

2017 ASPE:

Call for Grant Proposals

The Association of Standardized Patient Educators is delighted to provide opportunities for advancement of our field through the funding of innovations or research involving standardized patient methodology. The 2017 grant cycle will be slightly modified to optimize the efficiency of the process.

Phase 1: Letters of Intent (LOI) An LOI is a short, focused proposal that provides an overview of the planned project. Applicants are encouraged to provide clear goals of the project, evidence of feasibility of completion, and an abbreviated budget. LOIs must be accompanied by a single letter of support from the applicant's direct supervisor.

All LOIs will undergo peer review by members of the ASPE Grants and Research Committee and other member volunteers.

Phase 2: Following the peer review process, a limited number of applicants will be invited to submit full proposals for review. The full proposals will include a more detailed description of the proposed project. The number of full proposals funded will range between 1-2.

Who can apply: The lead person (Project Investigator) on the project proposal must be a current ASPE member. Members of the Grants and Research Committee, and members of the Board, cannot be the primary applicant on a proposal, but may be listed as author/ participant. Exclusions are the G&R chair and vice chair, as well as ASPE's President. They may not apply for grant funding during their terms.

Description of the LOI:

A template for the LOI is appended. The letter of intent must address the following elements:

- a) Clear goals for the project
- b) Specific project objectives
- c) Review of pertinent literature, with up to 5 citations included
- d) Description of the anticipated process/methods for the project
- e) Group impacted by the project (eg: students, practitioners, SPs, etc)
- f) Anticipated outcomes - what will this project add to what is known
- g) Total funds requested (budget described by categories only, detailed breakdown is not required)
- h) Brief description of the contributions & qualifications of each person included on the proposal

LOIs are limited to 3 pages.

A single letter of support from the primary applicant's supervisor is required for the LOI. This letter should include an explicit statement that the applicant has the time and other needed resources to carry out the project should it be funded.

BUDGET: the maximum budget request for the proposal is \$10,000. No direct salary for the proposal authors may be included, however support for specific services (biostat consultation, transcription, etc) is allowed. Support for travel for presentation may not be included in the budget.

Full Proposals:

Following peer review of LOIs, a limited number of projects will be selected for full proposal submission. Full proposals may not exceed 5 pages, including references and any supplemental information (tables, graphics, checklists, etc.)

Each member of the proposal team must submit a brief biographical sketch (see format below) – the bios are not included in the page limit.

The proposal must include:

- a) Overall goal of the project
- b) Specific objectives (if a research proposal, please include the research question or hypothesis)
- c) Literature review – incorporate numbered references into the text of the proposal with superscripts – do not simply list the references at the end of the proposal. No more than 15 references should be included.
- d) Process – expanded description of how the project will be executed OR the methods for the research project. If research, include the type of data that will be collected and the anticipated process for analysis
- e) Anticipated outcomes and the target population impacted.
- f) Timeline – include a specific timeline for each phase of the project. Projects must be completed within 24 months.
- g) Dissemination: applicants should include potential plans and venues for dissemination (e.g.: regional, national meetings; published manuscript)
- h) Budget: a detailed budget should be included with the proposal. The budget information is included within the 5 page limits. For each category of the budget, list out specific costs

EXAMPLE: Payment to SPs: total \$2500

- SP pay is \$20 / hour
 - Training: 4 hours of training x 5 SPs - \$500
 - Portrayal : 1 hours per session x 20 session x 5 SP = \$2000
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- i) Additional letters of support for the project are welcome, but not required. Letters of support are not included in the page limit. Do not include more than a total of 3 letters.
 - j) If the project involves human subjects, the IRB at the primary submitter's home institution must be contacted prior to full proposal submission. NO GRANT FUNDS WILL BE RELEASED until IRB approval (if applicable) has been obtained.

TEMPLATE for LETTER OF INTENT

Face Sheet:

Project Title	
Primary Author Name	
Institution	
Phone contact	
Email	
Additional Authors (please provide name, institution and email contact for each person listed on the proposal)	
Is this project an innovation or research	<input type="checkbox"/> innovation <input type="checkbox"/> research
Will IRB approval be required?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> project has already been reviewed by the IRB
Total Budget requested	

Title Page for LOI:

Full project title

all authors and institutions listed

LOI Project Proposal (not to exceed 3 pages, minimum 12 font, 1 inch margins. Must include all of the following)

1. goals for the project
2. Specific project objectives
3. Review of pertinent literature, with up to 5 citations included
4. Description of the anticipated process/methods for the project
5. Group impacted by the project (eg: students, practitioners, SPs, etc)
6. Anticipated outcomes - what will this project add to what is known

7. Total funds requested (budget described by categories only, detailed breakdown is not required)
8. Brief description of the contributions & qualifications of each person included on the proposal