages for the Career Development Plan, 1 page for courses to be taken, and 2 pages for mentorship**

#### **Career Development Plan (limit 5 pages)**

Outline the applicant fellow's goals of his/her career development plan. When preparing the career development plan, address what it specifically adds to the applicant's knowledge and skills base. Address also what abilities the fellow will gain during the fellowship.

The career development plan must include an advanced degree in education (e.g., Master of Education, Doctorate of Education). Other planned coursework/instruction or related activities also may be included in the career development plan. Other work that should be included in this plan includes participation in education activities, such as curriculum development and evaluation, and formal or informal study in education project development and evaluation methodologies.

A detailed description of the fellow's educational project with specific goals that are both achievable and measurable should be included in this section. The project should be measurable, reproducible, and its outcomes able to be disseminated to the SAEM membership. In general, the fellowship plan should integrate the advanced educational training the fellow plans to achieve in a logical fashion with the proposed educational project. The fellow's educational project should be directed toward educational innovation within the field of faculty, resident or medical student training.

Educational projects may include, but are not limited to:

- (1) Development and implementation plan for a remediation program
- (2) Development and validation of new clinical competency assessment instrument

- (3) Design and implementation of longitudinal skills assessment (faculty or resident level)
- (4) Projects implementing educational research design and implementation of educational methodology

A timeline should be included that specifies quantifiable deliverable goals and benchmarks that can be followed.

### **Courses to be taken during the education fellowship (limit 1 page)**

List the courses to be taken along with the syllabus of the course material. In addition, provide the rationale behind the course selection and plan for use of any elective courses.

### **Mentorship during the education fellowship (limit 2 pages)**

Provide a list of education faculty who will serve as mentors during the fellowship. Specifically outline the role of each mentor with respect to the fellow's educational advancement and/or project. Describe both expectations and commitments of both the mentor and mentee to each other and the educational project (e.g., meetings, participation in project design, deliverables, etc.).

## **REQUIRED SUPPORTING MATERIALS**

The following materials must be included with the application. Documents may be scanned and inserted as images as needed but should be contained within the single submitted PDF document. 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**

Provide a letter of support from the fellow's department/division of emergency medicine chair (or equivalent) that outlines protected time, financial support of courses (if needed beyond the support provided by this grant), and departmental support of educational activities.

Provide a letter of support from the primary mentor.

### **Bibliography and References Cited**

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

## **ADDITIONAL MATERIALS/APPENDIX**

Any data-gathering tools or other instruments pertinent to the application may be included in this section. In addition, no more than two (2) manuscripts or abstracts to the project (only if not already available in print) relevant may be included in single line spaced format. 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. These materials are available for optional review by the review committee, so content critical to the application should be included in the main proposal. The appendix should NOT be used to circumvent page limits.