**Boston Children’s Hospital Academy for Teaching and Educational Innovation and Scholarship**

Boston Children’s Hospital

Academy for Teaching and Educational Innovation and Scholarship

Request for Healthcare Professional Education Grant 2020

The BCH Academy for Teaching and Educational Innovation and Scholarship invites applications from its Academy members for the funding period January 1, 2020–December 31, 2020 to support healthcare professionals’ education projects. Grant awards are for $3,000-$6000. Funding is specifically directed to support either ongoing or proposed clinical teaching innovations, curriculum development, and/or scholarly pursuits (including education research) *within* Boston Children’s Hospital. Funding will not support multi-institutional work. Preference will be given to projects without other significant financial sources that cannot be launched or continued without funding. Preference will also be given to those who have yet to receive this grant’s funding.

Each proposal will be reviewed by the BCH Academy’s grant review committee, comprised of selected Academy senior members and the Academy directors. Proposals will be scored from 1 *low* to 5 *high* on overall merit, feasibility, rigor, appropriate design, and likely scholarship or impact on the hospital’s educational endeavors. Proposals will be ranked numerically and then funded to the extent allowed. Extra attention will be given to submissions with thoughtful evaluation of project outcomes.

Awardees must join an Academy Scholar Group and present their projects at least once during the funding period. In addition, all awardees are required to present their project as a poster at a spring BCH Education Retreat, BCH Professional Poster Display, or an HMS Medical Education Day poster session. Inquiries may be directed to [BCHacademy@childrens.harvard.edu](mailto:BCHacademy@childrens.harvard.edu).

Proposal details are as below:

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| **Application Format**  *Email the proposal using the attached application as a Microsoft Word document or PDF to* [*BCHacademy@childrens.harvard.edu*](mailto:BCHacademy@childrens.harvard.edu) *All application materials, including the mentor’s letter of support, are due by November 29 at 3 pm, without exception. Awards will be announced mid-December 2019.* |
| **1. Title page**  Name, degree, department/division (if applicable), hospital position, telephone, fax, e-mail address, proposal title and mentor. |
| **2. Proposal summary** (2½ page limit; excluding references)  The proposal should include the following: Background and Educational Significance; Aims and Objectives; Preliminary data (if any); Methods or Educational Intervention; Evaluation of Outcomes; Timeframe; and References. All proposals should end with a one-paragraph description of how the proposal will benefit the hospital’s educational mission and impact the professional development of the applicant. |

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| **3. Budget**  Specify the total amount ($3,000 - $6,000) needed to fund the project and details on how this will be used. Please use the attached budget format. |
| **4. Formal Mentorship**  Applicants should include a letter of support from a mentor indicating that he/she reviewed the proposal, the budget, and believes it is feasible with a realistic time line and available resources. The mentor must include a statement that he/she will meet regularly with the applicant and provide the necessary support to ensure the proposal’s completion. The mentor must also assume responsibility for reviewing progress reports submitted every 6 months. |
| **5. Curriculum vitae** (Harvard format) or **Resume** |

**BCH Academy for Teaching and Educational Innovation and Scholarship**

**Title Page and Proposal Summary**

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| **Applicant Name: Degree(s):** | |
| **Department/Division (if applicable):** | |
| **Primary Position at BCH:** | **Telephone:** |
| **Fax:** | **E-mail:** |
| **Proposal Title:** | |
| **Mentor**: | |
| **Proposal Background and Educational Significance:** | |
| **Aims (please include a hypothesis if relevant):**  **Objectives:** | |
| **Preliminary Data (if any):** | |
| **Methods or Educational Intervention:** | |
| **Evaluation of Outcomes:** | |
| **Timeframe (period of January 1, 2020–December 31, 2020**)**:** | |
| **Benefit to the Hospital’s Educational Mission:**  **Impact on Applicant’s Professional Development:** | |
| **References:** | |

**Budget Part 1- Detailed**

**Budget Part 1— Detailed**

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| Administrative Support and/or Research Assistance | BCH Award | Other Funds |
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| Total Support/Assistance: |  |  |
| Equipment (itemize) | **BCH Award** | **Other Funds** |
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| Total Equipment: |  |  |
| Supplies (itemize by category) | **BCH Award** | **Other Funds** |
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| Total Supplies: |  |  |
| Additional Expenses (itemize by category) | **BCH Award** | **Other Funds** |
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| Total Additional Expenses: |  |  |
| TOTAL GRANT SUPPORT: |  |  |

**The “Other Funds” column should be used to list funds that are not provided by the BCH Academy grant but are required to complete the proposed project. The source(s) for these funds must be detailed in the budget justification.**

**Budget Part 2- Justification**

**Budget Part 2— Justification**

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| Justification of costs and identification of other departmental/funding sources or contributions to the project. |
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| Describe administrative support/research assistance, equipment, supplies, transcription services, statistical support, and additional expenses that are required for the completion of this project. Please indicate sources of other funds that may be available. |
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| If applicable, briefly describe other current projects that involve both the applicant and the mentor, and indicate the time commitment and funding sources for each of these projects. Indicate the extent of overlap with the proposed project. |
|  |

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