

**Master of Science in Health Science Education  
Education Innovation Proposal**

**Proposal Summary Page**

**(Value: \$10,000 max)**

Personal information provided in your application will be used solely for the purposes of adjudication.

**Last name, First name (Principal Investigator):**


**PI's university affiliation:**


**Email:**


**Co-investigators (include university affiliation):**


**Area of Research – Project title:**


**Duration of project (in months):**


**Proposed starting date:**


**Budget Request:** \$

While full proposals will include a detailed budget & justification, please indicate here the approximate breakdown (in \$) of your budget request:

<b><u>Justification</u></b>	<b><u>Cost (\$)</u></b>
(Temporary) technical or administrative support	
Supplies and materials	
Data management, transcription	
Research incentives	
Hardware essential to conducting research (beyond what an institution typically provides)	
Communication costs	
Other	
<b>Total</b>	

Please provide the following information in a separate document: (8-page limit)

1. Proposal (5 pages)
  - Rationale of the study and review of pertinent literature
    - Statement of the problem
    - Significance of need (including relevance and generalizability)
    - Conceptual framework(s) that illuminate the research question/rationale
    - Identified gaps in the literature that serve as the basis for the project
  - Study objectives and research question/hypothesis
    - Description of methods
    - Clearly identified research paradigms/constructs that apply to the research question/hypothesis
    - Research methods described (e.g. target population/recruitment, sampling strategy, outcome measures, analytical techniques)
    - Reference to issues of validity, reliability, and potential confounding variables
    - Power analysis and/or sample size justification (applicable to both quantitative and qualitative research)
    - Data analysis and statistical tests which are appropriate for the project
  - Anticipated outcomes
    - Impact on medical education
  - Plan for dissemination (regionally and nationally)
    - Includes a statement of intent to present work at the annual Learn Serve Lead within 3 years of the award start date
2. Description of Innovation Team (1 page)
3. Timeline (1 page)
4. Budget (1 page)

Additional components of the full proposal, not counted as part of the eight-page limit, include:

1. References for sources cited in the proposal
2. Necessary addendums/appendices (e.g. preliminary data, sample surveys/data collection tools)

Full proposals must be typed with 12-point font, 1-inch margins and should not exceed eight double-spaced typed pages including all tables and figures (excluding appendices and references).

The following list of acceptable and unacceptable expenses is intended to assist applicants in preparing their budgetary requests; the list is not exhaustive.

**Acceptable expenses:**

- materials and supplies (including telephone, photocopying and postage costs)
- meeting/focus group costs (including modest refreshment)
- salary support for principal investigator (maximum of \$10,000 per year)
- personnel/project staff (i.e., salary and benefits for work performed by research associates, research assistants, technicians, statisticians, secretaries, clerks)
- software purchase or licensing fees
- fees paid to research subjects (i.e., modest incentive for participation)
- honoraria for expert consultants or professional participants
- a maximum rate of \$150/audio hour for transcription costs; rates that exceed this maximum must be clearly justified and are subject to approval

**Dissemination costs:**

- editing and translation of manuscripts, publication and/or poster costs
- a maximum of \$2,000 towards travel, meals, accommodation, and conference registration for one researcher to disseminate project findings at one meeting
- Note: travel expenses are to be categorized as post-project dissemination and project-related travel expenses. These must be clearly delineated within the budget to distinguish between travel to attend a conference (maximum \$2,000) versus those anticipated and related to project conduct or implementation. Project-travel costs will be approved by project and as applicable.

**Unacceptable expenses:**

- tuition or course fees
- capital equipment costs (e.g., computer hardware, office equipment)
- overhead costs
- university or other organization administrative or indirect fees
- co-investigators fees for services rendered.

**Your budget must be provided in a one-page outline; all items must be justified.**