



ASSOCIATION OF STANDARDIZED
PATIENT EDUCATORS

Guidelines and Criteria for Research & Project Awards

Request for Proposals (RFP)

Proposal Due Date: October 6, 2008

Overall goal of ASPE Awards:

The overall goal is to provide incentive awards to current ASPE members for unique research studies or development projects that **extend our knowledge about the effective use of Standardized Patients** (SP) in Health Science Education. All studies/projects must be consistent with ASPE's mission and goals. Studies to identify best practices in SP education are particularly encouraged.

ASPE is the international organization for professionals in the field of SP methodology. ASPE is dedicated to:

- ❖ Professional growth and development of its members
- ❖ Advancement of research and scholarly activities related to SP-based education
- ❖ Establishing best practices in SP-based education
- ❖ Fostering patient-centered care

<i>Amount of Funding:</i>	Up to \$10,000 per award
<i>Period of Funding:</i>	January 1, 2009 thru December 31, 2010
<i>Proposal Due Date:</i>	Monday October 6, 2007
<i>Award Notification:</i>	December 15, 2007

Format for the Proposal:

1. The proposal should be prepared in a Microsoft® Word program or pdf. The components below should be MERGED into a SINGLE file for submission via email to Shirley Cospolich, ASPE Administration at Cospolich@speducators.org **no later than October 6, 2008**. Multiple documents for a single submission will not be accepted. Confirmation of receipt will be sent via email.

Each proposal should include the following components in the order listed. The proposal narrative is restricted to 1200 words (approximately 5 double-spaced pages) except for joint proposals from multiple institutions. The limit may be increased by 250 words per additional institution.

1. Title page, including:
 - a. Title of project
 - b. Names of member(s), including all title(s), degree(s), and institutional affiliation(s)
 - c. Contact information for the Primary Investigator or Project Director
2. Brief, 300 word or less, summary of research or project
3. A brief biographical sketch describing the qualifications of each Investigator
4. A narrative (1200 words or less) of the research or project, including the following sections:
 - a. An introduction describing the relevant background and significance of the research/project to the mission of ASPE
 - b. The objectives, research questions, or anticipated project outcomes
 - c. The methods or steps to achieve the objectives/outcomes
 - d. Expected methods of analysis and/or evaluation
 - e. Anticipated timeline
5. References
6. Any existing measures that are anticipated for use in the research/project (i.e., survey, data forms, evaluation tools, checklists, etc.)
7. A statement declaring whether the research/project will involve human subjects and (if so) whether the investigator(s) will seek permission (upon award) from the appropriate Human Subjects Review Board. Funds will not be disbursed until confirmation of IRB approval (if applicable) is received.
8. Detailed budget request with justification, including the following sections:
 - a. SP wages
 - b. *Consultant wages
 - c. **Travel
 - d. Supplies
 - e. Communication
 - f. Equipment
 - g. Printing

*Funds are not available to support individual faculty/staff salary.

**Funds are not available for travel to conferences or meetings to present findings.

NOTE: No indirect cost recovery (ICR) or facilities and administration (F&A) costs are covered by the ASPE grant award.

Criteria for Evaluation

All research/project proposals will be evaluated by members of the ASPE Grants and Research Committee. The review criteria are listed below:

- Primary Investigator is a member of ASPE at time of submission and throughout the entire funding cycle [NOTE: Current members of the ASPE Board of Directors and Grants & Research Committee are not eligible for the award and cannot be listed as co-investigators.]
- The proposal follows the required format (includes all components, does not exceed word or budget limitations, etc.)
- Demonstrates relevance to the mission of ASPE
- Expected outcomes of the research study or project advance the field of standardized patient education and not merely the local institution. Multi-institutional collaborations are encouraged.
- Expresses sufficient familiarity with recent developments in the field and provides a context for the research study or project
- Relates to a specific question, problem, or hypothesis
- Investigators are able and qualified to carry out the research/project
- Timeline is realistic
- Start-up funds are supported with evidence of long-term viability (if applicable)
- Methodology is appropriate and clear
- Budget meets the approved guidelines
- Budget is cost effective

Responsibilities of Award Recipients:

- Briefly present a research/project overview to ASPE members at the 2009 annual meeting*
- Submit a research/project update one year following the award (January 2010)
- Provide an update to ASPE members at annual meeting in 2010
- Submit final research/project report no later than January 31, 2011
- Provide final update to ASPE members at annual meeting in 2011
- Acknowledge sponsorship in any dissemination of the study (see below)
- Notify ASPE of any dissemination of the study, and provide copies of papers or presentations.
- Provide a written summary of the completed research study or project for publication in the ASPE Quarterly

[*NOTE: If the Primary Investigator is unable to attend an annual meeting during the award cycle, a substitute may present the information.]

Acknowledgements for Publication:

Recipients should submit to ASPE a copy of any reprints of publication resulting from research activities supported by ASPE. Any research published or presented that has received support from ASPE should have a citation as follows:

This work was supported, in part, by the Association of Standardized Patient Educators (ASPE). This [paper or presentation] does not necessarily reflect ASPE opinion or policy.

Any questions or concerns regarding this RFP should be directed to:

Shirley Cospolich,
ASPE Administration
Cospolich@speducators.org

Rachel Yudkowsky, MD MHPE
Chair, ASPE Grants & Research Committee
rachely@uic.edu

For information about the Association of Standardized Patient Educators and how to become a member, please go to: <http://www.speducators.org/>