

# **CGEA Call for Collaborative Proposals**

## ***Advancing the CGEA as a Community of Educational Scholars***

### **PURPOSE**

The CGEA seeks to promote *collaborative* projects between CGEA sections (UGME, GME, CME, RIME), SIGs, and institutions designed to advance the Central region and the objectives of its sections as a community of educational scholars. Consistent with the criteria for scholarship, the results of these projects must be public, available for peer review, and available in a format that others can build upon your work.

### **ELIGIBILITY**

- All CGEA members in good standing are eligible to submit a proposal.
- Members may submit only one proposal per cycle and may not be an author on any other proposal currently receiving CGEA funding.

### **APPLICATION AND SUBMISSION PROCESS**

- 1) Applications must be submitted in an electronic format (to expedite review).
- 2) Cover page must include:
  - a) Name of applicant (s) and affiliated CGEA Section(s)/SIG(s) and medical school(s)
  - b) Project title
  - c) Contact information for project leader (mailing address, telephone, fax, e-mail)
  - d) Institutional grant/development officer to whom payment will be made (name, title, address, phone, fax and e-mail).
- 3) Proposals must not exceed 5 single spaced typed pages including all tables, figures, appendices and must include a:
  - a) Statement of the Problem
  - b) Review of Pertinent Literature
  - c) Methodology
  - d) Anticipated Outcomes (e.g., Impact on CGEA as a Community of Educational Scholars)
  - e) Plan for Dissemination of Project Outcomes regionally and nationally
  - f) Project Timeline (not to exceed 18 months).
  - g) Budget including itemized costs and justification.
- 4) Letters of support are required from key participants (e.g., Section leader, SIG convener, individuals from participating institution, associate dean for education) stating their commitment to the project and their qualifications. (Letters are not included in the 5-page proposal limit).
  - a) Letters of support may be faxed if the author is unable to send in electronic format.
  - b) If this is a research project involving human subjects, a letter of approval from the host institution's Review Board (or equivalent body which reviews research proposal involving human subjects) stating that the project is approved or that approval was not necessary.

### **ANNUAL SUBMISSION DEADLINE (June 1) AND REVIEW PROCESS**

- Proposals must be received by June 1 of each year to be considered for funding. Proposals received after June 1 will be held for review during the next cycle year unless an exemption is requested from and approved by the CGEA Executive Committee.
- Each year the *Review Panel* will be appointed by the Chair of the CGEA and will include 3-5 current Executive Committee Members and 1-2 external reviewers. Reviewers may not be authors of proposals under consideration during the review cycle.
- Funding decisions will be announced following the CGEA Executive Committee Summer Meeting, with funding to begin September 1.
- Number of proposals funded per year will depend upon the CGEA Budget and proposal quality with a typical range of 1-3.

## **CRITERIA**

Proposals will be judged on each of the criteria listed below resulting in one of the following decisions: (1) Approved; (2) Tabled - pending clarification/modification and re-review; (3) Approved but not funded; (4) Not Approved.

- Degree to which project meets CGEA priorities
- Degree and level of involvement of the CGEA Section(s), SIGs and CGEA Members from multiple institutions.
- Clarity of goals, relevance of literature, appropriateness of methodology, and plan for dissemination.
- Potential to impact the CGEA and its member institutions including its potential to serve as a model for other initiatives
- Self-sustainability post funding

## **FUNDING PROVIDED FOR**

- Administrative/technical support to carry out project (e.g., clerical, computer).
- Supplies/expenses (e.g., duplication, mailings)
- Communication(s) between participants (e.g., web/phone conference)
- Maximum award \$5,000 (grants do not cover indirect costs) with unexpended funds returned to the CGEA at the award end date.

## **PROGRESS AND FINAL REPORTS + PROJECT DISSEMINATION**

- Project director will be required to submit 2 progress reports per year (1 month prior to fall AAMC meeting and 1 month prior to Spring CGEA Regional Meeting).
- Progress report must include progress to date, obstacles and solutions, dissemination activities and budget report.
- Projects whose directors are no longer members in good standing in the CGEA must submit a request for approval of a new project director with continued funding contingent on approval of the CGEA Chair.
- A final report must be submitted within 60 days of project completion date to the CGEA Chair and include copies of materials developed, dissemination activity, and self-sustainability (e.g., sources and amount of continued funding).
- Dissemination
  - All publications, presentations and/or products resulting from this project must acknowledge the CGEA as a sponsor of the work.
  - Project team leader or member(s) must submit a proposal to present the project results at a CGEA Regional Meeting.

## **QUESTIONS**

- All inquires and communications should be addressed to the CGEA Past Chair (CGEA Past Chair - Brian Mavis - e-mail <mavis@msu.edu>).