Stanford
MEDICINE

TMA Innovation Grant Application

Provide the title of your project.

TEACHING AND MENTORING ACADEMY
2024-2025 Innovation Grants

Applications are due by 11:59 PM on June 14th. We recommend that you review each page of this application, write your responses in a word document, and then enter them into Qualtrics when you are ready to submit.

Please review the **Request for Proposals** and **Scoring Rubric** for additional details. You may contact cemedina@stanford.edu with any questions.

Please consider attending the **TMA Grant Writing Workshop on March 27, 2024**. Emerging Scholars are required to attend the workshop live or watch the recording prior to submitting an application.

Provide the title of your project.

[   ]

Enter the total amount of money you are requesting (up to $20,000).

[   ]

Enter the PI's contact information.

First Name

[   ]

Last Name

[   ]

Professional Title

[   ]

Department

[   ]

Email

[   ]

Select the PI's affiliation.

Faculty--Basic Science

Faculty--Clinical

Fellow

Graduate Student

Medical Student

Postdoctoral Scholar

Resident

Staff

Other (please specify)

[   ]

Is there more than one PI on this project?

Yes

No

Enter the Co-PI's contact information.

First Name

Last Name

Title

Department

Email

Select the affiliation of the Co-PI.

Faculty--Basic Science

Faculty--Clinical

Fellow

Graduate Student

Medical Student

Postdoctoral Scholar

Resident

Staff

Other (please specify)

[   ]

Are you or a co-PI an Emerging Scholar? Emerging Scholars are early career professionals who have not received a grant as a PI or have less than $10,000.00 in total grant funding at the time of submission.

Yes

No

Emerging scholars are required to attend the Grant Writing Workshop or watch the recording. **Did you attend the workshop or watch the recording?**

Yes

No

Enter the name and email address of your fiscal contact. Your fiscal contact is the person in your department who will coordinate grant expenditures.

First Name

Last Name

Email

If applicable, upload your letter of support.

-Faculty do not require a letter of support.

-Basic science trainees must submit a letter from their faculty mentor.

-Clinical trainees must submit a letter from their training and/or advising director.

-Individuals who are not faculty members or trainees must submit a letter of support from a faculty member.

Does your project involve research on medical students or the required MD curriculum? For studies involving research on medical students or the required curriculum, researchers must provide documentation that the study has been reviewed and approved as outlined in the medical education research policy, available here.

Yes

No

You indicated that your project involves research on medical students and/or the required MD curriculum. **Please upload documentation that the study has been reviewed and approved as outlined in the medical education research policy, available here.**

Define the problem or gap your project will address. What theories or solutions have been developed in relation to this problem? What solutions have been implemented and how successful were they? Why is this project needed and how does it go beyond what has already been done? If pilot data is available, findings should be described in this section **(Maximum 2 paragraphs)**.
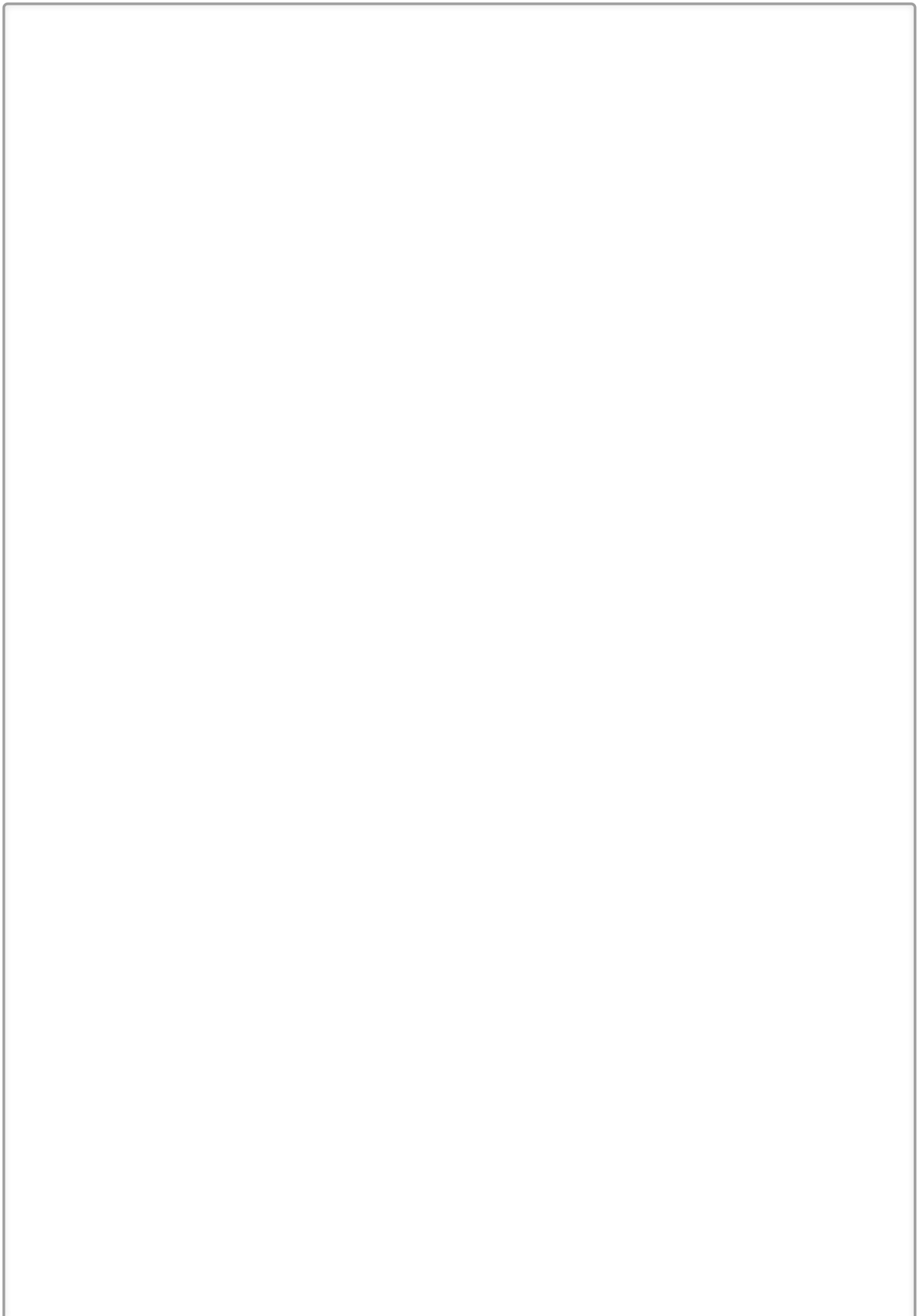
Describe your specific aims. What are the objectives of this project? Connect the objectives back to the problem identified previously in this application such that it is clear how the project will contribute to improving medical or biosciences education at Stanford or beyond **(List a maximum of five objectives)**.
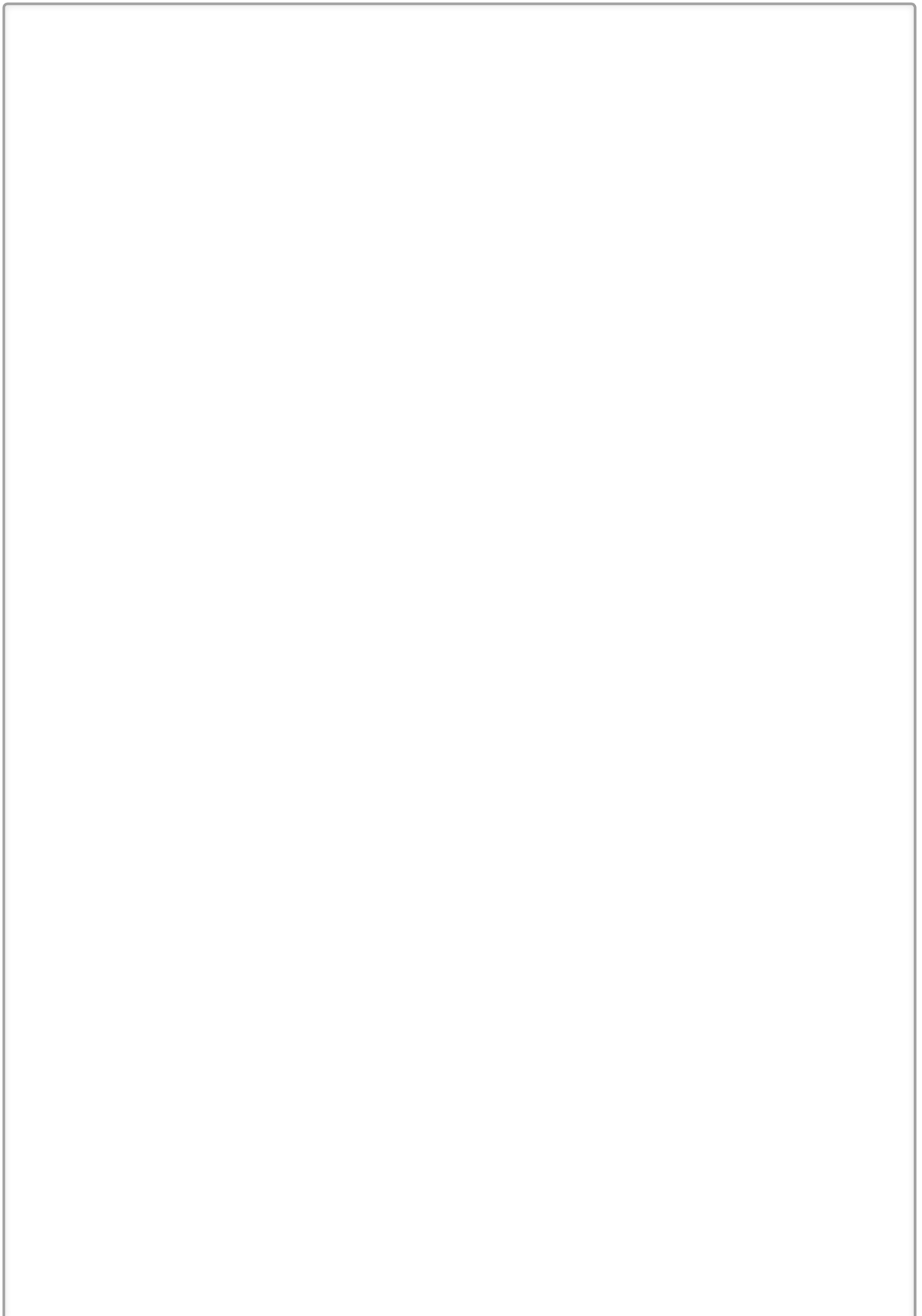
Describe the activities you will undertake during this project. Detail the approach you will use to achieve your project goals. Clearly outline the steps you have planned to achieve each of your aims. For research projects, include your research methodology in this section.
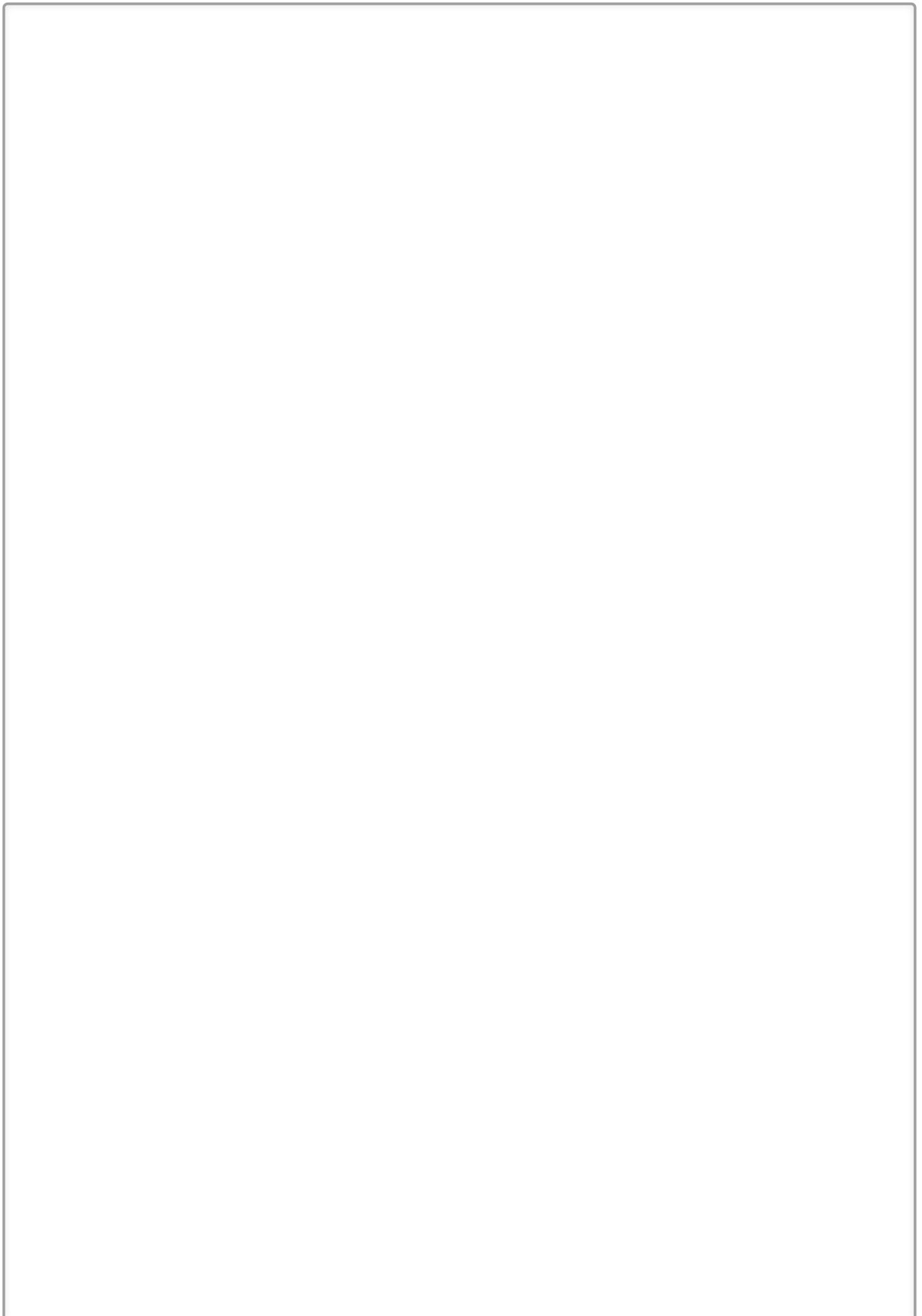
Describe your anticipated work products. Describe what you will have created, developed, or enhanced at the end of the grant period.
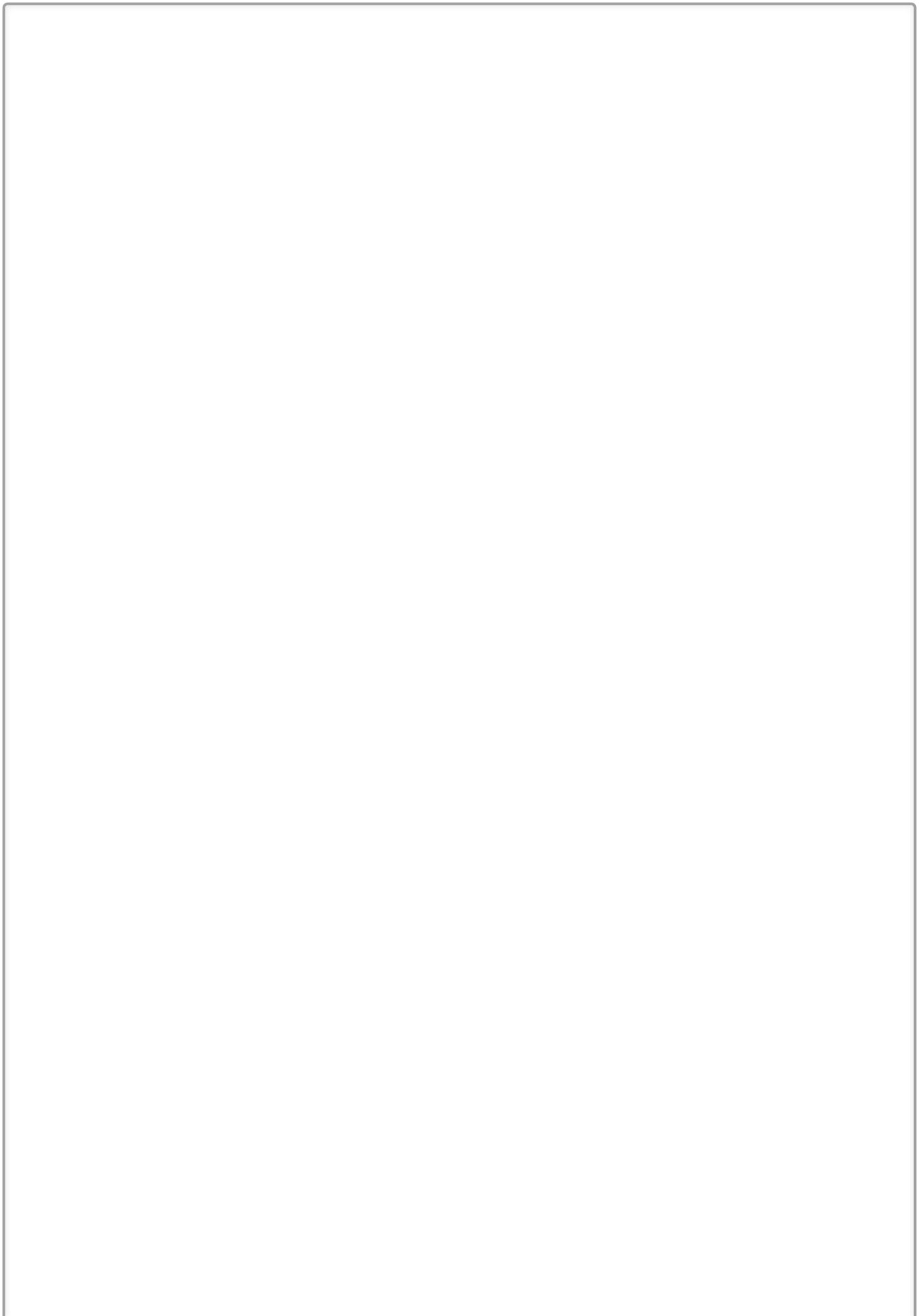
Describe your evaluation plan. Describe how you will assess whether your project met the aims described previously in the application. What measures will you track to determine if your project was successful? How will you gather and analyze your data to show whether the project was successful?
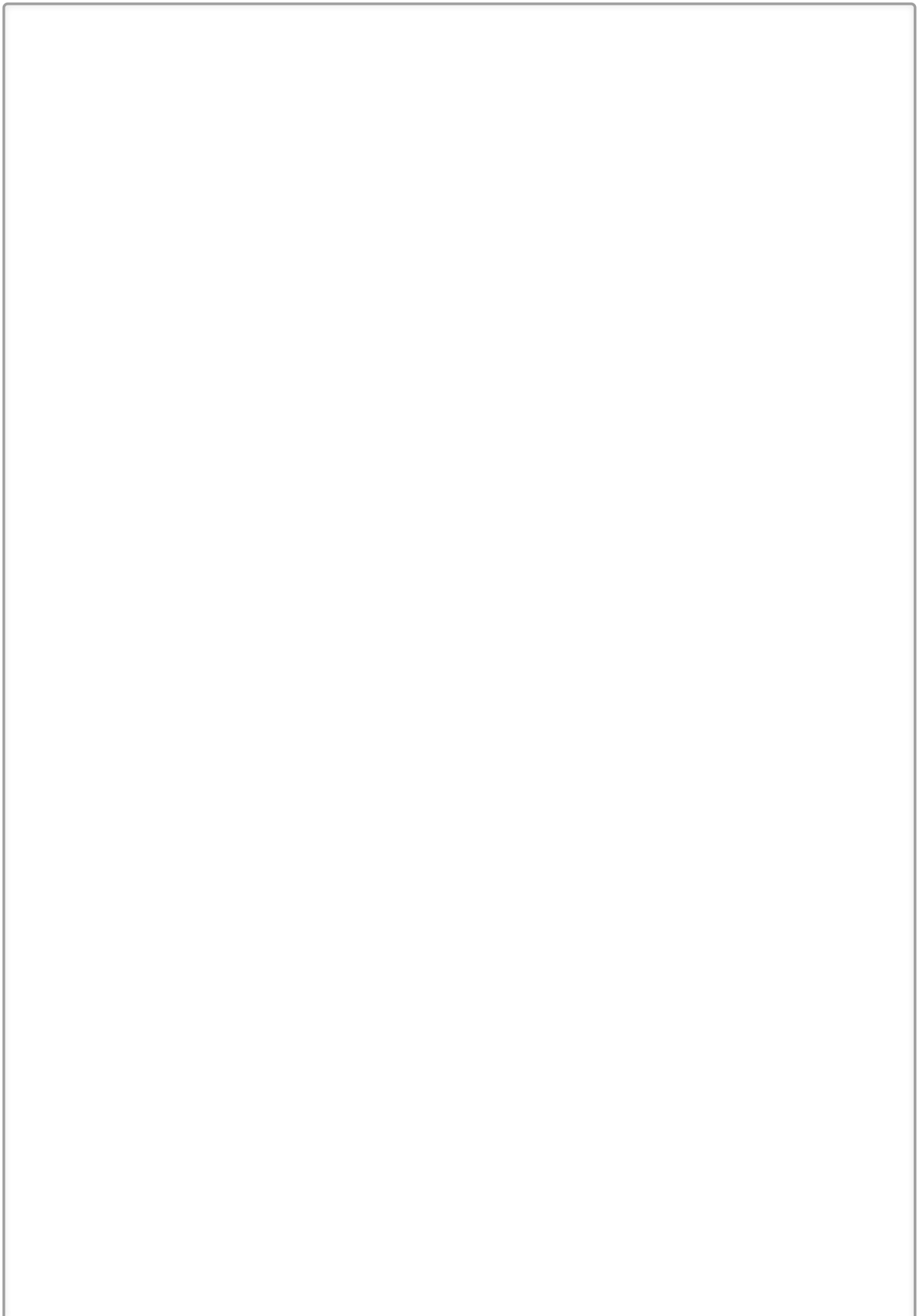
Create a timeline for implementation. Be specific about which activities described in your application you will have achieved by when. If your study requires IRB approval, include how it fits into your timeline or if you have already begun the process. The timeline should be realistic and fall within the funding period (October 1, 2024 – July 30, 2025). This is an unusually short (10-month) funding period; however, **due to the structure of the TMA budget, extensions cannot be awarded for funding beyond the July 2025 deadline.**
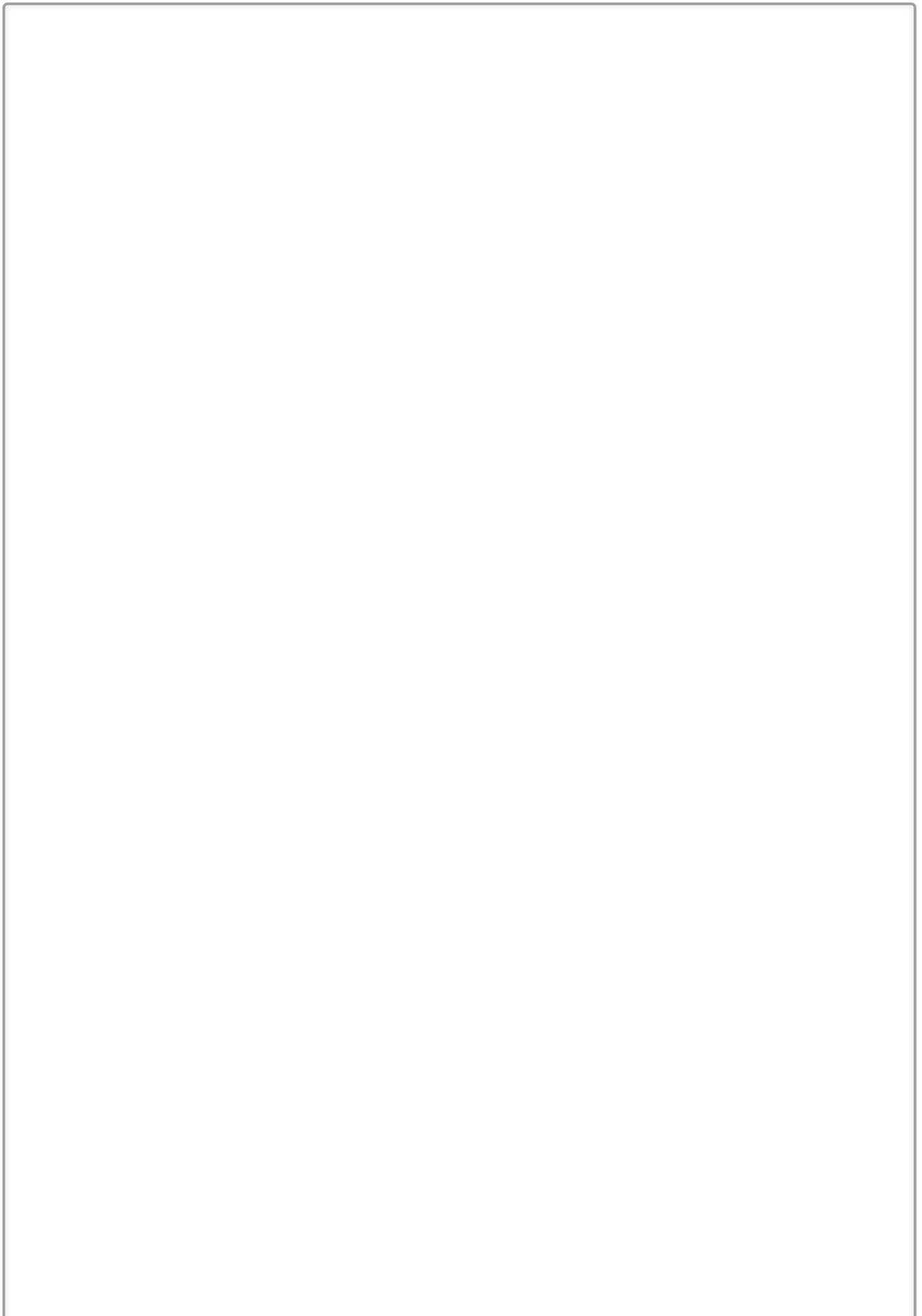
Describe your plan for dissemination. How do you plan to share the results of this project with the Stanford community and/or in the field? The TMA provides platforms for sharing grants in progress with the Stanford community including coverage in the TMA newsletter, the opportunity to lead a lunchtime seminar, or presenting at our annual Education Day conference.
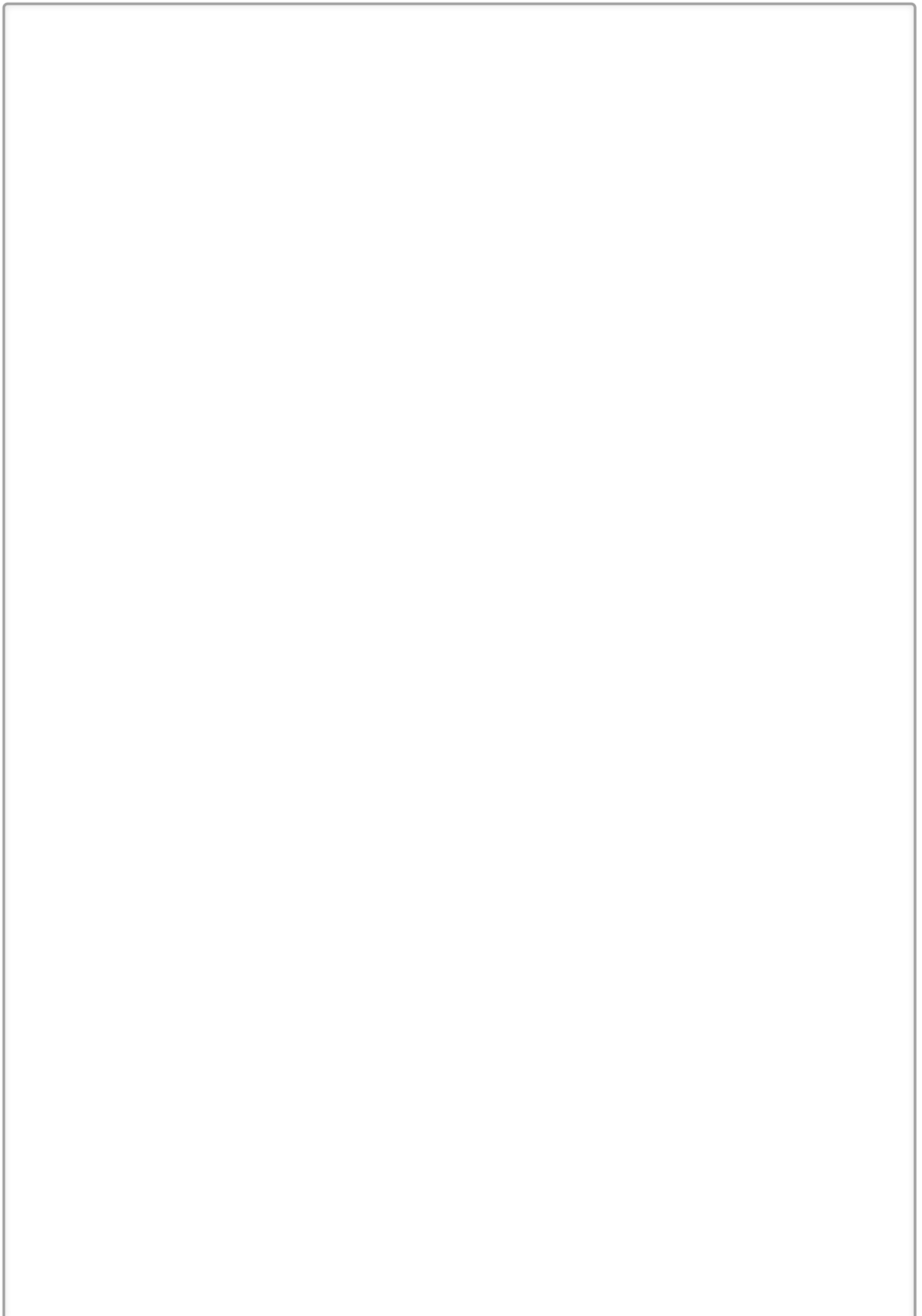
If applicable, describe how your project meets the TMA's priorities of fostering sustainability, collaborations, and/or inclusive learning.

[text input box]
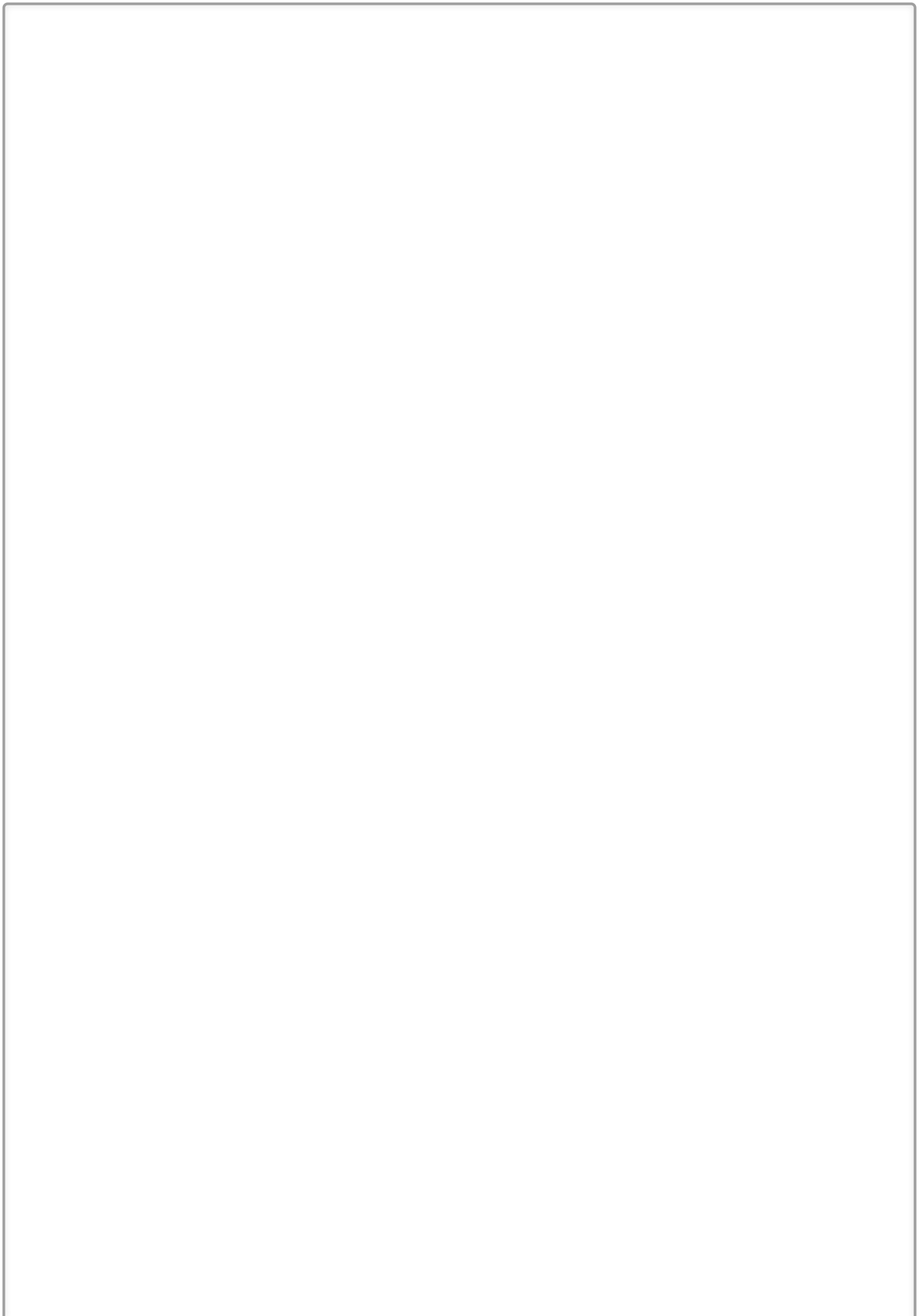
Block 2

Use the text boxes below to enter a compensation or non-compensation **line item with justification.** For each line item, **enter the requested dollar amount to the right** (see sample entries below)**.** The total amount requested will calculate automatically below the line. Total budget requests may not exceed $20,000 (see budget limitations below).

SAMPLE ENTRIES

Compensation Line Item 1

1.8 clinical days (14 hours): supports PI's time to develop survey instrument and design focus groups - $3,300

Non-compensation Line Item 1

1 stipend x $1200 each: stipend for 80 hours of student assistant time to assist with focus groups - $1,200

Non-compensation Line Item 2

10 nominal gifts x $10 each - gifts to incentivize focus group participation - $100

Total (auto-calculated) = $4,600

BUDGET LIMITATIONS

Requests for **salary support** should include documentation of expected time and hourly rate. In this grant cycle, there are no limits to the percent of the budget request that can be allocated to compensation versus non-compensation; however, projects allocating a significant portion of the budget to salary support must clearly explain how the individual's salary does not already support grant-related duties.

Requests for **funds to pay EdTech** should include confirmation that the PI has already met with EdTech and has a timeline and quote for the project from their office that informs the project timeline and budget.

Requests for **travel funds** should not make up most of the budget request, and the need for travel should be clearly justified. Funds for travel are not to exceed $2,500.

Requests for **equipment** (laptops, cameras) must be justified and, although allowable, are generally discouraged.

Requests for **gift cards** must be justified and **should not exceed 5% of the total budget request.** Gift cards can be given to students and/or faculty as incentives for interviews, surveys, and/or focus groups. Individual gift card amounts may not exceed $30 each. Please

communicate to all recipients that all gift cards are taxable regardless of dollar value (students need to self-report it). Per University policy, **gift cards cannot be used as incentives for residents.** Nominal gifts of up to $50 value (including shipping and taxes) can be an alternative incentive for residents. Per University policy, nominal gifts have a limit of $100 per individual per calendar year, and departments are responsible for tracking.

Requests for **honoraria** should include the dates of service and why the honorarium is being requested. Honoraria are not given until after the date of service has ended. Please keep this in mind when requesting because honoraria must be given before July 30, 2025. The approval process for faculty honoraria can take at least 4 weeks and must be approved before service begins. Faculty honoraria forms will be provided by Claire Medina. Please attach your budget in a table format that includes the following columns and rows:

Compensation Line Item 1

| | 0 |

Compensation Line Item 2

| | 0 |

Compensation Line Item 3

| | 0 |

Compensation Line Item 4

| | 0 |

Compensation Line Item 5

	0

Non-compensation Line Item 1

	0

Non-compensation Line Item 2

	0

Non-compensation Line Item 3

	0

Non-compensation Line Item 4

	0

Non-compensation Line Item 5

	0

Non-Compensation Line Item 6

	0

Total

0

Do you need more lines to complete your budget?

Yes

No

Block 3

Use the text boxes below to enter a compensation or non-compensation line item with justification. For each line item, enter the requested dollar amount to the right. The total amount requested will calculate automatically below the line. **Check that your total budget requests from this question and line items in the previous question do not exceed $20,000.**

Compensation Line Item 1

0

Compensation Line Item 2

0

Compensation Line Item 3

0

Compensation Line Item 4

0

Compensation Line Item 5

| | 0 |

Non-compensation Line Item 1

| | 0 |

Non-compensation Line Item 2

| | 0 |

Non-compensation Line Item 3

| | 0 |

Non-compensation Line Item 4

| | 0 |

Non-compensation Line Item 5

| | 0 |

Non-Compensation Line Item 6

| | 0 |

Total

| | 0 |

You have reached the end of the application. When you are ready, please click the submit button to finish your application. You should receive a confirmation email soon.