

Educational Enhancement Grants
LSUHSC-NO Academy for the Advancement of Educational Scholarship
Office of Medical Education Research and Development
March 2013

Program Description and Request for Proposals

DEADLINE FOR RECEIPT OF EEG PROPOSALS is 4:00 p.m., Friday, May 10, 2013.

All proposals must be submitted to omerad@lsuhsc.edu as a single PDF of the original, signed proposal packet.

Please read this document carefully and contact Dr. Sheila Chauvin (schauv@lsuhsc.edu, 504-568-2140), if you have questions or wish to discuss ideas for proposed projects. Additional copies of this document are available in the OMERAD and an electronic version is also available on the Academy webpage: (<http://www.learningcenter.lsuhschool.edu/academy>).

OVERVIEW

The 2013-2014 *Academy Educational Enhancement Grant* (EEG) program is being supported with funds provided by the LSUHSC-New Orleans Chancellor's Office and the Dean's Office in the School of Medicine. Funding will be provided for approved projects to be completed between July 1, 2013 and June 30, 2014. Award recipients will be notified no later than Friday, June 14, 2013. Funds will be available immediately upon completing a signed Award Agreement. Recipients of project awards are expected to present and/or demonstrate the results of their projects/activities at the annual Educational Scholarship Day held in October 2014.

Proposals may be submitted in any of the following four categories:

1. Teaching and learning innovation or enhancement projects,
2. Faculty study teams,
3. Faculty mentorships, and
4. Faculty Travel Awards for professional development and/or peer-reviewed presentation in teaching/educational scholarship (individual proposals only).

Individual and team proposals may be submitted. Individual proposals may be submitted by Academy Fellows, Master Teachers, and Teaching Scholars in good standing. For team proposals, the project director/principal investigator must be an Academy Fellow, Master Teacher, or Teaching Scholar in good standing. Others members of a project team may include Academy Associate and Protégé members and other colleagues regardless of Academy membership status (e.g., LSUHSC-NO faculty members, colleagues at other institutions, fellows, residents, and students), as appropriate to the project goals.

All proposals must be submitted to omerad@lsuhsc.edu as a single PDF of the original, signed proposal packet no later than 4:00 p.m., Friday, May 10, 2013. No exceptions to the guidelines or time extensions are allowed to ensure the fairness of all proposals submitted by interested individuals/groups. Proposals are peer reviewed by the Academy EEG Review Panel. Funding is determined on a competitive basis, with final approval of the Academy Executive Council.

This document describes the various features of the EEG program and outlines the requirements for successful project proposals. A wide variety of projects and scholarly activities are eligible for funding. The EEG Awards focus specifically on enhancing excellence in teaching and education and promoting scholarly work and scholarship in teaching and education in the health professions programs at LSUHSC-NO. Proposed projects may target continuing education, provided the major emphasis and effort is on enhancing one or more undergraduate or graduate programs at LSUHSC-New Orleans. Interdisciplinary and inter-professional proposals are encouraged. Interdisciplinary projects reflect collaboration among faculty in two or more disciplines within a health professions school. Inter-professional proposals reflect collaboration among faculty in two or more health professions schools. All proposals must provide a clear and complete description of the proposed project, including clear goals, a well-articulated timeline and implementation plan, a strong rationale supported by appropriate evidence/documentation for how the proposed project and activities address an important area of teaching and education. The proposal should describe clearly how the work will facilitate the achievement of scholarly work and scholarship in teaching and education. Proposals addressing the categories of Innovation/Enhancement, Faculty Study Team, and Faculty Mentorship must include a well-designed project evaluation or educational research component (including instruments and data collection and analysis methods), as deemed appropriate to the project design.

PURPOSE

The EEG program exists to encourage faculty members' involvement in scholarly teaching and education through professional development, collaboration, innovation and enhancement of teaching, learning and educational experiences at the LSUHSC-New Orleans. In particular, EEG projects are envisioned as initiatives that can be *sustained and built upon* beyond the EEG-funding period. Primary goals of the EEG are to facilitate the following:

1. Strong and direct emphasis on learners' active involvement in learning, especially through innovation (e.g., simulation models, service learning, case-based or team based learning, novel instructional delivery approaches, innovative assessment methods);
2. Interdisciplinary and inter-professional collaboration among faculty members and learners, as appropriate;
3. Faculty development and scholarly collaboration (e.g., team-based projects, faculty study teams, and structured faculty mentorships) and educational scholarship (e.g., peer-reviewed presentation/publication of generalizable products/outcomes).

PROPOSAL CATEGORIES

Proposals may be submitted in any of the categories described below. Funds may not be requested for faculty/staff salaries. Funds may be requested to support student workers/graduate assistants, consistent with LSUHSC-New Orleans guidelines. To aid in selecting the most appropriate proposal category, the main features of each are provided in the following table:

	Innovation/Enhancement	Faculty Study Team	Faculty Mentorship	Faculty Travel Award
Purpose/ Focus	<ul style="list-style-type: none"> • Teaching/Education • Original innovation or innovation new to LSUHSC • Significant improvement or enhancement 	<ul style="list-style-type: none"> • Collaborative learning • 4-6 faculty members • Explore, develop, learn new knowledge or skills in a focused area related directly to teaching, education, educational scholarship 	<ul style="list-style-type: none"> • New or established mentorship • Mentoring to enhance teaching/education excellence and scholarship • Paired or group mentorship 	<ul style="list-style-type: none"> • Supplemental travel support • Faculty development participation and/or • Peer-reviewed presentation of teaching/education work
Eligibility	Project Director/Principal Investigator must be an Academy Fellow, Master Teacher, or Teaching Scholar. Other project team members may or may not be Academy members			Academy Fellow, Master Teacher, or Teaching Scholar
Funding	<u>Individual</u> : ≤ \$3,000 <u>Collaborative</u> : no minimum or maximum limit	≤ \$5,000 (for team of 4-6 faculty members)	≤ \$3,000 jointly for joint mentor(s)-protégé activities	<ul style="list-style-type: none"> • Individual only • ≤ \$1,000 • Matching or comparable primary funding required
Proposal Format	Same format and review criteria (see pages 3-4 and proposal template included in this document)			Separate proposal template – see last two pages of this document)
Review	Same review panel and process for all proposal categories			

Below are additional explanations for each of the proposal categories. A common proposal template is used for the first three categories listed below and a separate two-page proposal template is used for the Faculty Development Travel Supplement Awards. Both proposal templates are included at the end of this document, and via the Academy website. Inquiries and clarification regarding further details should be directed to Dr. Sheila Chauvin at 504-568-2140 or omerad@lsuhsc.edu.

- **Teaching and Learning Innovation/Enhancement:** Proposals may present either a new design/innovation or a significant redesign or improvement/enhancement in teaching/education (e.g., curriculum, instructional methods or materials, assessment, or faculty development) at LSUHSC-NO. A wide range of options is available, from projects that reflect the purchase, implementation, and evaluation of an established or commercial educational enhancement, to projects that propose the initial design, pilot testing, and evaluation of a completely new approach or material, to educational research targeting innovation/enhancement of teaching and

learning. Learner involvement and interdisciplinary team proposals are strongly encouraged in this category. Collaborative proposals must describe clearly the integration of various disciplines and corresponding implementation and evaluation.

- **Faculty Study Teams:** Proposals to support systematic study and collaboration among four to six faculty members focused on investigating some important aspect of teaching/education (e.g., new teaching/learning approach or model), learning new educational content or skills, or to exploring, designing, or re-designing course content/curriculum. Implementation of the new course or curriculum may or may not be part of this project, depending on the breadth and depth of the targeted initiative. Example areas include the following: integrated curriculum development; inter-professional education, educational assessment; simulation-based teaching, team-based learning, exploration of highly innovative concepts or approaches in teaching, learning, and/or assessment; instructional design and technology). Funds may be requested to support items such as educational resource materials, expert consultation (on-site or via teleconference services), or to supplement travel expenses associated with visiting innovative schools/programs/sites and/or participation in a health professions education meeting or relevant training program. Proposals must include a very clear description of how the team plans to achieve specific goals and how these goals, once achieved, will significantly enhance educational programs and learners' development. The proposal narrative must include a well-articulated action plan that includes objectives, target dates, persons responsible, and evaluation methods and evidence.
- **Faculty Mentorships:** Proposals to support establishing or significantly enhancing a mentoring relationship between a senior and a junior faculty member focused on enhancing scholarly work and scholarship in teaching and education. Mentorship proposals may support a variety of professional development goals that are consistent with faculty members' roles and career goals in teaching and educational leadership. A clear, *systematic schedule of activities and accomplishments* that lead to *specific outcomes* may address, among other options, the enhancement of teaching effectiveness, curriculum development, or collaborative work (e.g., developing professional health professions educator/teaching portfolios; developing specific educational leadership roles; learning new teaching/educational methods or creating new, innovative teaching/learning materials and tools; designing, completing, and presenting/publishing an educational research project).
- **Faculty Development Travel Supplement Awards:** This category is available only to Academy Fellows, Master Teachers, and Teaching Scholars who may submit individual proposals for supplemental funding for participation in an appropriate health professions education conference or professional development program and/or scholarly presentation in teaching and education at such venues. A separate proposal template/packet is used for this category (last two pages of this document). Individuals may request up to \$1,000 and must include evidence of comparable primary/department travel funding. Proposals must describe professional benefit from the activity AND how s/he will disseminate relevant information and insights to benefit interested LSUHSC faculty/staff (e.g., meeting summary, presentation abstract for the Academy website or newsletter, workshop, small group discussion, presentation at a faculty/department meeting). The proposal template lists required documentation.

REVIEW CRITERIA AND PROPOSAL FORMAT

Overall, proposals will be reviewed for their significance (rationale and contribution), faculty/team expertise to carry out the proposed work, innovation, approach (e.g., plan, methods for design, implementation, and evaluation), and strength of project environment departmental/institutional commitment and support). Reviews will also examine protection of human subjects, relationship to prior work, budget, equipment/materials, and as appropriate, other research/project considerations (e.g., use animals, biohazards). Specific criteria for proposal sections are listed below and additional details are available in the summary table that follows:

1. Clear rationale demonstrating the value of the proposed project (e.g., literature review, local need, significance, benefits)
2. Well-defined objectives, appropriate to the scope of the proposal
3. Impact (i.e., extent to which the project will enhance the school's educational mission and/or prominence in the field)
4. Clear description of department/program support (e.g., matching funds, administrative support, protected time)
5. Project methods (quality and appropriateness for the proposed purpose and objectives)
6. Work Plan (e.g., Specific timeline and details of activities)
7. Clear and well-designed evaluation/research plan, including instrumentation, data collection and analysis methods
8. Itemized budget and budget justification that includes clear documentation (e.g., quotes for intended purchases)
9. Clear evidence of the individual/team ability to complete the proposed project by June 30, 2014.
10. Potential to sustain and/or build upon project beyond the project period (e.g., support beyond project period to continue achievement, intention to seek large scale and/or extramural support for expanding scholarly work).

Proposal Section	Innovation/Enhancement	Faculty Study Team	Faculty Mentoring
Cover Page	Complete as page 1 of the proposal packet.	same	same
Abstract	Complete as page 2 of proposal packet. Concise, well-constructed summary \leq 250 words.	same	same
Narrative (Must include sections 1-5 listed below)	\leq 10 single-sided, double-spaced pages, 8 ½ x 11-inch white paper, 1-inch margins, font size \geq 11-point. Use proposal template included in this document. The narrative must include the five sections described below.	same	same
1. Description and Rationale	Clear project description; Rationale for how the proposed project will enhance excellence, scholarly work, and/or scholarship in teaching/education at LSUHSC-New Orleans. As appropriate, ground the proposal in relevant literature, best practices, and/or data-based evidence of need. If the proposed project involves inter-disciplinary or inter-professional participation, explain how the particular combination of members will contribute to the value and success of the project.		
	Describe and explain how the project will enhance/improve the targeted issue/problem/opportunity.	Include strong rationale for contribution and/or involvement of each identified team member relative to the study team's project goal(s)	Mentor(s)' demonstrated excellence in the area of project focus; Fit between mentor and protégé interests and professional goals
2. Objectives	Observable outcomes and/or permanent products to be achieved by conclusion of the project period.		
3. Work Plan	Timeline of major activities and accomplishments, including plans for dissemination/presentation/publication. Describe work plan in narrative or as a table (e.g., Target Date, Objective, Activity, Responsible Person, Evaluation/Research Methods, Outcome(s)/Evidence).		
4. Evaluation Plan	Explain how achievement of objectives and overall success will be evaluated (including instrumentation, procedures, analyses). Include copies of instrumentation in the Appendix (e.g., interview protocols, assessment checklists, questionnaires). Statements pertaining to IRB review and approval must be included.		
5. Long-term Benefits	Describe benefits to learning and professional development, curriculum goals, sponsoring departments/programs, and the professional field, as appropriate.		
	Evidence regarding how innovation/enhancement will be sustained beyond the project period. For pilot projects, describe intentions for building upon the work (e.g., extramural funding, partnerships).	Plan for using/building upon the outcomes of the faculty team study efforts. That is, how will new knowledge/skills be applied after the project is completed and what long term benefits are anticipated?	How will the protégé(s) and mentor(s) be impacted professionally and what is anticipated in terms of building upon or benefiting long-term from the proposed project?
Budget and Justification	<u>Not included in the narrative 10-page limit</u> ; Use template provided in this document. Clear, itemized list of all proposed expenditures (requested and any matching funds) and a detailed budget justification. Request for funds to purchase equipment, hardware, software, materials or professional services must include an official quote from the vendor(s) and meet LSUHSC-New Orleans purchasing procedure requirements.		
Appendix	<u>Not included in the narrative 10-page limit</u> ; Include relevant supporting evidence, letter(s) of support. <i>A letter of commitment from the head of the sponsoring department(s)/unit(s)/school(s) is required for all proposals and must include relevant details (e.g., specific funds, protected time, continuation strategies, etc.).</i>		

Faculty Travel Awards: For this proposal category, a separate proposal template is used and included as the last two pages of this document. An electronic (Word) version is available on the Academy website. Follow the steps below to complete a proposal:

1. Complete the Travel Award Proposal forms.
2. Attach required documents in the following order:
 - a. For peer-review presentation, copies of presentation abstract/proposal and acceptance letter or email message.
 - b. For participation in a professional development program requiring acceptance of application, include copies of application and evidence of acceptance as a participant
 - c. Complete description of conference/professional development program (e.g., conference agenda or program description showing sponsoring organization, location, dates, and fees).
 - d. Copy of the completed LSUHSC-New Orleans Prior Approval Request form that is required for all travel. If the request form has not been submitted yet for processing, it must include, at a minimum, the Academy member/traveler and Department Head signatures.
3. Submit the proposal packet as a single PDF of the signed original to the OMERAD omerad@lsuhsc.edu.

Upon completion of the travel activity, the award recipient is expected to share relevant outcomes with interested colleagues at LSUHSC-New Orleans through an appropriate venue (please see the award proposal form for suggestions). Award recipients must submit a completed summary report no later than 60 days following completion of the funded travel activity (final page of the Travel Award proposal packet). *Failure to comply will result in repayment of award funds by the awardee's sponsoring department/program.*

EEG REVIEW PANEL

The EEG Review Panel will complete peer review of all qualified proposals reflecting the four categories and recommend grant awards. The EEG panel is comprised of Academy members in good standing that represent Fellow, Master Teacher, and Teaching Scholar members and broadly representative of all of the professional schools. As may be needed to accommodate proposal review, additional Academy members may be appointed to the review panel to facilitate effective and timely reviews. In addition to review panel members, the Director of the *Academy for the Advancement of Educational Scholarship* (Dr. Sheila Chauvin) serves as a consultant/guide and is a non-voting member of the panel. The Chair and Co-Chair, appointed by the Academy Executive Council, are responsible for conducting the group reviews of proposals, preparing summaries of the group reviews and recommendations for each proposal results and submitting these to the Academy Director within the specified timeline. They are also responsible for leading any other activities of the review panel, as directed by the AEC, and communicating the business of the review panel to the Academy Director. All review members maintain confidentiality of proposals, reviews, and recommendations and are responsible for submitting independent reviews on time, maintaining fairness in reviews, and providing constructive feedback. The committee's recommendations for funding will be reviewed by the Director of the Academy, presented to leaders providing funding support, and finally, presented to the Academy Executive Council for final recommendations and approval of grant awards. The OMERAD provides administrative support for the review process and overall administration of the EEG program.

Upon receipt, proposals will be screened in the OMERAD to verify eligibility. Each eligible proposal is assigned to at least two panel reviewers (usually three) for independent review, as assigned by the Academy Director. Independent reviews are then presented and discussed by the entire panel for making recommendations regarding acceptance, stipulations, and funding. Panel members will recuse themselves from the review of any proposals for which they perceive a conflict of interest, using standard, accepted guidelines in similar research review activities. The Chair and Co-Chair lead the peer review process according to standardized procedures that reflect NIH-style review/study section procedures and provide the Academy Director with results and feedback summaries. Summaries of feedback from both the independent and group reviews are compiled, shared with the AEC, and ultimately, provided to proposal authors in their respective decision notification letters. Grant awards will be determined on a competitive basis. No pre-established quotas or limits are set for the number of proposals to be funded in each category (i.e., enhancements, study groups, mentorships, supplemental travel awards). Awards will be based strictly on the merits of proposals and the extent to which they meet the established review criteria and guidelines set forth in this document. *Proposals may be recommended at full or partial funding levels and may require specific stipulations (e.g., additional information or enhancement of specific features) for receipt of funding award.*

FUNDING REQUIREMENTS

Funds may be requested to obtain equipment, curriculum materials, student labor, travel for professional or program development, supplies, educational media, professional consultation, expertise and services, technical assistance or other resources needed to complete, implement, and evaluate the proposed project/activities. Funds *may not* be requested for faculty/staff salary support or indirect costs. Funds may not be used to purchase materials or services that are routinely provided (e.g., normal operating expenses or routine educational expenses, existing programs and services). All requested funds must meet the personnel, financial, and administrative policies and procedures of the LSUHSC-New Orleans.

Grants will be awarded on a cost reimbursement basis, as outlined in this document. Customary accounting and auditing procedures will be strictly followed, as set forth by the OMERAD and the LSUHSC policies and procedures for research, administration, and finance. The PI/PD is responsible for accurate and on-time submission of all financial and reporting tasks.

Failure to complete projects as proposed, to submit progress and final reports, or to present results at the Educational Scholarship Day will result in termination of funding and/or the recipients' repayment of award funds that have been expended. Any expenditures beyond those specified in the proposal for which funding was approved are the responsibility of the principal investigator and his/her sponsoring department.

GENERAL ADMINISTRATIVE POLICIES OF THE PROGRAM

The following guidelines provide additional information about the administration of EEG awards:

1. An award agreement must be signed and any stipulations for funding addressed satisfactorily prior to initiating project. Acceptance of an award also demonstrates agreement to present the project at the 2014 Academy Educational Scholarship Day. Where appropriate, materials, supplies and small equipment will become the responsibility of the PI's department/program/section(s) at the conclusion of the project, unless with the Academy. Large or particularly expensive items of equipment purchased with EEG funds (a rare instance) and no longer needed after the project period will be reviewed by, the EEG Review Panel recommending re-assignment to maximize future enhancement of teaching and educational programs. Final decisions are subject to the discretion of the LSUHSC-NO Chancellor/designee. Project PIs must agree to such decisions prior to accepting their project awards.
2. Each principal investigator/project director will provide a *Progress Report* for the period of 7/1-12/31/2013 (not to exceed one page) to the OMERAD by Friday, January 31, 2014. The report must include a status of completing the work plan and a brief description of the budgetary status of project funds. The report should include, as appropriate, any challenges, how these have been addressed and/or any unexpected experiences or outcomes (positive or negative) and how these have affected project implementation. As appropriate, the Academy Director and/or EEG review panel will provide feedback to the PI/PDs.
3. Each principal investigator/project director must submit a *Final Report* of the complete project to the OMERAD no later than August 31, 2014. The narrative portion of the final report should not exceed five (5) pages, unless the authors feel it necessary to adequately report their accomplishments. Appendix items may be included, as necessary, and should be clearly referenced in the narrative. As a whole, the final report must reflect a "stand-alone" description of the completed project that includes a clear summary of the project implementation, the results of the project evaluation, overall conclusions, and a full account of budget expenditures. PIs are strongly encouraged to include in the conclusions any lessons learned and future plans for continuation, enhancement, or expansion of the project focus. Project materials or deliverables must be submitted with the final report.
4. During the project period, changes in proposed expenditures of more than 10% must be pre-approved by the Academy Director. Any expenditure beyond the funding award and approved justifications will be the responsibility of the principal investigator/project director and his/her sponsoring department/school, indicated in the proposal and accompanying support letter. All funds and procedures related to the project must comply with policies and procedures set forth by the Academy, OMERAD, and the research, financial, and administrative policies of LSUHSC-NO.
5. PIs must notify the Academy/OMERAD of reports, presentations, papers, and publications pertaining to EEG-funded projects and include a statement recognizing the Academy EEG program for funding support.

Project Director/Principal Investigator: _____

Abbreviated Title: _____

Proposal Category: _____

Page ____

**Educational Enhancement Grants
LSUHSC-NO Academy for the Advancement of Educational Scholarship
2013-2014**

Proposal Application

(Submission Deadline: Friday, May 10, 2013, 4:00 p.m.)

Submit as a single PDF of original, signed proposal packet to omerad@lsuhsc.edu.

Cover Page

TITLE: _____

PROPOSAL CATEGORY: (check one)

- Educational Innovation/Enhancement Faculty Study Group Faculty Mentorship

PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:

Name: _____ Position: _____

Dept.: _____ School: _____

Telephone: _____ FAX: _____ Email Address: _____

Campus Address: _____

CO-DIRECTORS/PROJECT TEAM MEMBERS:

Name	Position	Primary Department

TOTAL FUNDS REQUESTED \$ _____

TOTAL PROGRAM/DEPARTMENT CASH SUPPORT \$ _____

The undersigned agree to all policies and procedures pertaining to the Academy Educational Enhancement Grant (EEG) program and verify that the funded project will be completed and sustained as described in the project proposal. (NOTE: Failure to comply with program stipulations will result in repayment of expended funds and revocation of any unused funds.)

Project Director/Principal Investigator Date

Sponsoring Dept. Chair/Program Director Date

Co-Director/Team Member Date

Sponsoring Dept. Chair/Program Director Date

Co-Director/Team Member Date

Sponsoring Dept. Chair/Program Director Date

Co-Director/Team Member Date

Sponsoring Dept. Chair/Program Director Date

Co-Director/Team Member Date

Sponsoring Dept. Chair/Program Director Date

Project Director/Principal Investigator: _____

Abbreviated Title: _____

Proposal Category: _____

Page ____

**Educational Enhancement Grants
LSUHSC-NO Academy for the Advancement of Educational Scholarship
2013-2014**

Project Abstract

TITLE: _____

PROPOSAL CATEGORY: (check one)

- Educational Innovation/Enhancement Faculty Study Group Faculty Mentorship

PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:

Name: _____ Position: _____

Dept.: _____ School: _____ Email Address: _____

(250 words or less)

Proposal Narrative

1. Project Description and Rationale:
2. Objectives:
3. Work Plan:
4. Evaluation:
5. Long-term Benefits:

Budget

Budget Category	Direct Funds Requested	In-Kind/Matching Funds
Faculty/Staff Support	Not allowed	
Student/Graduate Assistant Support		
Equipment (<i>itemize</i>)		
Supplies (<i>itemize by category</i>)		
Travel		
Other (<i>itemize by category</i>)		
Indirect Costs	Not allowed	Not applicable
Column Totals		

Budget Justification

References

Appendix

**Educational Enhancement Grants
 LSUHSC-NO Academy for the Advancement of Educational Scholarship
 Faculty Development Travel Supplement Award Proposal
 2013-2014**

Date of Proposal:	
Name:	Position:
Department:	School:
Telephone:	FAX:
Email Address:	
Campus Physical Address:	
Total Funds Requested for Travel Award: \$	
Total Department/Program Funds Committed: \$	
Describe the activity, its purpose and specific goals associated with this travel. Include an itemized list of how both EEG and department funds will be used.	
How do you intend to disseminate relevant information and insights to others following completion of the proposed activity? <i>(Read this and then highlight to replace with your response: Describe LSUHSC-New Orleans faculty members who are potentially interested and could benefit from your activity? In what form will you disseminate or share information (e.g., submit summary of activity or brief abstract for publication in the Academy newsletter, offer a faculty development workshop, small group discussion, or brief presentation at a faculty or department meeting based on what was learned, provide brief presentation at a faculty or department meeting).</i>	
Check the item that best fits the activity for which travel funds are requested: <input type="checkbox"/> Attend professional meeting/conference only (no presentations) <input type="checkbox"/> Presentation(s) at professional meeting/conference <input type="checkbox"/> Other professional development activity Please describe in detail:	
Required documentation (check items that have been attached, as appropriate to this travel proposal): <input type="checkbox"/> For presentations, include copy of presentation title and proposal/abstract <input type="checkbox"/> For presentations, include copy of acceptance letter or email message <input type="checkbox"/> For professional development requiring acceptance of application, include application and evidence of acceptance into the program/course. <input type="checkbox"/> Copy of conference brochure and/or detailed summary of conference/program, that includes sponsoring organization, documents date of conference/program, associated fees, etc.)	

The undersigned agree to all policies and procedures pertaining to the Academy Educational Enhancement Grant (EEG) program and those set forth by the LSUHSC-New Orleans campus for travel. At completion of the travel activity, the awardee shall submit to the Academy a completed Travel Award Final Summary Report. NOTE: Failure to comply with program stipulations will result in repayment of expended funds and revocation of any unused funds.

 Academy Member Date

 Sponsoring Dept. Chair/Program Director Date

**Educational Enhancement Grants
 LSUHSC-NO Academy for the Advancement of Educational Scholarship
 Faculty Development Travel Supplement Award
 Final Summary Report**

Must be received in the OMERAD no later than 60 days after completion of travel activity.
 (Single PDF of signed original to omerad@lsuhsc.edu.)

Date of Report:	
Name:	Position:
Department:	School:
Telephone:	FAX:
Email Address:	
Campus Physical Address:	
Total Funds Awarded for Travel Award: \$	
Total Department/Program Funds Committed: \$	
Describe the extent to which you achieve the purpose and goals of the funded activity. Please be sure to also include any unanticipated outcomes or benefits.	
Please describe what and how you disseminated relevant information and insights to interested LSUHSC-New Orleans colleagues after completing the funded travel activity? If any products were created (e.g., summary report, presentation material), please attached a copy.	
Please describe any new or continued scholarly work or collaboration that has resulted from this funded travel activity.	

Signatures:

 Academy Member Date

 Sponsoring Dept. Chair/Program Director Date

For OMERAD use only:

_____ Date received by _____

_____ Date reviewed by _____ _____ Date reported to AEC _____ Date file closed