

THE PENNSYLVANIA STATE UNIVERSITY COLLEGE OF MEDICINE
THE MILTON S. HERSHEY MEDICAL CENTER

**Woodward Endowment for Medical Sciences Education
Education Scholar Grants**

REQUEST FOR APPLICATIONS

Application Receipt Date: January 7th, 2014

The Woodward Endowment Steering Committee invites you to submit an application for the Woodward Education Scholar Grant Award for the funding period of March 1st to February 28th, 2014.

A. Background and Purpose

To improve the quality of educational processes and outcomes at the Penn State Hershey College of Medicine and the Milton S. Hershey Medical Center, resources have been set aside from the Woodward Endowment for Medical Sciences Education to support scholarly activities intended to strengthen the educational mission. The Woodward Endowment Steering Committee oversees a competitive process to solicit proposals from individuals, departments, and/or curricular units on specific initiatives aligned with campus educational goals (see section D, below). The Steering Committee will review proposals, make awards on a competitive basis, track progress, and celebrate the success of projects. The Education Scholar Grant Awards sponsor faculty development through participation in medical science education and education research meetings and training sessions, or in benchmark medical science education programs at institutions other than Penn State College of Medicine. Such participation would allow faculty to gain new instructional skills and acquire “best practices” knowledge in education or education research. **However, the Woodward Education Scholar Award is not intended to support faculty participation in professional society meetings in their area of disciplinary expertise.**

The goal of the Award is the integration of the scholar’s new understanding or skills into our medical science education processes and the promotion of medical science education research at our institution. **Unlike traditional travel awards, the Education Scholar Grants must meet the criteria of adding lasting educational value to the HMC community as a whole, rather than concentrating on the professional development of the applicant. Therefore, applications to attend scientific or professional meetings for the purpose of updating the applicant in their field of expertise will not be considered.**

B. Eligibility Criteria

The applicant must be involved in the education mission on the campus of the Penn State College of Medicine and Milton S. Hershey Medical Center. This may include faculty involved in undergraduate or graduate medical education, Graduate School programs, or Penn State School of Nursing programs on the COM/HMC campus.

C. Program Guidelines

The Woodward Endowment for Medical Sciences Education provides a unique and exciting opportunity for the Penn State College of Medicine and Penn State Milton S. Hershey Medical Center to enhance excellence in medical science education and research. The Woodward Education Scholar Awards provide two levels of support for faculty travel and training to gain additional expertise in health sciences education or education research. Level I awards provide up to \$2,000 to support travel costs and registration fees for a single conference or training opportunity in health sciences education or education research. A detailed expense report, a summary report, and documentation of a formal presentation disseminating the educational benefits of the meeting or training is required. Level II awards confer the title “Woodward Education Scholar” and provide reimbursement of up to \$10,000 to support costs associated with travel to institutions for formal training in health sciences education or education research, followed by a formal scholarly project at HMC to implement and disseminate the acquired knowledge and skills. Scholars will complete their projects while conducting their usual faculty or staff appointments (clinical, research, or administrative) in their departments. Time for travel and the performance of projects must be arranged through the scholar’s department and scheduled according to the needs of the department. All expenses must be documented, reasonable and comply fully with Penn State University and HMC travel expense policies (<http://www.travel.psu.edu/travelpolicy/overview.shtml>). Costs for entertainment and alcoholic beverages are not allowed. The Woodward Project Manager will communicate with each award recipient to monitor compliance and reimbursement of expenses.

The award does not support salary, benefits, or staff support, and may not cover all costs related to the travel and/or project, therefore departmental cost sharing is encouraged and regarded as a positive feature of applications. All cost sharing plans must be described in detail and a letter from the Department Chair or other authorized official explicitly stating the commitment of resources must be included in the application.

Level I Funding (up to \$2000):

Level I funding provides financial support to attend a professional meeting or formal training directly related to medical or biomedical science education or education research. Acceptable costs include meeting or course registration fees, required course materials, plus associated necessary travel, per diem and lodging costs. Costs for extended stay at the travel destination, entertainment and alcoholic beverages are not allowed. Level I grant applications will be evaluated on a competitive basis. Applications should provide a detailed rationale on the worthiness and applicability to medical or biomedical science education or education research of the meeting or training. For travel to a professional meeting, the applicant should state if they are to present their education research results or describe a curricular innovation,

and provide an abstract of the presentation. A budget estimate is required. The applicant's abbreviated curriculum vitae or biosketch (not to exceed 4 pages each) must be provided. Level I funding recipients will be required to complete an expense report, as well as a summary report and documentation of a formal presentation disseminating the educational benefits of the meeting or training.

Level II Funding (up to \$10,000):

Level II Award funding supports costs associated with travel to institutions for formal training in health sciences education or education research, followed by a formal scholarly project at HMC to implement or disseminate the acquired knowledge and skills. The award can not be used to fund salary, benefits, or staff support. Acceptable costs include course tuition fees, required course materials, associated necessary travel, per diem and lodging costs, plus supplies needed for completion of the Education Scholar project. Examples of educational experiences that would be covered under this mechanism also include courses such as the Harvard Macy or the Stanford Basic Science Teaching Program (provided that the applicant is selected to attend the program of interest). Costs for extended stay at the travel destination, entertainment and alcoholic beverages are not allowed. Level II grant applications will be evaluated on a competitive basis. Level II applications must include a detailed proposal for a formal scholarly project at HMC, with the goal of implementing and disseminating the knowledge and skills acquired during the formal training. Applications should provide a detailed rationale on the worthiness and applicability to medical or biomedical science education or education research of the training. A detailed budget estimate is required. The applicant's abbreviated curriculum vitae or biosketch (not to exceed 4 pages each) must be provided. Level II funding recipients will be required to complete an expense report, documentation of a formal project disseminating the educational benefits of the meeting or training, and a final summary report of the training experience and project.

D. Institutional Priorities

Although all applications that meet the above criteria will be considered, *priority will be given to applications that specifically address the strategic vision for education on the COM/HMC campus.*

- I. Achieve excellence in teaching, learning and educational scholarship while providing a professional, respectful, and intellectually stimulating learning environment.
- II. Promote professional development of faculty for effective pedagogy and scholarly educational activities.
- III. Recruit highly qualified students and educators into our educational system.
- IV. Teach students timely and relevant information, utilizing the most effective educational modalities and technologies.
- V. Connect educational outcomes to the experiences and competencies required for future practice and life-long learning.
- VI. Advance and support educational research in biomedical and health sciences.
- VII. Promote the acquisition and efficient use of internal and external resources to advance the educational mission.

For additional information for the Strategic Plan for Education please refer to the web site: <http://infonet.hmc.psu.edu/ucteams/academic/index.htm>

E. Review Process

The Education Scholar Award applications will be reviewed and grants awarded on a competitive basis by the Steering Committee for the Woodward Endowment for Medical Sciences Education. Level I applications will be judged mainly by the perceived worthiness and applicability of the proposed professional meeting or training to the medical or biomedical science education or education research missions at HMC.

Level I application evaluations will be based upon:

1. The quality of the meeting or training
2. The applicability of the meeting or training
3. The presentation of education research or curricular innovation by the applicant
4. The organization, clarity and completeness of the application
5. The likelihood that the experience will lead to improved education at HMC
6. The inclusion of cost sharing

Level II applications will similarly be judged by the perceived worthiness and applicability of the training experience. Additional emphasis will be placed on the proposed formal scholarly project at HMC. The project portion of the application will be judged on the likelihood of meaningful implementation and dissemination of the knowledge and skills acquired during the training. It is important that the educational experience of the individual benefits the educational mission of HMC as a whole.

Level II application evaluations will be based upon:

1. The quality of the training performance site and educational experience
2. The perceived need for the project
3. The value of the project to the institution
4. The practicability of the implementation plan
5. The organization, clarity and completeness of the application
6. The likelihood that the project will lead to improved education at HMC
7. The inclusion of cost sharing

F. Awards

Awards will be made at the discretion of the Steering Committee. The Steering Committee may offer partial support of the proposed expenses to encourage cost sharing. Examples of successful grant applications may be found on the Office of Faculty and Professional Development website at: <http://www.pennstatehershey.org/web/opd/home>. Click on “Woodward Endowment” under “Programs.” Helpful information on medical education research projects, methods and the medical education literature may also be found in the Harrell Library Guide for Medical Education Research at the following link: <http://harrell.library.psu.edu/mededresearch>.

G. Additional Information

See the attached Instructions for Applicants. **Note that incomplete applications will be returned without review.** Applications must be accompanied by a completed FACE PAGE and documented approval of the project by the applicant’s Department Chair(s). Any questions regarding either the RFA or the Instructions for Applicants should be referred to the Woodward Endowment Project Manager, Lisa Shantz, PhD at lms17@psu.edu.

Woodward Endowment for Medical Sciences Education
Education Scholar Grants

INSTRUCTIONS FOR APPLICANTS

APPLICATIONS MUST INCLUDE THE FOLLOWING:

1. **Completed Face Page** titled "Education Scholar Grant Award Application"
2. **Project Abstract:** Provide a brief summary of the goals and plans for the proposed meeting, training (Level I), or Scholarship activities (Level II), including the potential value to the institution. Abstract and application should be single-spaced using 11 pt Arial font throughout.
3. **Background and Rationale:** Describe the need for the proposed meeting, training (Level I), or Scholarship activities (Level II). The rationale should not focus on how the activity will support the applicant's professional development, but rather, how the gained experience or skills will benefit learners at the Milton S. Hershey Medical Center. Include a concise summary of any literature relevant to the proposed Scholarship activities.
4. **Value to the Institution:** Provide a justification for enhancing or strengthening education at the Milton S. Hershey Medical Center. Please incorporate the institutional priorities as outlined in the strategic vision for education.
5. **Meeting, Training, or Performance Site:** Provide a brief description of the professional meeting, training (Level I), or the performance site for the "benchmark" Scholarship activities (Level II), and a justification for choosing that meeting, training or performance site.
6. **Detailed Plan for Scholarship Activities at the Performance Site (Level II only):** Provide a detailed description of the proposed Scholarship activities at the performance site, and the rationale for these activities.
7. **Implementation:** For Level I and Level II applications, provide a clear description of the deliverable(s) that will add lasting educational value to the HMC community as a whole, rather than concentrating on the professional development of the applicant. For Level II applications, also provide a detailed plan and timeline for how information gained will be implemented at the Penn State College of Medicine and/or Milton S. Hershey Medical Center.
8. **Budget:** Provide a detailed financial budget for registration fees, tuition, required materials, travel, housing, per diems, and supplies. Note that the award will not fund salary, benefits, staff support, extended stay, entertainment, or alcoholic beverages. All travel expenses must comply fully with Penn State University and HMC travel expense policies (<http://www.travel.psu.edu/travelpolicy/overview.shtml>).
9. **Effort (Level II only):** Provide a projected percent time effort for the Scholar activities at HMC. Note that salary and benefit expenses are not allowed, so the applicant's department must support this effort. A letter of support from the Department Chair explicitly stating support of this effort must be included in the Attachments to the applications.
10. **List of all Personnel Involved (Level II only):** List formal titles, departmental affiliations, roles and contributions to the project of any additional personnel involved in the scholarly project. This may include a mentor, collaborator, or support person who will aid in implementation of the project. If any formal time effort is required, then letter of

support from the Department Chair explicitly stating support of this effort must be included in the Attachments to the applications.

11. **Future Plans for Funding (Level II only):** If continuation of the project beyond the limits of the grant is anticipated, then describe plans to apply for external funding including the identity of the most probable sponsor, award mechanism, and the expected receipt date for submitting the first such application.
12. **Attachments:** Attach official documents or advertisements describing the meeting, training or scholarly activity being proposed. **Include letters of support from the Department Chairs of any faculty or staff involved to document the percent effort that they will have available for this project, the availability of time for travel for the project, and any additional commitments of departmental or institutional resources.**

**Woodward Endowment for Medical Sciences Education
Education Scholar Award Application**

FACE PAGE

(ATTACH THIS TO THE TOP OF YOUR COMPLETED APPLICATION)

Date of Application: _____

| | | | |
|--------------------------|--|------------------|--|
| Title of Project: | | | |
| | | | |
| Applicant Name | | | |
| Academic Title | | | |
| Department | | Mail Code | |
| Telephone Number | | Fax | |
| Department Chair | | | |

Signature: _____

Application Checklist (Refer to the “Instruction for Applicants” for details):

- _____ Completed Face Page
- _____ Project Abstract
- _____ Background and Rationale
- _____ Value to the Institution
- _____ Meeting, Training or Performance Site
- _____ Detailed Plan for Scholarship Activities at the Performance Site (Level II only)
- _____ Implementation
- _____ Budget
- _____ Effort (Level II only)
- _____ List of All Personnel Involved (Level II only)
- _____ Future Plans for Funding (Level II only)
- _____ Attachments
- _____ 3 **hard copies** to the Office of Physiology (C4600) and 1 electronic copy (pdf) to Lisa Harman at lhorman@hmc.psu.edu

****If this grant application is funded, you will then be required to submit an ePIAF form.**