ASPE Grants and Research Committee
Policies and Procedures

Guidelines and Criteria for Research & Project Awards

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*Letter of Intent (LOI)**

Letter of Intent Due Date: Monday, August 5, 2019 11:59pm Eastern Time

*Applicants must first submit the LOI. Based on the LOI, selected applicants will be invited by Grants & Research Committee Reviewers to submit a full Proposal the week of August 26, 2019. Please note, do not submit a full proposal unless invited to do so.

Request for Proposals (RFP)

Proposal Due Date: Monday, September 23, 2019 11:59 pm Eastern Time

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 live simulation-based education as an educational methodology**. All studies/projects must be consistent with ASPE's mission and goals. Studies to identify best practices in SP education, novel SP use or advances in methodology, are particularly encouraged. All proposals should adhere to Standards of Best Practice recently published.

Awards and Funding:

Research Award -our primary award, up to $10,000 per award

Pilot Award – established in 2017 to encourage innovative projects, up to $2,500 per award

Period of Funding:	January 1, 2020 thru December 31, 2022
Award Notification:	*Week of October 21, 2019 by Grants & Research Chair*
Award Announcement:	*June 7 - 10, 2020 at the 2020 ASPE Annual Conference in Portland, Oregon, USA*

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pg. 1

ASPE 2019 Grant Cycle Letter of Intent (LOI) Submission Template

(2-3 pages maximum, 12-point font, 1-inch margins)

Project Title:

Primary Author Name

Phone: Email:

Secondary Authors Name:

Phone:

Email:

Contributors Bio (not included in page count)**:**

Institution:

Target Audience:

Project Type:

IRB (IRB approval not needed for pilot award)**:**

Total Budget Requested (Up to $10,000 for Research Award; up to $2,500 for Pilot Award):

Budget Breakdown:

Hypothesis: (paragraph)

Needs Assessment: (paragraph)

Project Rationale: (paragraph)

Implementation/ Methods: (paragraph)

Outcomes: (paragraph)

References/Relevant Literature (not included in page count)**:**

Please email your LOI submission by Monday, August 5, 2019, to:
ASPE Administration, at: admin@aspeducators.org

Please direct questions on LOI submission process or requests for proposal process document, to:
Lou Clark, Chair, ASPE Grants & Research Committee, at: leclark2@asu.edu

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pg. 2

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Format for the Proposal: The proposal should be prepared in a Microsoft® Word program or pdf in 12-point font with 1-inch margins. The components below should be MERGED into a SINGLE file for submission via email to APSE administrative offices **no later than *Monday, September 23, 2019 11:59 pm Eastern Time*.** 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, 3000 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). Relevant references are required;

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pg. 3

6. Any existing measures 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, a narrative of the proposed content should be included. The tools can be added at the end of the document as an appendix;

7. **An IRB waiver or approval number and the document demonstrating that an ethics board or IRB has reviewed the study must be obtained**. If a waiver is granted the IRB letter must declare the research/project will not 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 is received. (Principal Investigator (PI) must forward the IRB approval within 10 weeks of notification of the grant award -anticipated notification is the week of October 21, 2019); by December 21, 2019 or grant funds are forfeit.*

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 such as a statistician or transcription*
   d. Travel**
   e. Communication
   f. Equipment-not normally provided by an institution.***
   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.
   ***Funds may not be used to purchase computers;

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

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pg. 4

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, is a member of ASPE at time of submission and throughout the entire funding cycle. The PI must maintain active membership in ASPE throughout the project. *[NOTE: The Current Chair and President or President-elect of 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 furthering Standardized patient/parent methodology and adhering to the Standards of Best Practice;
- 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 and included in the proposal;
- Start-up funds are supported with evidence of long-term viability (if applicable), and every six-month update on spending are due into the ASPE treasurer;
- Methodology is appropriate, clear and stated in the proposal;
- 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 2020– brief written update; and oral presentation at the 2020 ASPE Annual Conference (June 7 – 10, 2020 in Portland, Oregon, USA) with budget update
  - Jan 2021– one-year report on progress which also includes update on budget

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pg. 5

- June 2021– brief update at the 2021 ASPE Annual Conference, June 20 – 23, 2021 in La Jolla, California, USA
- Jan 2022– full project report, including finalized budget information; presentation at ASPE or other national meeting of final findings in June 2021.
- Briefly present a research/project overview to ASPE members at the 2020 and 2021 annual meeting; *
- Submit final research/project report no later than <u>January 31, 2022</u>
- Provide final update to ASPE members at annual meeting in 2022
- 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

*The PI is expected to attend the annual meeting for the oral presentations. If unable to attend an annual meeting during the award cycle, another team member may present the information which must be approved in advance by the G&R committee. Someone from the team must be present to present during the designated ASPE conference session regardless of travel funding provided by the institution.

If these conditions cannot be met, ASPE reserves the right to request a refund of all grant monies advanced to the PI or institution.

Acknowledgements for Publication:
Recipients must 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 must have a citation or acknowledgment 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.

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pg. 6

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

ASPE Administration

admin@aspeducation.org

Chair, ASPE Grants & Research Committee

 leclark2@asu.edu

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SAMPLE FORMAT FOR INVESTIGATOR BIOSKETCH
(Limit to one page per project team member)

- Name:

- Current Institution:

- Educational Background: list all formal training, year of completion, degree or certification received. If you are currently enrolled in study, please list the institution and mark year as "current"

Name of school /Institution	Year completed	Degree/ certification

- Describe current responsibilities in healthcare education.   Please detail any responsibilities that involve work with Standardized Patients (eg: trainer, case development, center administration, center staff, teacher utilizing SPs etc.)

- List up to ten of your most recent regional or national presentations* that highlight your work.   If none, please mark this section N/A

- List up to ten of your most recent publications* that highlight your work.   If none, please mark this section N/A

*a history of prior presentations and publications are not mandatory to be considered for the project award

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pg. 8

SAMPLE FORMAT FOR BUDGET REQUEST:

Category	Item Detail	Estimated Cost
Standardized patient	Wages – 100 hours of work @$15/hour	$1500
Standardized patient	Parking (e.g. 5 SPs x $10 per SP)	$50
Supplies	Paper and copying costs	$150
Supplies	Reference book for study team 2 copies at $80 per copy	$160
Consultant fee	Payment to statistician for assistance with final analysis 4 hours @ $50/hr	$200
Travel	Travel for PI to visit collaborating institution 1 day trip	$400
Communication	Long distance telephone fees for monthly calls to update progress with study team	$100
Equipment	Digital video camera to allow documentation of SP debriefing (camera to be shared by both institutions)	$1400
MISC	Add anything else that does not fall into one of the above categories	
TOTAL BUDGET REQUESTED FOR THE PROJECT		**$3960**

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pg. 9

BUDGET JUSTIFICATION: (note: each item listed above must be explained)
Examples:
SP wages: both participating institutions pay $15/hour for SP work including training and portrayal. This project will include around 100 hours of direct contact time with SPs.

SP parking: one of the institutions has open (free) parking for SPs, however the other charges a flat $5 fee per day. It is estimated that parking fees for ten SP sessions will have to be covered.

Supplies: paper/copying costs will cover training materials, checklists and some training manuals needed for sharing by the two institutions. The current fee for copying is 0.05 per page for black and white and 0.15 for color copies. We must supply paper for this project. We estimate that the manual will include around 80 pages (color) and ten copies are needed. Additional copying for checklists and training materials are included in the estimate.

ETC………..

NOTE: for an expensive single item (eg: camera) please provide some specifics on the make or model of the equipment

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pg. 10

ASPE Research Study / Project Award
Reviewer's Evaluation

PI or proposal title:

Reviewer:

Date of review:

Glassick Criteria

		Strongly Disagree	Disagree	Agree	Strongly Agree
Clear Goals	There is a clearly stated question, problem, or hypothesis	1	2	3	4
	The project is relevant to the mission of ASPE and adheres to SOBPs	1	2	3	4
Adequate preparation	The application demonstrates sufficient familiarity with developments in the field (literature review), and provides a context for the project	1	2	3	4
Appropriate Methods	Methodology is appropriate and clear	1	2	3	4
	The project is feasible given applicant resources/skills	1	2	3	4
	The timeline is realistic	1	2	3	4
	Budget is cost effective	1	2	3	4
Significant Results	Expected outcomes are valuable to the field and not just the local institution	1	2	3	4

	No	Yes
Start-up funds are supported with evidence of long-term viability (if applicable)	No	Yes
The budget meets the proposal guidelines	No	Yes
Multi-site collaboration is used if appropriate	No	Yes
SPs are critical to the project design	**NO**	**Yes**

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pg. 11

Type of Scholarship:

___ Discovery   Generates new knowledge to improve our understanding of SP education

___ Application   Uses SPs to solve an applied problem

___ Integration   Integrates knowledge from different sources to reach a new understanding (e.g. literature review)

Overall Rating:

1 = Definitely unacceptable	2 = Questionable	3 = Acceptable	4 = Definitely acceptable
DO NOT FUND	PROBABLY DO NOT FUND	PROBABLY FUND	FUND

Priority rating for proposals rated as 3 or 4 only:

LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY
1	2	3

Brief summary of the proposal (2-3 sentences):
(**Example:** This project is to implement 3 standardized patient experiences into a Pediatric Practice Management course for physical therapy students.)

Constructive feedback for the PI: *Please comment on the significance of the project and any particular strengths or weaknesses. What would it take to make this project fundable? These comments will be sent verbatim to the PI.*

Confidential comments to the committee; *These comments will be used to help the committee in funding decisions but will not be sent to the PI.*

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pg. 12