STANFORD MEDICINE AND TEACHING AND MENTORING ACADEMY (TMA)
TEACHING AND MENTORING INNOVATION GRANT APPLICATION GUIDELINES

Overview: The Stanford Medicine Teaching and Mentoring Academy (TMA) promotes excellence in teaching and mentoring by developing, supporting, and recognizing dedicated educators and mentors in order to ensure world-class training for the next generation of physicians, researchers, and educators. The Academy is pleased to announce that we will be awarding grants to fund projects that aim at innovation and improvement in teaching, learning and mentoring throughout Stanford Medicine and in the larger field. Proposals will be reviewed for their significance (rationale and contribution), expertise to carry out the proposed work, innovation, and approach (e.g., plan, methods for design, implementation, dissemination, and evaluation). Selection will be a competitive process.

Funding priorities: The Academy encourages educational innovations that will have a lasting impact upon instruction and/or mentoring at the School of Medicine, within the broader Stanford community, and beyond. Innovation could be related to—but is not limited to—simulation models, service learning, case-based or team based learning, novel instructional delivery approaches, and innovative assessment methods.

In this grant cycle, the Academy especially encourages projects that address one of the following four priority areas:
1. Collaboration: projects that are interdisciplinary, interprofessional, or partner with community organizations
2. Diversity and inclusion: projects that address inclusive learning settings, implicit bias within curriculum, increasing access to education for underrepresented minority group members, or other aspects of diversity and inclusion
3. Rigorous approaches to scholarship or innovation: projects that demonstrate scientific rigor in their conception, design and evaluation
4. Impact and sustainability: projects that demonstrate promise to have impact beyond a small handful of individuals and/or projects that are likely to be sustainable beyond the grant funding period

Two types of grants will be considered (please select one in your application):

Teaching and Mentoring Innovation Grant: The goal of teaching and mentoring innovation projects is to design a new way to carry out activities directly related to teaching and/or mentoring. Projects might propose a new approach to curriculum design, pedagogy, mentoring, or student assessment, as examples.

Educational Scholarship: The goal of education scholarship projects is to study the implementation and/or outcomes of educational innovations. Examples might include evaluation of new pedagogical methods, or research that investigates known problems in bioscience or medical education with a goal of proposing innovative solutions.

Timeline:
Online application deadline: July 13, 2016, 5 p.m. via Qualtrics. Funds for awarded grants will be available in September 2016, and must be expended by August 31, 2017.
Eligibility: Stanford faculty (with UTL, MCL, NTLR, CE appts.) Note: PI waivers are not needed for internal funding opportunities.

Other eligible positions**: Medical fellows, residents, postdoctoral scholars, medical students, and graduate students, instructors, clinical instructors, academic staff-research (i.e., basic scientists, senior research associates) and house staff.

**The applications under the above "other eligible positions" must include a faculty letter of support.

Amount of funding:
Two categories of funding, large grants and small grants, will be considered. All grant funds must be expended by August 31, 2017. Large grants are for projects up to $20,000, and small grants are for projects up to $10,000. There is no restriction on how funds must be allocated between compensation and non-compensation.

Format: Formatting and budget instructions must be followed carefully. Proposals that do not meet the specifications outlined in these instructions will be rejected without review by the committee.

Grant proposals should not exceed three pages, and should be uploaded as a Microsoft Word document. This document should be formatted with 1” margins and typed using an 11- or 12-point font. Proposals that exceed the three-page maximum will not be forwarded to the grant review committee for consideration. The first two pages of the grant proposal are for the project narrative, and should address the seven categories described in the content section below. The third page of the grant proposal should present the project budget, described in section 8 below. References should be included in an appendix which will not be considered part of the 3-page limit.

Content: Applicants must address the following eight areas in their grant proposal. This proposal is not to exceed 3 pages, two pages for the narrative and one page for the budget.

I. Specific educational aims: Describe the goal of this project. How does this project contribute to improving bioscience or medical teaching and mentoring at Stanford or beyond?

II. Project rationale: Discuss the educational impact of your project. What knowledge or quality gap does this project address? What is your hypothesis? In this section, you should also provide a brief overview of the literature, explaining how your project will extend the existing research/literature in this area. References can be included in an appendix and will not count toward the proposal page limit. How will your project go beyond what has already been done? If pilot data is available, findings should be described in this section as well.

III. Approach: Detail the approach you will use to achieve your educational aims.

IV. Timeline and plan for implementation: Outline your project timeline and plan for
implementation. The project timeline should be realistic and fall within the funding period (September 1, 2016 – August 31, 2017). The plan for implementation must be clear and well thought-out.

V. Anticipated work product: Describe what will be created, developed or enhanced at the end of the grant period through the use of grant funds? How will this product positively address the knowledge or quality gap outlined in the rationale of your proposal?

VI. Evaluation plan: The evaluation plan should demonstrate how the project will be assessed in order to illustrate whether the project met its goals. How will you know the project was successful?

VII. Dissemination of results: Discuss how you plan to share the results of this project to the field.

VIII. Budget and justification: Please include a simple table documenting each item for which funds are requested and an explanation of why each line item is essential to successful completion of the project (see sample below). Total budget requests are not to exceed $10,000 for small grants and $20,000 for large grants. In this grant cycle there are no limits to the percent of the budget request can be compensation versus non-compensation. Requests for travel funds should not make up a majority of the budget request, and the need for travel should be clearly justified. Requests for equipment (laptops, cameras) must be rigorously justified, and, although allowable, are generally are discouraged.

Please present your budget in a table format that includes the following columns and rows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Justification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.8 clinical days</td>
<td>PI’s time to develop survey instrument and design focus groups</td>
<td>$3300</td>
</tr>
<tr>
<td><strong>Total compensation:</strong></td>
<td></td>
<td>$3300</td>
</tr>
<tr>
<td><strong>Non-compensation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 gift cards x $10 ea.</td>
<td>Gift cards to incentivize focus group participation</td>
<td>$100</td>
</tr>
<tr>
<td>1 stipend x $1200</td>
<td>Stipend for student assistant to assist with focus group</td>
<td>$1200</td>
</tr>
<tr>
<td><strong>Total non-comp:</strong></td>
<td></td>
<td>$1300</td>
</tr>
<tr>
<td><strong>Total request:</strong></td>
<td></td>
<td>$4600</td>
</tr>
</tbody>
</table>