



**CREATORS: Center for Medical Education Research and Scholarship**

**CREATORS Scholars Faculty Award in  
Medical Education Research and Scholarship**

**Request for Proposals (RFP) Year: 2026**

**Release Date: August 11, 2025**

**Application Due: January 30, 2026**



The University of Florida College of Medicine – Jacksonville Office of Graduate Medical Education has opened a call for 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 **one awardee for up to \$60,000**.

**Primary Qualifications**

1. Current UFCOM-Jacksonville physician faculty appointment at the rank of Assistant or Associate Professor
2. Proposed medical education research, medical education program evaluation, or learner assessment study/project outline. We welcome proposal relating to the use of AI in medical education so long as it has a scholarly component
3. Letter of support from Chair for matching protected time to ensure sufficient time for formal training and completion of a research study or scholarly project (salary calculations not to exceed the NIH salary cap of \$225,700)
4. Acceptance into or have applied to a formal training program in medical education research, program evaluation or learner assessment resulting in a formal certificate or Masters' degree

**Applications Must Include (full directions available on page 2)**

- Formal training program in medical education research, program evaluation, or learner assessment. For example:
  - Programs within one's 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], etc. **or**
  - A national program such as ALiEM Faculty Incubator [\$1,500]; 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 Masters' degree or formal Certificate Program (e.g., UNF's Applied Public Health & Medical Education Research Certificate; UF's Research and Evaluation Methodology masters' degree)
- Acceptance letter into training program or application receipt or date of application if applications are not open yet
- A general outline of a proposed medical education research, program evaluation, or learner assessment project
- Timeline to include training program dates with estimated research/project timeline by quarter
- Budget with Letter of Support from Chair with Commitment of 0.10 FTE match (.20 FTE buy-out)
- Letter by applicant addressing their career goals in relation to being a medical education researcher/scholar

**Scholars Expected Outcomes**

- Certificate, certification or formal degree from training program in medical education research methodologies, program evaluation, learner assessment, or learning and memory theories and frameworks
- A completed medical education research study or project
- Publication, national and/or international presentation(s)
- An established network of mentors
- Submission of an application for medical education research, program evaluation or scholarly grant opportunity for continued funding
- Strengthened opportunities for academic advancement

**Application Process: Applications are submitted electronically via Google docs (<https://forms.gle/zdCb4P299YZq24jK8>).**

**This form requires you to use a Google (gmail) Account. If you do not have a gmail account, it is easy to create one at <https://www.google.com/account/about/>.**

**Applications Due: January 30, 2026, by 11:00 pm**

**Selection Process**

- Reviewers: 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 for up to 30 months and allocated as outlined below. Continuation of funds over the 30 months reflect 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 years of salary below or at the NIH salary cap (currently \$225,700) covers up to \$55,070 over the two years) of 0.10 FTE (salary and fringe) of award funds
- Remaining funds may be allocated to fund formal training program, the proposed research/project, and/or travel for training or presentation at national conferences. UF and UNF certificates and Masters' degrees should be covered by the Employee Education Program <https://hr.ufl.edu/professional-development/eep/>

**TOTAL** - 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 research and 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 for any clarifying questions.

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This form requires you to use a Google (gmail) Account. If you do not have a gmail account, it is easy to create one at <https://www.google.com/account/about/>.

**Applications Due: January 30, 2026, by 11:00 pm**

## Application Directions

It is recommended that applicants create the sections below in a WORD document, using 11-point font and single-spaced.

You can then transfer the information to the Google form (link above) as submissions must be completed and submitted in one sitting. There are word and/or page limits for each section. You will not be able to submit work outside these section limits. <https://med.jax.ufl.edu/creators/scholars/>

### Sections

#### A. General Information:

- Applicant Name and Email
- Professorial Rank
- Department and Division (where relevant)
- Chair's Name

#### B. Statement of Interest from Applicant

This statement by the applicant should outline their passion for medical education 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 needs to include the Chair's matching FTE commitment of 0.10 or higher over the two years for a total of .20 buy-out. **The Chair's letter is limited to two pages.**

#### D. MedEd Research, Program Evaluation, or Learner Assessment 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(s) 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, or Learner Assessment
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. Anticipated Methods
  - Include anticipated quantitative, qualitative, mixed-methods, program evaluation, etc.

We understand that these areas may change as the awardee completes their training program. To receive study or project implementation dollars, 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. It is important for applicants to consider feasible projects. Pilot projects are acceptable when designed with rigor. **Word limit for this section 1000 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 (or the NIH Salary Cap of \$225,700) including fringe each year. Fringe rate is 22% for Clinical faculty for 2026 found here: <https://administrativememo.ufl.edu/2025/03/proposed-2025-2026-fringe-benefit-pool-rates/>
  - Add in matching departmental FTE of at least 0.10 for each of the two years (be sure to include Fringe)
- Training Program Costs
- Travel (for presentation and/or to in-person training program meetings)
  - This may need to be cost-shared with the department if the 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 from CTSI by contacting April Braxton at [abraxton@ufl.edu](mailto:abraxton@ufl.edu)
- Research Assistance or Coordination: <https://med.jax.ufl.edu/research/resources/>
  - For assistance with proposal writing, submit to the ORA portal with plenty of lead time to meet with contacts; 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 in line with the project work including requested FTE. For assistance with budget email [Tyler.Sevigny@jax.ufl.edu](mailto:Tyler.Sevigny@jax.ufl.edu)

## **F. Timeline**

The applicant should create a timeline (up to 30 months) separated 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 every 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). 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 comes 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	Q3	Q4

## **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. **Letters are limited to one page each.**

## **Expectation of Award Notice (schedule)**

- RFP Release - August 11, 2025
- Applications due January 30, 2026
- Notice of Awards early March 2026 (If there is a time conflict with a training program or Master’s degree, 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 (from Form Page 4)	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: Salary and fringe benefits. Applicant organization only.	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> (Sum = Item 8a, Face Page)	26863	28750	4387	0	0
F&A CONSORTIUM/CONTRACTUAL COSTS					
<b>TOTAL DIRECT COSTS</b>	26863	28750	4387	0	0
<b>TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD</b>				\$ 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.