

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

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

REQUEST FOR APPLICATIONS

Application Receipt Date: October 8th, 2013

**The Woodward Endowment Steering Committee invites you to submit an application for the Woodward Education Scholar Level I Grant Award
Award deadlines: January 10, April 10, July 10, October 8**

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 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 a full-time faculty member 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 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 are required. 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.

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

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.hmc.psu.edu/opd> - Click on “Woodward Endowment” under “Programs.”

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, Proposal Clearance Form ("HERSHEY BLUE") to document approval of the project by the 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.

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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 or training activities, 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 or scholarly activities. 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 or scholarly activities, and a justification for choosing that meeting, training or performance site.
6. **Implementation:** 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.
7. **Budget:** Provide a detailed financial budget for registration fees, tuition, required materials, travel, housing and per diems. 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>).
8. **Attachments:** Attach official documents or advertisements describing the meeting, training or scholarly activity being proposed. All cost sharing plans must be described in detail, and include a letter from the Department Chair or other authorized official explicitly stating the commitment of 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
- _____ Budget
- _____ Attachments
- _____ 3 **hard copies** to the Office of Physiology (C4600) and 1 electronic copy (pdf) to Lisa Harman at lharman@hmc.psu.edu

*** Should this grant be funded you will then be required to complete an ePiaf