



**CREATORS: Center for Medical Education Research and Scholarship**  
**CREATORS Scholars Faculty Award**



**Request for Proposals (RFP) Year: 2024**

**Release Date: September 1, 2023**

**Application Due: January 20, 2024**

The University of Florida College of Medicine-Jacksonville Office of Educational Affairs is partnering with the Office of Research Affairs to solicit applications from physician faculty on the Jacksonville campus who wish to develop their skill set in medical education research and scholarship. The program anticipates supporting *two awardees for up to \$60,000 each*.

**Primary Qualifications:**

1. **All benefits eligible UFCOMJ** non-tenured physician faculty appointment at the rank of Assistant or Associate Professor
2. Proposed medical education research, medical education program evaluation, and/or learner assessment study or project outline or quality improvement/patient safety project
3. Letter of support from Chair for matching protected time to ensure sufficient time for formal training and completion of research study or scholarly project (salary is calculated up to the current NIH salary cap) found at [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)
4. Acceptance into or applied to a formal training program in medical education research, and/or program evaluation, learner assessment, or quality improvement and patient safety (beyond IHI modules)

**Applications Must Include: (See Full Directions below)**

A formal training program in medical education research, program evaluation, and/or learner assessment or quality improvement and patient safety

- Applicants may find formal training programs within their own specialty society (e.g., Association for Surgical Education's Surgical Education Research Fellowship [\$2,500]; Association of Professors of Gynecology and Obstetrics Academic Scholars and Leaders Program [\$5,000] **or** a national program such as ALiEM Faculty Incubator [\$1,500]- all specialties, Harvard's Macy Institute Program for Educators in Health Professions [\$5,710]; Harvard's Program for Post-Graduate Trainees: Future Academic Clinical-Educators [\$1,900]- plus a research methods course; Medical Education Research Certificate (MERC) Program [~\$3,125] **or** a formal Master's Degree or formal Certificate Program (e.g., UNF's Applied Public Health & Medical Education Research Certificate; UF's Research and Evaluation Methodology), UF Health Jacksonville Performance Improvement Program Lean Six Sigma Yellow Belt, Green Belt training (free); John Hopkins' Armstrong Institute for Patient Safety and Quality (virtual program \$850, certification exam \$900)
- A general outline of a proposed medical education, program evaluation or learner assessment research or project, or quality improvement and patient safety project
- Timeline to include: training program dates, estimated research/project timeline by quarter
- Budget with Letter of Support from Chair with Commitment of 0.10 FTE match
- Acceptance letter into training program or application receipt or date of application if applications are not open yet
- Letter by applicant addressing their career goals in relation to being a medical education researcher/scholar, quality improvement and patient safety scholar

**Scholars Expected Outcomes:**

- Certificate, Certification or formal degree from training program in medical education research methodologies and/or program evaluation, learner assessment, learning and memory theories, or quality improvement and patient safety
- A completed medical education research study or project or QIPS Project
- Publication, national and/or international presentation
- An established network of mentors
- Submission of an application for medical education research, program evaluation or scholarly grant opportunity for continued funding including those in quality improvement and patient safety research
- Strengthened opportunities for academic advancement

**Selection Process:** Applications are submitted electronically via Google docs. This requires you to use a Google Account (gmail account). If you do not have a gmail, it is easy to create at <https://www.google.com/account/about/>.

- Applications Due: January 20, 2024 by 11:00pm submitted at <https://forms.gle/zdCb4P299YZq24jK8>
- CREATORS Medical Education Scholars Review Group
- Scoring criteria: Applicants are ranked based on a composite application/presentation score and overall career potential

#### **Award Information:**

Awards include funding of up to \$60,000 that can be utilized up to 30 months and allocated as outlined below. Continuation of funds over the 30 months must be a reflection of faculty meeting goals through required reports/updates.

- Two years of salary buy-out from clinical duties at 0.20 FTE cost-shared with the faculty's department
  - Two year's salary below or capped at the current NIH salary cap found at [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)
  - Remaining funds may be allocated to fund formal training program, the proposed research/project, and travel for training or presentation at national conferences
- For a total of up to \$60,000 over 30 months

CREATORS scholars funding is for faculty who have not already attended a formal training program in medical education or quality improvement research or scholarship. For faculty who have previously attended formal training and are interested in pursuing additional opportunities, please contact [Colleen.Kalynych@jax.ufl.edu](mailto:Colleen.Kalynych@jax.ufl.edu) to discuss or apply for a UFCOMJ Professorship <https://med.jax.ufl.edu/administrative-affairs/term-professorships/>

**Application Directions:** <https://med.jax.ufl.edu/creators/scholars/>

All applications will be submitted electronically at this link <https://forms.gle/zdCb4P299YZq24jK8>. Applications are submitted electronically via Google docs. This requires you to use a Google Account (gmail account). If you do not have a gmail, it is easy to create at <https://www.google.com/account/about/>. It is recommended that applicants create sections in a WORD document, 11-point font and single-spaced and then transferred to the Google form link above as submissions cannot be saved and worked on, the submission must be completed and submitted in one sitting. There is a word or page limit in sections, you will not be able to submit work outside the section word limits.

#### **Sections:**

##### **A. Headings**

1. Applicant Name and Email
2. Professorial Rank
3. Department and Division (where relevant)
4. Chair's Name

##### **B. Statement of Interest from Applicant**

This statement by the applicant should outline their passion for medical education or quality improvement and patient safety and desire to become formally trained as a scholar, utilizing any examples the applicant may have already accomplished and where they expect this award will take them on their academic journey. There is a 500 word limit.

##### **C. Letter of Support from the Chair**

This letter can be uploaded into the Google Form. The letter of support should include the Chair's matching FTE commitment of 0.10 or higher over at least 2-years. The Chair's letter is limited to two pages.

##### **D. MedEd Research, Program Evaluation and/or Learner Assessment Project, Quality Improvement Research or Project Outline**

Applicants are not expected to have a full research study or project *completely* developed as it is anticipated that participation in the identified training program will assist in developing a rigorous study or project protocol. However, faculty should be able to describe an area of interest and have started to write a proposal. If the applicant has already researched this area of interest as a pilot and has data, this can be described with a new angle for a study outlined. The applicant should address each of the following areas:

1. Type of Scholarly Work Anticipated at This Stage: Medical Education Research, Medical Education Program Evaluation, Learner Assessment or Other Scholarly Category or Quality Improvement and Patient Safety
2. Draft Title

3. Introduction/Background and Importance of this Area of Investigation; Include any Pilot Data in the Introduction/Background
4. Draft of Study Measurable Aims or Objectives of the Project
5. Methods (include anticipated quantitative, qualitative, mixed-methods, program evaluation, etc.)
6. Anticipated Analysis or Evaluation Strategy(ies)

We understand that these areas may change as the awardee completes their training program. The awardee will be required to submit an updated research or project protocol/proposal before starting their study/project with IRB approval or designation as non-human subjects in order to receive study or project implementation dollars. It is important for applicants to consider feasible projects and pilot projects are acceptable when designed with rigor, including quality improvement and patient safety projects. Quality Improvement and Patient Safety Projects must be designed with publication in mind. Word limit for this section 1500 words.

#### E. Budget- Upload- NIH Budget

The applicant will upload a budget for the entire cost of up to \$60,000 from CREATORS and additional costs (required department matching funds of 0.10 FTE and any other source of funds) utilizing the NIH Budget Form Page 5 found at <https://grants.nih.gov/grants/funding/phs398/fp5.pdf> Example NIH Budget can be found on the last page of this document.

Allowable costs:

- **Up to 0.10** of faculty salary and capped at the current NIH Salary Cap (EXAMPLE: \$203,700 (**up to** \$22,363/yr or \$48,726 over 2 years), which includes fringe. Fringe rate is 19.6% for Clinical faculty for 2023 found here: <https://hr.ufl.edu/memoranda/57805/>
  - Add in matching departmental FTE of at least 0.10 over the 2 years (be sure to include Fringe)
    - Current NIH Cap can be found at: [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)
    - Current UF fringe benefits: <https://hr.ufl.edu/manager-resources/classification-compensation/compensation/fringe-benefits-pool/>
- Training Program Costs
- Travel (for presentation and/or to in-person training program meetings)- this may need to be cost-shared with department if amount is high
- Statistician or Data Analysis Assistance (one resource is the Center for Data Solutions): <https://med.jax.ufl.edu/research/center-data-solutions/> Be sure to get official quotes to ensure you have budgeted correctly for any services, faculty can request “voucher” hours. Center for Data Solutions out of the Office of Research Affairs can extend assistance as part of this program
- Research Assistance or Coordination: <https://med.jax.ufl.edu/research/resources/>
- Assistance with proposal writing, submit to the ORA portal with plenty of lead time to meet with contacts: <https://med.jax.ufl.edu/research/resources/>; keep in mind that your training program will assist in solidifying your research or project, you only need a good outline/draft at this point

Unallowable Costs:

- Co-Investigator(s) Salaries
- Supplies- unless specific to the importance of the study and must be justified
- Equipment- unless under \$1,000 and must be related to the study and justified
- Food
- Indirect Costs

Budgets must be inline with the work of the project including requested FTE.

#### F. Timeline

The applicant should create up to a 30-month timeline by quarter that outlines items such as training program schedule, Protocol/Proposal Finalization, IRB Submission & Approval, Start of Study/Project Implementation, and Completion. Reports are due each 6 months to update progress and adjust timelines as needed, budget spending and to receive approval of continuation of funding. Salaries will not be released until the start of the formal training program (in-time to pay for training) and dollars related to research or project implementation will not be released until there is IRB approval or non-human subjects designation and identified mentors. A final report is due 6 months after the completion of the project or funding, whichever is first. Awardees will receive specific instructions in award letter of reporting requirements. *However, it is expected as part of the final report that the awardee will have identified post-funding opportunities with a timeline for submission for continued funding and outline an established networking group and mentors, and anticipation of peer review submissions.* There will be some flexibility on start-date for the 30 months, but generally starting with the training program.

**Add-in Specific Estimated Start Date**

Year 1				Year 2				Year 3	
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

**G. CV**

The applicant will upload an updated copy of their CV.

**H. Additional Uploads**

1. Acceptance letter into formal training program or receipt/proof of application to program or statement of when application opens. Ensure that the timeline reflects taking this information into account.
2. Additional Letters of Support- Applicants may add up to two additional letters of recommendation or support attesting to the applicant’s commitment to medical education scholarly work and establishment of a career in medical education scholarship or quality improvement and patient safety expert/scholar. Letters are limited to one page each.

**I. Attestation** – You will be required to attest to not having previously attended a formal training program in medical education-type or quality improvement research or scholarship. If you are unsure, please contact [Colleen.Kalynych@jax.ufl.edu](mailto:Colleen.Kalynych@jax.ufl.edu)

**Expectation of Award Notice (schedule)**

- RFP Release- September 1, 2023
- Applications due January 20, 2024
- Notice of Awards April 2024 (If there is a time conflict with a training program, awards may be announced sooner and the need for this should be clearly stated in the applicant’s timeline and statement letter).

**BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD  
DIRECT COSTS ONLY**

BUDGET CATEGORY TOTALS	INITIAL BUDGET PERIOD <i>(from Form Page 4)</i>	2nd ADDITIONAL YEAR OF SUPPORT REQUESTED	3rd ADDITIONAL YEAR OF SUPPORT REQUESTED	4th ADDITIONAL YEAR OF SUPPORT REQUESTED	5th ADDITIONAL YEAR OF SUPPORT REQUESTED
PERSONNEL: <i>Salary and fringe benefits. Applicant organization only.</i>	24363	24363			
CONSULTANT COSTS		2125	2125		
EQUIPMENT					
SUPPLIES					
TRAVEL		2262	2262		
INPATIENT CARE COSTS					
OUTPATIENT CARE COSTS					
ALTERATIONS AND RENOVATIONS					
OTHER EXPENSES	2500				
DIRECT CONSORTIUM/ CONTRACTUAL COSTS					
<b>SUBTOTAL DIRECT COSTS</b> <i>(Sum = Item 8a, Face Page)</i>	26863	28750	4387	0	0
F&A CONSORTIUM/ CONTRACTUAL COSTS					
<b>TOTAL DIRECT COSTS</b>	26863	28750	4387	0	0

**TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD** \$ 60000

JUSTIFICATION. Follow the budget justification instructions exactly. Use continuation pages as needed.

Personnel: Sally Smith 2-years salary plus fringe based on the NIH Cap of \$203,700 at .01 FTE (\$24,363/yr or \$48,726). Matched Salary of \$24,363/yr by Department of XXX= total salary of \$97,452. Request \$48,276 from this grant.

Consultant Cost: Center for Data Solution Analyst, estimated at \$2,000 for XX hours at XX/hr; Research Assistance through the Office of Research Affairs, estimated 90 hours at \$25/hr (\$2,250)= \$4,250

Other Expenses: Attendance in the Association for Surgical Education's Surgical Education Research Fellowship (\$2,500)

Travel: Registration to present final research/project results at a national conference, Society of XX where registration is \$800, air travel estimated XX. Additional travel costs will be covered by department and my PEA.