

**The Institute for Medical Education Proposal Request for
Medical Education Challenge Grants
Academic Year 2024-2025
Deadline for Submission: May 31, 2024**

Purpose

To encourage and support scholarship and innovation in medical education, the Institute for Medical Education (IME) at the Icahn School of Medicine at Mount Sinai seeks to fund research projects by faculty that address important problems or questions facing medical education today. High-quality research proposals on the following topics are strongly encouraged:

- Innovative curriculum design
- High quality assessment and evaluation of learners
- Meaningful program assessment
- Innovative instructional methodologies or models of learning
- High quality faculty development
- Enabling a positive learning environment
- Questions exploring the “how” and “why” of medical education approaches

Eligibility

- Applicants must be faculty of the Mount Sinai Health System or affiliate institutions
- Faculty may submit only one proposal as an applicant. An applicant may serve as a team member on other submissions
- The proposal is not currently receiving funding from other grants
- The project must be conducted at the Icahn School of Medicine or at an affiliate institution
- The project must be completed within 12 months of the project start date

Application and Submission Process

Please submit the following documents to InstituteMedEd@mssm.edu by **5:00pm on May 31, 2024** (no late applications will be accepted).

- **Narrative Research Proposal:** Three-five pages, single-spaced, please use the word document provided by the IME
- **Chair letter of support:** Please ask the Department Chair to write a letter of support referencing the faculty applicant and the project (letter should not exceed one page with 12-point font, and must be on letterhead)
- **Your CV** (must be in the Icahn School of Medicine at Mount Sinai format located online at [ISMMS CV Guidelines](#))
- **The budget and justification form:** Please fill out the excel form provided by the IME

Review Criteria

Each proposal will be judged by an IME peer review committee using the following criteria:

- Clarity of aim and objectives, grounding in the literature, appropriateness of methodology, relevance and quality of outcomes, and plan for dissemination
- Potential to impact medical education and serve as a model for other initiatives
- Sustainability of the intervention post-funding
- Feasibility of project completion in the proposed timeline

Budget Considerations

The project budget cannot exceed \$10,000. Itemized costs and justification for each of the itemized costs is required.

Items allowable in the budget include:

- Supplies/expenses (e.g., duplication, mailings, software, task trainers etc.).
- Data transcription costs
- Reasonable incentives for research subjects
- Travel to conduct the study (if multi-institutional)

Items that will not be supported:

- Faculty salary
- Salary support for any investigators or personnel
- Indirect costs (e.g. overhead benefits etc.)
- Conference travel and conference fees
- Society memberships
- Computer hardware
- Facility fees
- Medical equipment costs
- Journal subscriptions
- Gift cards
- Food/Catering

Important:

- ❖ The budget approval for each line item is determined by the committee
- ❖ No line item changes are allowed after the committee review and determination process

Payments and Reimbursements

- The Institute for Medical Education will be responsible for processing all grant expenditures. No funds will be dispersed directly to the Departments
- IRB approval is required before any funding is processed
- Request for payment should be submitted to the InstituteMedEd@mssm.edu for processing

Reporting Expectations

Because the IME Challenge Grant Program goals include dissemination of educational research findings, we will require a mid-cycle and final report.

Interim:

- Submit a mid-cycle and final report to the IME
- Attend a Collaborative Scholarship session to present their findings for feedback before the end of the project (optional)
- Abstract submission to IME Education Research Day in the year following completion

Final:

- A final written report will be **required** within six months of the end of the grant period
- Present their findings at Medical Education Grand Rounds following the completion of the project (Academic Year 2024-2025)

Acknowledgements: These instructions were originally adapted from the GEA National Grant Award, the University of Chicago Pritzker School of Medicine, Academy of Distinguished Medical Educators Medical, and the UCSF Seed Grants Program