BCH Academy for Teaching and Educational Innovation and Scholarship

Request for Proposals:

**Health Professional Education Innovation Grant 2024**

The BCH Academy invites members to apply for funding for the period of May 1, 2024–April 30, 2025. The grant will support ongoing or proposed education innovations, curriculum development, or education research that advances BCH educational excellence, whether on the departmental/division/unit level or across teams. The number of grants awarded depends on the proposals’ quality, potential impacts, and feasibility. Priority will be given to grant submissions emphasizing interprofessional education and collaboration, either through the intended learners or the project team's composition. Please carefully review the following application instructions, criteria, review process, and expectations for grant award recipients. Inquiries are welcome and may be directed to [BCHacademy@childrens.harvard.edu](mailto:BCHacademy@childrens.harvard.edu).

## Grant Information:

* **Funding amount:** $2,000 - $6,000
* **Funding period:** May 1, 2024 – April 30, 2025
* **Deadline for submission:** Friday, March 22, 2024 by 5:00 pm EST
* **Apply at:** <https://app.smartsheet.com/b/form/17a7806d9354465483b6c89a4d593c55>.   
  Review all application requirements before beginning your submission.

## Criteria for applications:

* Awards are intended to foster the education of BCH health professionals (including students and other learners) and are not intended for patient/family member education.
* Applicants must be BCH Academy Standard, Scholar, or Trainee members.
  + Funding is specifically designated for projects related to BCH to maximize educational support and resources for BCH health professionals.
* Priority will be given to those who have not previously received this grant award.

## Grant Review Process:

* Each proposal will be reviewed by the BCH Academy’s grant review committee, comprised of selected Academy senior members and Academy directors. Submissions will be scored on overall merit, feasibility, appropriate design, intended outcomes, scholarly presentation, and impact on the hospital’s educational endeavors. Extra attention will be given to submissions with a thoughtful plan to evaluate the project outcomes.
* Awards will be announced in mid-April 2024.

## Terms of Grant Award:

* Awardees must join an [Academy Scholar Group](https://dme.childrenshospital.org/professional-development/scholar-groups/) and present their projects at least once during the funding period.
* A six-month progress report must be submitted to the BCH Academy directors.
* All award recipients must present their projects at the 2025 BCH Health Professions’ Education Poster Session, professional society meeting, *or* other relevant education abstract session.

## Application Instructions:

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| **Complete the application below (pages 4-6) and upload all required documents by Friday, March 22, 2024, 5:00 pm EST to:** <https://app.smartsheet.com/b/form/17a7806d9354465483b6c89a4d593c55>. |

*Review all instructions and requirements*

*before uploading the application files.*

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| **Application Submission Guidelines** |
| **Applicant Information**   * Primary applicant name, degree, division or department, hospital position, and email address. * Project team or collaborators, if applicable.   + Please include the names of other individuals involved in the project.   + Please note that the team members/collaborators do not have to be Academy members. |
| **Proposal Summary** (2½ page limit; excluding references)  The primary section of the application includes:   * Background (education gap/need) * Aim (overall goal) * Target learners (if this is an interprofessional project, please identify the health professions the project will benefit) * Project design (project description) * Project outcomes (intended results; should be measurable) * Evaluation plan (measurement of outcomes) * Significance in furthering the education of BCH health professionals * Timeframe * References (supporting literature) * Impact on the applicant’s own professional goals |
| **Budget**  Specify the total amount ($2,000 - $6,000) needed to fund the proposal and detail how this will be used. Please use the template on pages 5-6 of this document. Note the following funding guidelines:   * Funding may **not** be used for the applicant’s or participant’s salary support. * A portion of the funding may be used for the applicant's training or further education to inform or complete the project, but **NOT** for presenting the project results. * The suggested gift card maximum amount is $25 per person. The total amount for gift cards should not exceed 25% of the budget. * Equipment or software purchased by the grant funding should solely be used for educational/training purposes.   + The most affordable qualitative assessment software is DeDoose   + Recommended in-house survey software is REDCap |
| **Curriculum Vitae** or **Resume** |
| **Formal Mentorship** **Letter of Support**  Applicants need a mentor's letter confirming the feasibility of the proposal, budget, and timeline. The mentor should include a statement committing to meeting regularly with the applicant to ensure the successful completion of the proposal. *\*Letters of support may be emailed directly to* [*BCHacademy@childrens.harvard.edu*](mailto:BCHacademy@childrens.harvard.edu) *one week after the deadline as long as all other materials have been submitted using the application link.* |

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| **BCH Academy for Teaching and Educational Innovation and Scholarship  HPEI Grant**  **Title Page and Proposal Summary** | |
| **Applicant Name:**  **Degree(s):** | |
| **Division or Department:** | |
| **Primary Position at BCH:** | |
| **Your Academy Membership Category** (e.g., standard, scholar, trainee): | |
| **Project Team or Collaborators** (please include names, degrees, and primary position at BCH): | |
| **Proposal Title:** | |
| **Mentor**: | |
| **Background:** | |
| **Aim(s):** | |
| **Target Learners:** | |
| **Project Design:** | |
| **Intended Outcomes:** | |
| **Evaluation Plan:** |
| **Significance in Furthering Education of BCH Health Professionals:** |
| **Timeline (within period of May 1, 2024–April 30, 2025**)**:** |
| **Impact on the Applicant(s) Professional Development:** |
| **References:** |

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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: |  |  |
| Software (itemize) | **BCH Award** | **Other Funds** |
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| Total Software: |  |  |
| Supplies (itemized 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: |  |  |

**t Part 1- Detailed**

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

### Budget Part 1— Detailed

**dget 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, software, transcription services, statistical support, qualitative research support, and additional expenses required for project completion. Please indicate other sources of funds that may be available. |
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| If applicable, briefly describe other current projects that involve both the applicant and the mentor. Please indicate the time commitment, funding sources for each project, and the extent of overlap with this grant’s proposal. |
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**After completing pages 4-6, combine them into one file and upload.**

**In addition, upload your CV/Resume and the Letter of Support as separate files.**

**Upload all documents** [**here**](https://app.smartsheet.com/b/form/17a7806d9354465483b6c89a4d593c55)**:** <https://app.smartsheet.com/b/form/17a7806d9354465483b6c89a4d593c55>