

BCH Academy for Teaching and Educational Innovation and Scholarship
Request for Proposals:
Health Professions Education Innovation Grant (HPEI) 2026

The BCH Academy invites members to apply for health professions education grant funding for the period of May 1, 2026–April 30, 2027.

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 targeted learners or 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.

GRANT INFORMATION:

- **Funding amount:** \$2,000 - \$6,000
- **Funding period:** May 1, 2026 – April 30, 2027
- **Deadline for submission:** Friday, March 13, 2026 by 5:00 pm, without exception
- **Apply at:**

<https://app.smartsheet.com/b/form/019bdd430dc97a458148328d6bff67d4>

Review all application criteria before beginning your submission.

CRITERIA FOR APPLICATIONS:

- Applicants must be BCH Academy Standard, Scholar, or Trainee members.
- Awards are for one year and designed to support the education of **BCH health professionals**, including students, trainees, colleagues, and other learners, and are not intended for layperson/patient/family education.
- Funding is intended to support innovative educational projects that primarily benefit Boston Children’s Hospital health professionals. Projects involving learners from outside of BCH or multi-institutional initiatives are **not** eligible for this funding.
- Funding is **not** intended for individual professional development or training.

- Funding requests should **not** be submitted for OPENPediatrics (OP) production projects. The Center for Educational Excellence and Innovation (CEEI) will announce a separate Digital Teaching Grant RFA to support the development of high-quality digital educational resources for health professionals produced in collaboration with OpenPediatrics.
- Projects involving Immersive Design Systems, the Innovation and Digital Health Accelerator, or similar entities **must be** vetted and approved by the appropriate department prior to submission of the HPEI grant application.
- 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 in the past 4 years.

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 for evaluating project outcomes.
- Awards will be announced in mid-April 2026.

TERMS OF GRANT AWARD:

- Awardees must join an [Academy Scholar Group](#) and present their projects at least once during the funding period.
- Six- and twelve-month progress reports must be submitted to the BCH Academy directors.
- All award recipients must present their projects at the **2027** BCH Health Professions' Education Poster Session or at a 2026-2027 professional society meeting. Presentation dates should be submitted in advance to BCHAcademy@childrens.harvard.edu

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 and degrees of other individuals involved in the project.
 - Please note that team members/collaborators do **not** have to be Academy members.

Proposal (Maximum 2½ pages, excluding references)

Please use the application form starting on **Page 8** and clearly describe the proposal, including the following components.

Background and Educational Need

Description of the educational gap or problem the project seeks to address.

Aim

The overall goal of the project.

Target Learners

Description of the intended learner group(s). If the project is interprofessional, identify all health professions that will benefit. This grant is intended to support education for groups of learners and is not designed to support individual learners or personal professional development.

Project Design

Description of the proposed educational intervention, including format and scope.

Intended Project Outcomes

Clearly defined, measurable outcomes that describe the intended results of the project.

Evaluation Plan

Description of how project outcomes will be measured and evaluated.

Significance

Explanation of how the project will advance the education of Boston Children's Hospital health professionals.

Timeframe

Proposed one-year timeline for project development, implementation, and evaluation.

Sustainability

Applicants proposing projects that are likely to extend beyond the one-year funding period are expected to describe how ongoing activities will be supported after grant funding ends.

References

Relevant literature supporting the project.

Impact on Applicant's Professional Goals

Brief description of how the project aligns with and supports the applicant's professional development as an educator.

Budget

Applicants must specify the total amount requested (\$2,000–\$6,000) and provide a detailed justification for how all funds will be used. Please complete the budget template on pages 10–11 of this document. The following funding guidelines apply:

Salary and Stipends

- Grant funds may **not** be used for salary support, honorarium, or stipends for applicants, participants, faculty, or project team members, except for administrative or research assistants.

Training and Professional Development

- A portion of the budget may be used for training or education necessary to inform or complete the project.
- Funds may **not** be used for dissemination or presentation of project results, including travel, registration fees, or graphic/poster design.

Incentives and Gift Cards

- Gift cards are permitted only for learners, patient-family partners, or research participants. They may **not** be provided to faculty, facilitators, or project team members.
- Gift cards should range from \$25-\$50
- Total gift card expenses may not exceed 25% of the overall budget.
- Funding will **not** be provided for promotional or non-educational items (e.g., pens, merchandise, books).

Food

- Grant funds may **not** be used exclusively to purchase food for participants.

Equipment and Software

- Equipment or software purchased with grant funds must be used solely for educational or training purposes.
- Laptops, desktop computers, and similar hardware are **not** allowable expenses.

Recommended Resources

- Qualitative analysis: Dedoose is an affordable and widely-used qualitative analysis software.
- Survey tools: REDCap is the recommended in-house survey platform.
- Transcription: Cost-effective options are to use Zoom, Rev.com, or aws.amazon.com/transcribe/
- Consultation support: Academy consultants are available to provide quantitative and qualitative support at a rate of \$100 per hour.

Budget Review

- The Academy reserves the right to reduce or modify budget requests that include unallowable or inappropriate line items.

Curriculum Vitae or Resume Upload to the link on page 7

Formal Mentorship Letter of Support

The mentor letter should confirm the feasibility of the proposed project, including the budget, timeline, and the mentor's planned role and commitment to meeting regularly with the applicant.

**Letters of support must be emailed directly to [BCHAcademy@childrens.harvard.edu](mailto: BCHAcademy@childrens.harvard.edu)*

Application Instructions:

Complete the application below (pages 8-11) and upload all required documents, including your CV/Resume, by Friday, March 13, 2026, 5:00 pm EST to:
<https://app.smartsheet.com/b/form/019bdd430dc97a458148328d6bff67d4>

*Review all instructions and requirements printed below
before uploading the application files.*

**BCH Academy for Teaching and Educational Innovation and Scholarship
2026 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:

Name of Mentor Committed to Providing Regular Support:

Background and Educational Need:

Aim(s):

Target Learners:

Project Design:

Intended Project 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 their approval and availability of the intended health professional learners to participate in the proposed project or curriculum: ____ Yes
If applicable, please check “yes” to verify that you have vetted and received approval for projects involving Immersive Design Systems, the Innovation and Digital Health Accelerator, or similar entity: ____ Yes
Timeline (within the period of May 1, 2026–April 30, 2027):
Will this project continue after the 2026-2027 grant cycle? If so, how will it be sustained?
References:
Impact on the Applicant(s) Professional Development:

Budget Part 1— Detail

Please itemize all requested expenses and indicate the source of support. The “Other Funds” column should be used to list funds not provided by the BCH Academy Grant that are required to complete the project. The budget justification must identify the source(s) of these funds.

Administrative Support and/or Research Assistance

Item / Description	HPEI Award (\$)	Other Funds (\$)
Total Administrative Support and/or Research Assistance		

Equipment (educational use only)

Item / Description	HPEI Award (\$)	Other Funds (\$)
Total Equipment (educational use only)		

Software

Item / Description	HPEI Award (\$)	Other Funds (\$)
Total Software		

Supplies

Item / Description	HPEI Award (\$)	Other Funds (\$)
Total Supplies		

Additional Expenses

Item / Description	HPEI Award (\$)	Other Funds (\$)
Total Additional Expenses		

Total Grant Support

Category	Amount (\$)
Total HPEI Award Requested	
Total Project Cost (Including Other Funds, if applicable)	

Budget Part 2— Justification

Please justify the proposed budget and identify any other departmental, institutional, or external funding sources or in-kind contributions that will support this project.

Describe the resources required to complete the project, including administrative support, research assistance, equipment, supplies, software, transcription services, and quantitative or qualitative analysis support. Please indicate which resources will be supported by this grant and which will be supported through other funding sources, if applicable.

If applicable, please describe other current projects involving both the applicant and the mentor. Include the anticipated time commitment, funding sources, and the extent of overlap with the proposed project.