

Educational Enhancement Grants
LSU HEALTH Teaching Academy
January 2016

Program Description and Request for Proposals

Required *Letters of Intent* are due 4:00 p.m., Friday, February 19, 2016.

Letters of Intent must be submitted to academy@lsuhsc.edu as a PDF.

FULL PROPOSALS are due 4:00 p.m., Friday, April 15, 2016.

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

Please read this document carefully and email academy@lsuhsc.edu or call 504-568-2140, if you have questions or wish to discuss ideas for proposed projects.

Only one RFP and round of peer review will occur. There will not be any follow-up rounds for revision and additional review of proposals. A total of \$20,000 will be available for approved 2016-17 EEG funding awards.

An electronic version of this document and Word versions of the forms are available on the Teaching Academy webpage: (<http://www.learningcenter.lsuhscc.edu/academy>).

OVERVIEW

The 2016-17 *Academy Educational Enhancement Grant* (EEG) program is being supported with funds provided by the LSU Health - 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, 2016 and June 30, 2017. A Letter of Intent is required and due no later than Friday, February 19, 2016 in order to submit a proposal. All eligible proposals must be submitted to academy@lsuhsc.edu as a single PDF of the original, signed proposal packet no later than 4:00 p.m., Friday, April 15, 2016. The EEG project director/principal investigator must be an Academy member at the Fellow, Master Teacher or Teaching Scholar level and actively engaged in leading and completing proposed project activities. 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 and funding awards are determined on a competitive basis, with final approval of the Teaching Academy Executive Council. Award recipients will be notified on or before Friday, June 17, 2016. 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 2017.

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 only be submitted by active Teaching Academy Fellows, Master Teachers, and Teaching Scholars who are in good standing. For team proposals, the project director/principal investigator must be an active Teaching Academy Fellow, Master Teacher, or Teaching Scholar in good standing. Others members of a project team may include Teaching Academy Associate and Protégé members and other colleagues regardless of Teaching Academy membership status (e.g., LSU HEALTH faculty members, colleagues at other institutions, fellows, residents, and students), as appropriate to the project goals.

A proposal must include each of the following components: clear and complete description of the proposed project, 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, 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 also 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.

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 LSU HEALTH. Proposed projects may target continuing education, provided that the primary focus of the project places 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 single health professions school. **Inter-professional projects** reflect collaboration among faculty in two or more health professions schools.

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 within the LSU Health academic community. In particular, EEG projects are envisioned as initiatives that can be *sustained and built upon* beyond the EEG-funding period. The 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).

REQUIRED LETTER OF INTENT

In order to submit a full proposal for review, a Letter of Intent must be submitted by the Project Director/Principal Investigator no later than 4:00 p.m., Friday, February 19, 2016. A template for this letter is provided on page 8 of this document and on the Teaching Academy website as a Word file. All sections of the template must be completed. A scanned version (PDF) must be submitted to academy@lsuhsc.edu by the deadline. The project rationale should reflect the need or purpose and the potential contribution of the envisioned project. Budget information should reflect a rough, best estimate of the total funds that one anticipates will be requested and any cash or in-kind support that is anticipated. Both the project director and his/her department chair/direct supervisor must sign the letter.

While the Letter of Intent is required, it will not be entered into the review process of the associated proposal. We recognize that substantial development of the project idea will result after submission of the LOI, so it is not to be considered binding or limiting in terms of the final proposal design, content, and budget. We also recognize there may be instances when proposal is being planned, but for some reason, one is not submitted. This LOI will be used only within the Academy administration of the EEG program to facilitate planning and preparation for peer review and to facilitate preparatory assistance to project directors and teams, as may be requested, in the development of high quality proposals. Requests for consultative meetings should be made as early in advance as possible and can be accomplished by sending an email message to academy@lsuhsc.edu or calling 504-568-2140. Individual or project team consultations may also be requested by contacting Dr. Sheila Chauvin at schauv@lsuhsc.edu. Interested individuals are strongly encouraged to take advantage of these support opportunities, to facilitate the quality and success of proposed projects to achieve excellence and scholarly contributions.

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 when this is allowed by current LSU Health-New Orleans guidelines and will be subject to approval by the appropriate health sciences center financial authorities at the time of submission. The table below summarizes the main features of each category to aid in selecting the most appropriate category for a proposal. However, be sure to read thoroughly the complete description of the selected category included in this document when preparing a proposal.

| | 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 LSU Health 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/educational 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 active Teaching Academy Fellow, Master Teacher, or Teaching Scholar in good standing and actively engaged in directing and completing project activities. Other project team members may or may not be Academy members | | | Active Fellow, Master Teacher, or Teaching Scholar in good standing. |
| Funding | Individual: ≤ \$3,000 Inter-disciplinary or Inter-professional (see definition on page 2): 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) | | | Use templates provided |
| Review | Individual and group peer review processes 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 Teaching Academy website as Word files. Inquiries and clarification regarding further details should be directed to academy@lsuhsc.edu or by calling 504-568-2140.

- Educational 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 LSU Health – New Orleans. Many options are 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. Inter-disciplinary and inter-professional proposals must describe clearly the integration of various disciplines/professions and corresponding implementation and evaluation.
- Faculty Study Teams:** Proposals in this category 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, person(s) responsible for action, and evaluation methods and evidence.

- **Faculty Mentorships:** Proposals in this category support establishing or significantly enhancing a mentoring relationship between a faculty members (at least one mentor and one mentee) focused on enhancing scholarly work and scholarship in teaching and education. Proposals may also target the development and initial implementation of a group-based mentoring model or mentoring focused on a specific faculty group. 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; and developing an innovative faculty mentoring model).
- **Faculty Development Travel Supplement Awards:** This category is available only to active Teaching Academy members who may submit individual proposals for supplemental funding to participate 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 (included in 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 LSU Health faculty/staff (e.g., meeting summary, presentation abstract for the Teaching Academy website and/or its Academy Bulletin publication, 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 in research, relationship to prior work, budget, equipment/materials, and as appropriate, other research/project considerations (e.g., use of animals, biohazards). Proposals must include the sections listed below and address specified criteria for proposal sections. Additional details are available in the summary table shown on page 6.

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 in Appendix)
9. Clear evidence of the individual/team ability to complete the proposed project by June 30, 2017.
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).

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 LSU Health *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. **NOTE:** The ability to fund Faculty Travel Awards will be subject to the policy status in place at the time of review and approval.
3. Submit the proposal packet as a single PDF of the signed original to academy@lsuhsc.edu.

Upon completion of the travel activity, the award recipient is expected to share relevant outcomes with interested colleagues within the LSU Health academic community 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.*

A summary table that provides specific guidance for preparing successful proposals is shown on the next page. Specific questions and/or technical assistance should be directed to academy@lsuhsc.edu or by calling 504-568-2140.

| Proposal Section | Innovation/Enhancement | Faculty Study Team | Faculty Mentoring |
|---|---|--|---|
| Cover Page | <u>All categories:</u> Complete as page 1 of the proposal packet. | | |
| Abstract | <u>All categories:</u> Complete as page 2 of proposal packet. Concise, well-constructed summary \leq 250 words. | | |
| Narrative (Must include sections 1-5 listed below) | <u>All categories:</u> Limited to 10 single-sided, double-spaced pages, 8 ½ x 11-inch white paper, 1-inch margins, and font size \geq 11-point. Use proposal template included in this document. The narrative must include the five sections described below. Reference list is not included in the 10-page limit. | | |
| 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. Ground the proposal in relevant literature, best practices, and/or data-based evidence of need. Describe the expertise of team members and how the particular combination of team members enhances the strength of the proposal and will contribute to the achieving project goals and positive impact. | | |
| | 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 | Clear statements describing 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 the work plan. If a work plan table is included (e.g., Target Date, Objective, Activity, Responsible Person, Evaluation/Research Methods, Outcome(s)/Evidence), please be sure to include sufficient narrative/description. As an appendix item, describe clearly and succinctly the relevance and contributing expertise of team members and how each will contribute to the quality and success of the project. | | |
| 4. Evaluation Plan | Describe clearly 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. <i>This section of the proposal is extremely important to achieving success and project funding.</i> Evaluation may reflect educational program evaluation (formative and summative) and/or educational research methods, as may be appropriate to the project aims. | | |
| 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 mentee(s)/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 | Not included in the narrative 10-page limit; 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 LSU Health purchasing procedure requirements. | | |
| Appendix | Not included in the narrative 10-page limit; 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> | | |

EEG PEER REVIEW

The Teaching Academy Scholarship Team will oversee the peer review process of all qualified proposals reflecting the four categories and recommend grant awards. Peer reviewers are selected from Teaching Academy members in good standing and to achieve broad representative of all of the professional schools. The Teaching Academy Director directs the overall administration of the EEG program. In collaboration with the Teaching Academy Executive Council, the Teaching Academy Director may designate a Scholarship Team Leader to chair and/or co-chair the peer review process (e.g., individual and group reviews of proposals, preparing group review summaries and recommendations for funding awards to the AEC within the specified timeline). All peer reviewers, Scholarship Team members and AEC members adhere to strict confidentiality of proposals, reviews, and recommendations and are responsible for completing 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 funding awards.

Upon receipt, proposals will be screened to verify eligibility. For each eligible proposal, the Academy Director will assign at least two peer reviewers for independent review. Independent reviews are then presented and discussed during group review for making recommendations regarding acceptance, stipulations, and funding. Peer reviewers 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/Co-Chair will lead the peer review process according to standardized procedures that reflect NIH-style review/study section procedures determine results, recommendations, and render 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 (when allowed by LSU Health financial guidelines and approved), 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. All requested funds must meet the personnel, financial, and administrative policies and procedures set forth by LSU Health. Please note that the ability to use funds for specific purposes (e.g., travel) will be subject to the institutional policy and status of financial approvals at the time of proposal submission/request and award. 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). Any questions about allowable funding requests should be directed to academy@lsuhsc.edu or by calling 504-568-2140 for assistance during proposal preparation.

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 Teaching Academy and LSU Health 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 2017 Teaching 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 Teaching 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 Teaching Academy Executive Council to determine re-assignment to maximize future enhancement of teaching and educational programs. Final decisions are subject to the discretion of the LSU Health Chancellor/designee. Project PIs must agree to such decisions prior to accepting their project awards.
2. Each principal investigator/project director must submit a **Progress Report** for the period of 7/1/16 to 12/31/16 (not to exceed one page) as a PDF to academy@lsuhsc.edu no later than January 31, 2016. If this deadline falls on a weekend, then the detail falls to the Monday immediately following the date. 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 Teaching Academy Director and/or Scholarship Team will provide feedback to the PI/PDs.
3. Each principal investigator/project director must submit a **Final Report** of the complete project to the TEACHING ACADEMY no later than August 31, 2017. If this deadline falls on a weekend, then the detail falls to the Monday immediately following the date. 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 purpose and implementation, the results of the project evaluation, outcomes and 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. Copies of project materials, deliverables, presentations and/or publications 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 Teaching Academy Director. Requests for such budget changes must be submitted in writing to academy@lsuhsc.edu. No budget changes may be requested within the final 45 days of the project period. 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 Teaching Academy and the research, financial, and administrative policies of LSU Health.
5. PIs must notify the Teaching Academy of reports, presentations, papers, and publications pertaining to EEG-funded projects and include a statement recognizing the Academy EEG program for funding support. For example: *The (name of project) was possible with support funding from the 2016-17 LSU Health Teaching Academy, Educational Enhancement Grant (EEG) program achieved through a peer review process.*

Project Director/Principal Investigator: _____
Abbreviated Title: _____
Proposal Category: _____
Page _____

**Educational Enhancement Grants
LSU Health Teaching Academy
2016-17**

Letter of Intent to Submit an EEG Proposal

(Submission Deadline: Friday, February 19, 2015, 4:00 p.m.)

Submit as a single PDF of original, signed version of this document to academy@lsuhsc.edu.

DRAFT PROPOSAL TITLE:

ANTICIPATED PROPOSAL CATEGORY: (check one)

| | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Educational Innovation/Enhancement | <input type="checkbox"/> Faculty Study Group | <input type="checkbox"/> Faculty Mentorship | <input type="checkbox"/> Travel Award |
|---|--|---|---------------------------------------|

BRIEF PROJECT DESCRIPTION (≤50 words):

BRIEF PROJECT RATIONALE (≤50 words):

PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:

| | | |
|---------------------|------|----------------|
| Name: | | Position: |
| Department/Section: | | School: |
| Telephone: | FAX: | Email Address: |
| Campus Address: | | |

ANTICIPATED PROJECT TEAM MEMBERS:

| Name | Position | Primary Department |
|------|----------|--------------------|
| | | |
| | | |
| | | |

ESTIMATE OF FUNDS TO BE REQUESTED \$ _____

ANTICIPATED PROGRAM/DEPARTMENT CASH and/or IN-KIND SUPPORT: \$ _____

Describe briefly any anticipate in-kind support:

The undersigned individuals have discussed and agreed upon the above-stated intentions and confirmed the accuracy of this information.

| | |
|---|---|
| Project Director/Principal Investigator Date | Sponsoring Dept. Chair/Program Director Date |
|---|---|

Project Director/Principal Investigator: _____
 Abbreviated Title: _____
 Proposal Category: _____
 Page _____

**Educational Enhancement Grants
 LSU Health Teaching Academy
 2016-17**

Proposal Application

(Submission Deadline: Friday, April 15, 2016, 4:00 p.m.)

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

Cover Page

| | |
|------------------------|--|
| PROPOSAL TITLE: | |
|------------------------|--|

PROPOSAL CATEGORY: (check one)

| | | | |
|---|--|---|---------------------------------------|
| <input type="checkbox"/> Educational Innovation/Enhancement | <input type="checkbox"/> Faculty Study Group | <input type="checkbox"/> Faculty Mentorship | <input type="checkbox"/> Travel Award |
|---|--|---|---------------------------------------|

PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:

| | | |
|---------------------|------|----------------|
| Name: | | Position: |
| Department/Section: | | School: |
| Telephone: | FAX: | Email Address: |
| Campus Address: | | |

PROJECT TEAM MEMBERS:

| Name | Position | Primary Department |
|------|----------|--------------------|
| | | |
| | | |
| | | |
| | | |

| | | | |
|-------------------------------|----|---|----|
| TOTAL FUNDS REQUESTED: | \$ | TOTAL PROGRAM/DEPARTMENT CASH SUPPORT: | \$ |
| IN-KIND 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 Department Chair/Program Director | Date |
| Team Member | Date | Sponsoring Department Chair/Program Director | Date |
| Team Member | Date | Sponsoring Department Chair/Program Director | Date |
| Team Member | Date | Sponsoring Department Chair/Program Director | Date |
| Team Member | Date | Sponsoring Department Chair/Program Director | Date |
| Team Member | Date | Sponsoring Department Chair/Program Director | Date |

Project Director/Principal Investigator: _____
Abbreviated Title: _____
Proposal Category: _____
Page _____

**Educational Enhancement Grants
LSU Health Teaching Academy
2016-17**

Project Abstract

| | |
|------------------------|--|
| PROPOSAL TITLE: | |
|------------------------|--|

PROPOSAL CATEGORY: (check one)

| | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Educational Innovation/Enhancement | <input type="checkbox"/> Faculty Study Group | <input type="checkbox"/> Faculty Mentorship | <input type="checkbox"/> Travel Award |
|--|--|---|---------------------------------------|

PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR:

| | |
|---------------------|-----------|
| Name: | Position: |
| Department/Section: | School: |

(250 words or less)

Highlight the interior of this cell and to copy and paste your project abstract here.

Project Director/Principal Investigator: _____
Abbreviated Title: _____
Proposal Category: _____
Page _____

Proposal Narrative

1. Project Description and Rationale (including expertise of project team members):
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 (Itemized items and including quotes)

References

Appendix

**Educational Enhancement Grants
 LSU Health Teaching Academy
 Faculty Development Travel Supplement Award Proposal
 2016-17**

| | |
|--|------------------|
| 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 LSU Health 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 Teaching Academy Educational Enhancement Grant (EEG) program and those set forth by LSU Health for travel. Within 60 days of completion of the travel activity, the awardee will submit to the Teaching 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.

Project Director/Principal Investigator: _____

Faculty Travel Award Proposal

Page ____

Academy Member Date

Sponsoring Dept. Chair/Program Director Date

Educational Enhancement Grants
LSU Health Teaching Academy
2016-17 Faculty Development Travel Supplement Award
Final Summary Report

Must be submitted as a PDF of signed original to academy@lsuhsc.edu no later than 60 days after completion of travel activity.

| | |
|--|-----------|
| 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 |
|----------------|------|---|------|

Sheila W. Chauvin, PhD, MEd
Academy EEG Program
(January 2016)

LSU Health Teaching Academy
2016-17 Educational Enhancement Grant Program

Timeline for Major Activities and Deadlines

| Target Date | Activity |
|-----------------|---|
| Tues., 1/19/16 | Announce and Post 2016-17 EEG RFP and materials on Academy website |
| Fri., 2/19/16 | Letters of Intent due by 4:00 p.m. |
| Fri., 4/15/16 | EEG Proposals due by 4:00 p.m. – Send as single PDF to academy@lsuhsc.edu |
| Week of 4/25/16 | Screen proposals for eligibility Assign proposals to reviewers and distribute |
| 5/2-13/16 | Individual reviews of proposals <u>*All individual reviews due to academy@lsuhsc.edu no later than Fri., 5/13/16</u> |
| 5/16-27/16 | Compile peer reviews Finalize materials for group review meeting Group review meeting(s) to be scheduled |
| Fri., 6/3/16 | Final EEG individual reviews due to academy@lsuhsc.edu |
| Week of 6/8/16 | Complete peer review summary statements Submit recommendations to Academy Executive Council for approval |
| Week of 6/13/16 | Decision notification packets and award agreement documents distributed |
| Tues., 6/30/16 | Deadline for receipt of EEG signed agreements |
| 7/1/16 | Beginning of 2016-17 EEG Project Period |