Guidelines and Criteria for Research & Project Awards

Request for Proposals (RFP)

Proposal Due Date: October 17, 2016

The overall goal of ASPE Awards is to provide incentive awards to current ASPE members for unique research or innovation projects that will advance the field of standardized patient methodology and or the SP Educator Profession. The focus of the proposal should be in one of the following categories:

1. Teaching
2. Curriculum
3. Advising and mentoring
4. Educational leadership and administration
5. Learner Assessment
6. Best Practices in SP methodology

All Submission must be studies/projects must be consistent with ASPE’s mission and goals. Studies to identify best practices in SP methodology are particularly encouraged.

Amount of Funding: Up to $10,000 per award

Period of Funding: January 1, 2017 thru December 31, 2019

Proposal Due Date: October 17, 2016

Award Notification: December 31, 2016

Format for the Proposal: 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 APSE administrative offices (mdixon@kmqnet.com) **no later than midnight (Eastern time)** October 17, 2016. **No late submissions will be accepted.** 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:

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
   d. Contact information for the person responsible for management of the research account
2. Brief, 300 word or less, summary of research or project;
3. A brief biographical sketch (not to exceed one page per person - sample format appended) describing the qualifications of each Investigator;
4. A narrative, 1800 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 (not to exceed 15 relevant references);
6. Any existing measures that are anticipated for use in the research/project (i.e., survey, data forms, evaluation tools, checklists, etc.). If these tools will be developed as a major portion of the project, an narrative of the proposed content should be included;
7. A statement declaring whether the research/project will involve human subjects. If human subjects are included, the status of permission from the appropriate Human Subjects Review Board must be stated (approved, exempt, pending). **Funds will not be disbursed until confirmation of Institutional Review Board (IRB) approval (as applicable) is received. (Principal Investigator(PI) must forward the IRB approval within 12 weeks of the grant award);**
8. Detailed budget request with justification, including the following sections: (see sample budget format appended)
a. Direct costs for standardized patients  
b. Supplies  
c. Consultant wages*  
d. Travel**  
e. Communication  
f. Equipment  
g. Miscellaneous  

9. Letter of support from the PI’s direct supervisor which includes a statement that the supervisor supports the PI’s involvement in the project.  

*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:  

PI, or other key project team member, is a member of ASPE at time of submission and throughout the entire funding cycle. It is expected that the PI maintains active membership in ASPE throughout the project.  

ASPE welcomes grant proposals for any member, other than those listed above. Members of the Grants and Research Committee or ASPE board may not submit a grant as a PI, but may serve as co-investigators on ASPE funded grants.  

Any ASPE member who submits a grant, or feels they have a conflict of interest, for any reason, must recuse themselves from the grant evaluation/scoring process.  

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: (additional details will be provided in the award letter)
Award recipients will be required to submit updates every six months;
June 2017– brief written update;
January 2018 – one year report on progress - includes update on budget;
June 2018 – brief update on the one year report;
January 2019 – full project report, including finalized budget information;
Briefly present a research/project overview to ASPE members at the 2017 and 2018 annual meeting;*
Submit final research/project report no later than January 31, 2019;
Provide final update to ASPE members at annual meeting in 2019;
Acknowledge ASPE 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;

*If the PI 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:

**ASPE Administration:** mdixon@kmgnet.com