WASHINGTON STATE UNIVERSITY
Elson S. Floyd
College of Medicine

COLLABORATION FOR INTERPROFESSIONAL
HEALTH EDUCATION RESEARCH & SCHOLARSHIP

SEED GRANT FUNDING OPPORTUNITY

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Prepared By: Dr. Dawn DeWitt, MD, MSc, CMedEd, MACP, FRACP, FRCP-London
Professor & Senior Associate Dean, CIPHERS Director, Year 4 Director
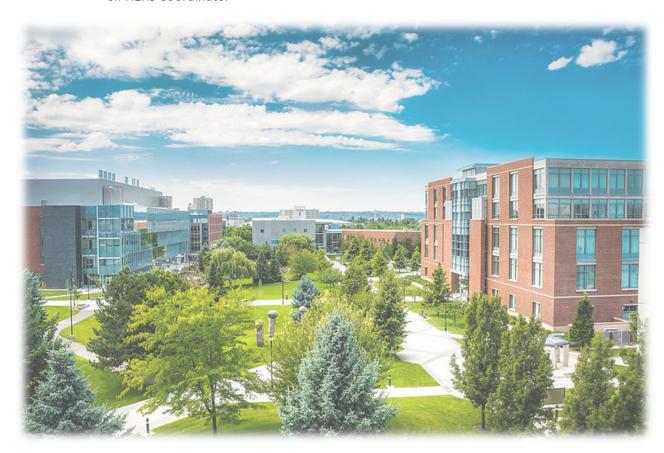Jennifer Anderson, BA
CIPHERS Coordinator

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About CIPHERS

The Collaboration for InterProfessional Health Education Research & Scholarship (CIPHERS) is an initiative to facilitate scholarship, research, and mentorship related to health professions education. Located in Washington State University (WSU) Elson S. Floyd College of Medicine (College of Medicine), CIPHERS aims to engage interprofessional colleagues across WSU, in the Health Sciences, and beyond. Launched in November 2020, the overarching goal of the collaboration is to foster faculty and learner engagement in scholarly inquiry and enable the dissemination of educational innovations through presentations and publication. To learn more about CIPHERS, visit our website. To access our resources, please visit CIPHERS SharePoint.

CIPHERS Mission: To build capacity within the College of Medicine and across WSU to foster a community of health education scholars.

CIPHERS Vision: Connected Community of Productive, Engaged, and Enthusiastic Health Education Scholars

About CIPHERS Seed Grants

CIPHERS Seed Grants are intended to support interprofessional faculty in developing their skills in educational research and scholarship and ultimately, contribute to the dissemination of innovative health education research findings.

APPLICANT ELIGIBILITY

1   The primary applicant must be a Faculty Member affiliated with the WSU College of Medicine;

2   Co-applicants may represent other WSU colleges/departments, WSU Health Sciences colleges, and external institutions.

FUNDING REQUIREMENTS

Funds requested must:

- Relate to one or more of the following: medical/health professions education scholarship/research conducted at, or in partnership with, the WSU College of Medicine;

- Not exceed $5K per Seed Grant application; and

- Be expended by Friday, June 30, 2024.

ALLOWABLE EXPENSES

Seed funds may be used for, but are not limited to, the following:

- Hourly compensation for a WSU Research Assistant, i.e., undergraduate or graduate student and/or statistical analysis or librarian support (up to $5K/year/per applicant);

- Books, software, or supplies (up to $1K/year/per applicant);

- Small education pilot projects (up to $5K);

- Conference registration, poster printing, submission costs (retrospective, if accepted) (up to $1K/year/per applicant); and

- Conference attendance, i.e. travel support *Please acknowledge the WSU College of Medicine Collaboration for Interprofessional Health Education Research & Scholarship (CIPHERS) initiative if presenting a paper/poster, etc.* (up to $1K/year/per applicant)

- Any equipment purchased with CIPHERS Seed Funds may not be used for personal use and must remain at the University;

- Software is considered a contract. WSU requires all software agreements, including "click-through," to be handled as legal documents. P-card payment is restricted per BPPM 70.08.

- CIPHERS Seed Funds cannot be used to purchase gift cards or other forms of compensation to research subjects. Although we encourage compensating research subjects for their time, this must come from a different funding source.

SEED GRANT FUNDING PERIOD

July 1, 2023 – June 30, 2024

APPLICATION DEADLINE

5 pm PT Friday, May 26, 2023

FUNDING NOTIFICATION

Applicants will be notified of funding status during the week of June 26, 2023.

How to Apply

Please combine and submit the following *materials to Jennifer Anderson within a single Word or PDF file:

1   **Abbreviated CV:** No more than 5 pages.

2   *For Seed Grants involving 2 or more applicants:* **Applicant and Institutional Affiliation Table** (disregard this requirement if the Seed Grant is submitted by a sole applicant): a template provided by CIPHERS is available upon request or you may develop your own. The Author and Institutional Affiliation Table must include the following for each author/applicant:

   - Full name and credentials;

   - Institutional Title and Affiliation;

   - Role on project/activity proposed; and

   - Career Level, i.e. early career researcher, mid-career researcher, established investigator, mentor; and

   - Career goal statement: no more than 100 words

3   **Abstract:** No more than 250 words.

4   **Proposal:** No more than 2,000 words. The proposal should encompass the following:

   - A description of the project/activity proposed;

   - A timeline outlining when and how project/activity tasks will be completed within the funding period;

   - Why Seed Grant funds are needed to support this request;

- How this funding request aligns with CIPHERS overarching goal of fostering faculty and learner engagement in scholarly inquiry and enable the dissemination of educational innovations through presentations and publication of CIPHERS;

- The expected outcomes of the project/activity and how those outcomes will help the applicant(s) achieve their respective career goals;

- *If applicable:* How or in what ways the applicant(s) will mentor fellow faculty, staff, students participating in the project/activity*;*

- Identify whether other/matching funds have been/will be requested by the applicant(s) respective college/department/unit.

    i. If yes, please provide pertinent details.

    ii. If no, please explain.

5 **Detailed Budget:** No more than 1 page

*Template form pages are not required. All application materials may be applied onto a standard Word document.

Application Review

EVALUATION GUIDELINES

Seed grant applications will be competitively reviewed by an internal committee. Proposals will be evaluated based on the following criteria:

- Application completeness, i.e., includes all required materials and responses to prompts;

- Meets applicant eligibility*;*

- Clear and logical project/activity timeline;

- Proposed project/activity alignment with the goal of CIPHERS;

- Likelihood that the expected outcomes of the project/activity will help the applicant(s) achieve their respective career goals;

- Appropriate use of funds

EVALUATION RUBRIC

Scientific Merit	• Does the proposal clearly convey the tasks and activities that will be carried out and the products or outcomes that will be produced? • Is the methodology sound? Will the conclusions be valid? • Is the proposed data analysis appropriate and sufficient? • Is needed/appropriate support (e.g. statistical consultation) identified?
Significance / Potential Impact	• Does the proposal address a significant issue or problem in health professions education research or scholarly practice? • Is the overall argument for the project strong? Is it based in current educational theory and appropriate, up-to-date educational literature? • Is it clear what will be learned that will be of interest to other educators?

	• Are the reported results likely to influence or change the way that students in our programs or similar programs are educated?
Overall Quality	• Does the proposal meet all requirements specified in the Call for Proposals? • Is the proposal clearly written and organized - without spelling, grammar or syntax problems? • Is the proposal cogent, logical, and compelling? • Is the proposal realistic and appropriate with respect to tasks, timelines, and deliverables? • Is the budget appropriately distributed for the specified project activities, with proper justification? Are the dollar amounts appropriate for each stated need? • Are there clear deliverables and timelines for the production of peer-reviewed journal article or articles and/or a proposal for external funding?
Priority Areas	• Publication/Presentation plan and potential impact • Collaboration(s) with WSU College of Education (COE), Medicine (COM), Pharmacy (COP), Veterinary Medicine (COVM), Nursing (CON) and/or other partner institutions

For More Information

Questions about CIPHERS Seed Grants should be directed to either Dr. Dawn DeWitt or Jennifer Anderson.

For Additional Support

Individuals who are considering applying for CIPHERS Seed Grant Funding may wish to utilize the following resources to ensure their proposal aligns with the scope of this funding opportunity:

1   Schedule a consultation: CIPHERS offers one-on-one meetings and consultations to help faculty advance their scholarship aspirations. These 1-hour consultations provide an opportunity to meet with Drs. Dawn DeWitt, CIPHERS Director, and Erin Griffin, Scholarly Associate Professor and Director of Evaluation, and ask questions related to health professions research and scholarship, brainstorm projects in mind, solicit advice regarding next steps, etc.

    Please see CIPHERS SharePoint site for additional information about consultations.

    Send an email to Jennifer Anderson to schedule a consultation.

2   Attend a Diastole Work in Progress presentation: These sessions are designed to support participants' scholarly endeavors in any phase of the work, from early ideas to rehearsal for conference presentations. Interested individuals must be invested in helping others improve their work. Participants rotate responsibility for bringing their work to these sessions. There are 19 members of the group, most of whom, but not all, represent the College of Medicine.

    Send an email to Jennifer Anderson to inquire about the schedule of upcoming Diastole Work in Progress presentations.