**Small Grants Program**

The University of Utah Academy of Health Science Educators (AHSE) awards annual small grants ($3,000 or less) to support efforts to create, implement, and evaluate innovative health science education programs, and to develop scholarship in health science education.

For the purposes of this small grants program, health science education research is broadly defined and might include (but is not limited to) any of the following areas:

- Evaluation of a novel teaching methodology, course, or mentoring program
- Development and validation of educational assessment methods
- Evaluation of interdisciplinary/interprofessional education
- Assessment of the impact that educational practices for students/trainees have on patient outcomes

**Eligibility**

- Applicants (principal and co-investigator) must be a University of Utah faculty member appointed to the career line or tenure line at the rank of instructor or above (adjunct and visiting faculty are not eligible)
- Applicants (principal and co-investigator) must be a Fellow or Member of the Academy of Health Science Educators
- If an AHSE Trainee would like to submit a grant proposal, they must be a co-investigator with an AHSE faculty member

**Awards**

- Up to $3,000 for one year
- Non-renewable
- Preference given to new education research projects
- Funds can be awarded for a new component of an existing research project
- Awardees are eligible to receive support from AHSE Research Services, based on need and availability. Services include (but are not limited to): quantitative and qualitative statistical support, review of educational posters, abstracts and manuscripts
Ineligible Expenses
- Faculty salary or stipend
- Indirect/administrative costs
- General equipment expenses (laptops, tablet computers, printers, etc.)
- Funding existing research project
- Travel expenses
- Funds to develop patient education materials

Evaluation Criteria
- **Originality**
  Are the objectives innovative/creative?

- **Significance and Impact**
  Does the review of the literature describe the need for the project?
  Does the study address an important issue that will change educational practices?

- **Approach**
  Is there a clear research question/hypothesis?
  Are the specific aims clear and relevant?
  Are the design and analyses appropriate to the aims of the project?
  Is the study population well defined and sampling appropriate?
  Are the methods and instruments to be used for data collection clearly described, rigorous, and appropriate?

- **Feasibility**
  Is the amount of proposed work realistic within the project period and budget?
  Are needed resources available and accessible?

- **Sustainability**
  Will this research lead to educational changes that are sustainable and/or could lead to extramural funding?

- **Potential for dissemination**
  Are the results of this work likely to be disseminated beyond the University of Utah?

Deadlines and Important Dates
Grant application deadline Monday, February 22, 2016, 5pm MT
Grant application notifications sent by Friday, May 6, 2016
Funding to start by Wednesday, June 1, 2016

Grant awardees are required to:
- Submit a final project report by June 1, 2017
- Present the results of their project at the annual AHSE Educational Symposium in September 2017

Feedback from reviewers will be provided for all applications.
Application Requirements

1. Applicant Information and Documentation of Human Subjects – evidence of IRB creation, submission, exemption, or approval (starting an IRB application in ERICA will generate an IRB number). Grants will not be funded unless IRB approval or exemption is received by June 1, 2016.

2. Grant Application – use template provided

   Narrative Research Proposal (6 pages maximum)
   - Arial, 11 point, single spaced, 1 inch margins

   a) Brief proposal summary/abstract (250 words maximum) (1 page)
   b) Research plan (3 pages)
      - Background
      - Research question/hypothesis and specific aim(s)
      - Succinct description of methods including design, subjects, procedure, measures/outcomes, power analysis (if applicable), and analysis plan
      - How the results of this project will impact health science education
      - Plan to disseminate the results
      - How the results of the project will be incorporated into sustainable educational practice
      - Availability of resources necessary to complete the study
   c) Budget (1 page – see enclosed budget guideline)
   d) Bibliography (1 page)
   e) Optional Research support request (does not count in the 6 page maximum – see enclosed description)

3. Current NIH Biosketch for principal investigator and co-investigator (if applicable)

Submission Requirements

Deadline: Monday, February 22, 2016, 5pm MT
Submit the completed application via Competition Space (http://utah.infoready4.com/CompetitionSpace/#homePage)

Your UNID and password are required to log into Competition Space. The application is listed in the Intramural Funding section. Search for "Academy of Health Science Educators Small Grants Program."
For questions, please contact Gina Bacon by e-mail (Gina.Bacon@hsc.utah.edu) or by phone (801-587-8559).

Search for “Academy of Health Science Educators Small Grants Program” or locate it in the Intramural Funding section.
**Budget Guideline – Small Grant Application**

The budget must clearly support the goals outlined in your application. All budget items must include a description of the activity and expense. The total maximum allowance is $3,000. This funding will be transferred via e-Journal to your department - note that the chartfield must be a 6100 fund.

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Description and Formula</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Design and production of needs assessment survey</td>
<td>Describe the research assistant’s activities, responsibilities, and estimated cost</td>
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<tr>
<td>• Outreach</td>
<td></td>
<td></td>
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<tr>
<td>• Project coordination/administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAFF RESEARCH ASSOCIATE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Development of assessment instrument</td>
<td>Describe the research associate’s activities, responsibilities, and estimated cost</td>
<td></td>
</tr>
<tr>
<td><strong>MEETINGS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Planning/collaboration</td>
<td>Meals, beverages, and meeting materials</td>
<td></td>
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<tr>
<td><strong>PARTICIPANT EXPENSES</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Participant compensation*</td>
<td>Specify</td>
<td></td>
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<tr>
<td>• *Must follow the University of Utah IRB guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROMOTION/SUPPLIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Flyers, posters, mailings or media</td>
<td>Specify</td>
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<tr>
<td>• Printing</td>
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<tr>
<td><strong>TECHNOLOGY</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Software needed for project completion</td>
<td>Specify</td>
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<tr>
<td><strong>OTHER EXPENSES</strong></td>
<td></td>
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</tr>
<tr>
<td>Activities that are not listed above</td>
<td>Describe activity</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**TOTAL MAXIMUM ALLOWANCE $3,000**
## Sample Budget – Small Grant Application

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Description and Formula</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></td>
<td>Data entry, coding, estimated cost = $1000</td>
<td>$1000</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAFF RESEARCH ASSOCIATE</strong></td>
<td>Development of assessment instrument = $60/hr x 5 hours</td>
<td>$300</td>
</tr>
<tr>
<td>Staff</td>
<td></td>
<td></td>
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<tr>
<td><strong>PARTICIPANT EXPENSES</strong></td>
<td>Compensation for survey and focus group participation</td>
<td>$240</td>
</tr>
<tr>
<td></td>
<td>$10 gift cards x 4 focus groups @ 6 participants per group = $240</td>
<td></td>
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<tr>
<td><strong>PROMOTION/SUPPLIES</strong></td>
<td>Paper and printing costs $60, Pens $10, Binders $30, Name tags $10</td>
<td>$110</td>
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<td></td>
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<tr>
<td><strong>TECHNOLOGY</strong></td>
<td>Individual and education license $690, code qualitative interviews for analysis</td>
<td>$690</td>
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<tr>
<td>NVivo Pro Full License</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$2,340</td>
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**TOTAL MAXIMUM ALLOWANCE $3,000**
Research Support Request (optional - does not count in the 6 page maximum)

Awardees are eligible to receive support from the Academy of Health Science Educators Research Services, based on need and availability.

In the provided application template (last page), indicate the following:

What type of assistance do you need from AHSE Research Services?

- Study design/Quantitative including sample size
- Study design/Qualitative
- Statistical analysis plan/Quantitative
- Statistical analysis plan/Qualitative
- Survey/Questionnaire
- Assistance with conducting your own analysis
- Setting up a study or survey
- Setting up a statistical plan
- Review of a manuscript
- Review of MedEdPORTAL submission (https://www.medportal.org/)
- Review of abstract, poster, or other meeting presentation
- Other (please describe):