BCH Academy for Teaching and Educational Innovation and Scholarship

Request for Proposals:

**Health Professions Education Innovation Grant (HPEI) 2025**

The BCH Academy invites members to apply for health professions education grant funding for the period of May 1, 2025–April 30, 2026. This grant supports current health professional learners at BCH by funding ongoing or proposed educational innovations, curriculum development, or educational research. Projects may be implemented at the departmental, division, or unit level, or across teams. The number of grants awarded will depend on the quality, potential impact, and feasibility of the proposals. Priority will be given to submissions that emphasize interprofessional education and collaboration, either through the target learners or the composition of the project team. Please carefully review the application instructions, criteria, review process, and expectations for grant award recipients below. For inquiries, please contact [BCHacademy@childrens.harvard.edu](mailto:BCHacademy@childrens.harvard.edu).

## Grant Information:

* **Funding amount:** $2,000 - $6,000
* **Funding period:** May 1, 2025 – April 30, 2026
* **Deadline for submission:** Friday, March 7, 2025 by 5:00 pm EST
* **Apply at:** <https://app.smartsheet.com/b/form/648354c4b13a479185e93f48cf669cdb>   
  Review all application requirements before beginning your submission.

## Criteria for applications:

* Awards are designed to support the education of BCH health professionals, including students, trainees, and other learners, and are not intended for layperson or patient/family education or educational materials.
* Applicants must be BCH Academy Standard, Scholar, or Trainee members.
  + Funding is specifically designated for innovative projects related to BCH to maximize educational support and resources for BCH health professionals. We do not fund multi-institutional projects.
  + Applicants must verify that they have consulted with the appropriate Division Chiefs, Department Heads, Supervisors, or Program Directors to ensure approval and availability of the intended health professional learners to participate in the proposed project or curriculum.
* 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 education lead members and Academy directors. Submissions will be scored on overall merit, feasibility, appropriate design, intended outcomes, scholarly presentation, funding justification, 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 2025.

## 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- and twelve-month progress report must be submitted to the BCH Academy directors.
* All award recipients must present their projects at the 2026 BCH Health Professions’ Education Poster Session or at a 2025-2026 professional society meeting.
* Application Instructions:

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| **Complete the application below (pages 4-7) and upload all required documents by Friday, March 7, 2025, 5:00 pm EST to:** <https://app.smartsheet.com/b/form/648354c4b13a479185e93f48cf669cdb>. |

*Review all instructions and requirements printed below*

*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 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 all 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 provide a detailed justification of how all the funding 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 or stipend. * A portion of the funding may be used for the applicant's training or further education to inform or complete the project, but MAY NOT be used for for travel or registration fees to present the project results. * The suggested maximum amount for gift cards is $25 per learner, and the total spent on gift cards should not exceed 25% of the overall budget. Gift cards are intended exclusively for learners or research participants and may **not** be given to faculty, session facilitators, guest speakers, or project team members. Additionally, funding will not be provided for items such as pens, promotional merchandise, candy, books, notebooks, or similar products. * The entirety of funding should not be used to purchase food for participants. * Equipment or software purchased with grant funding should solely be used for educational/training purposes. Laptops, PCs, and the like are excluded. * The most affordable qualitative assessment software is DeDoose, and the 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 must be emailed directly to* [*BCHacademy@childrens.harvard.edu*](mailto:BCHacademy@childrens.harvard.edu) |

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| **BCH Academy for Teaching and Educational Innovation and Scholarship  2025 Health Professions Education Innovation 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:** |
| **Please check “yes” to verify that you have consulted with the appropriate Division Chiefs, Department Heads, Supervisors, or Program Directors to ensure approval and availability of the intended health professional learners to participate in the proposed project or curriculum: \_\_\_\_\_\_\_ Yes** |
| **Timeline (within the period of May 1, 2025–April 30, 2026**)**:** |
| **Will this project continue after the 2025-2026 grant cycle? If so, how will it be sustained?** |
| **Impact on the Applicant(s) Professional Development:** |
| **References:** |

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| Administrative Support and/or Research Assistance | HPEI Award | Other Funds |
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| Total Support/Assistance: |  |  |
| Equipment (itemize) | **HPEI Award** | **Other Funds** |
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| Total Equipment: |  |  |
| Software (itemize) | **HPEI Award** | **Other Funds** |
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| Total Software: |  |  |
| Supplies (itemize by category) | **HPEI Award** | **Other Funds** |
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| Total Supplies: |  |  |
| Additional Expenses (itemize by category) | **HPEI 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 4-7, please combine them into one file and upload.**

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

**Upload all documents here:**<https://app.smartsheet.com/b/form/648354c4b13a479185e93f48cf669cdb>.