

Preparing your INMED Funding Proposal

INMED ASM Workshop

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Introduction

- This workshop is for health professions education researchers who may be considering submitting a funding proposal under one of INMED's current grant programmes.

Three types of applications are possible under INMED research and travel bursaries:

- Educational Research Grant (ERG)
- Travel Bursary
- Research in Medical Education Grant (RiME)

Background

- INMED launched its first research and travel bursaries in 2014.
- Since then 9 ERG awards, 7 travel bursaries and 9 RiME awards and have been granted.
- The successful applicants from 2017 will present the outcomes of their research/travel at the INMED ASM Feb 7-9 2018.
- The 2018 bursaries will be announced at the INMED Cork ASM in February 7-9

Workshop Objectives

- To familiarise workshop participants with the strategies for writing successful grant applications to INMED.
- To focus on the process for preparing and submitting an application under each of the INMED funding streams (Small Education Research Grant [ERG], Research in Medical Education [RiME], Travel Grant) and highlight important differences across each of these programmes.
- To discuss strategies for preparing a successful INMED funding application with reference to previously funded applications, as well as how common application omissions can be avoided.

Workshop Agenda

- Welcome, getting to know each other and learning needs (10 min)
- Review of application guidelines and evaluation criteria for INMED RIME (10 min), ERG, and travel grant programmes (10 min)
- Jigsaw exercise: make an application! (20 min)
- Exercise: adjudication, discussion and feedback (10 min)
- Pitfalls experienced and how to avoid them (10 mins)
- Examples of successful grant applications (10mins)
- Take home messages and evaluation (10mins)

INMED Educational Research Grant 2018

- The maximum award will be up to €1,500.
- The application should relate to a *planned health professional educational research study*, and may be used to fund an *educational development project which is designed to support curricular innovation*
- Collaborative research within or among institutions are eligible, particularly as they increase the likelihood of the project's success and impact.
- The study must be feasible within a 12 month period
- The funding is sought is to pay for costs that otherwise prevent good research happening e.g. research-related travel, transcription costs, printing of survey materials, paying for statistical advice, support from a research assistant
- Cannot be used towards course fees or to support attendance at conferences – this is the function of the travel grant scheme

INMED ERG – Examples of Eligible/Ineligible Titles

Eligible:

1. Medical students' clinical learning in a palliative care setting

Ineligible:

1. Burnout and patient safety: a survey of GPs
2. Provision of access to online EBM resources in an Irish medical school

INMED Travel Grant Scheme 2018

Award of up to €1000 to support

- Travel and or registration costs associated with healthcare education conferences (excluding INMED events)
- Healthcare education training /faculty development events
- Visits to host institutions for the purposes of furthering educational research collaboration

Award will include free registration for the successful applicant to a subsequent INMED ASM to present an overview of his/her travel grant experience

INMED Travel Grant – Description

- Proposed travel plan must be suitable, relevant & appropriate to the applicant's role in health care education
- Applicants must make it clear how the proposed experience/learning will benefit their personal/professional development
- Applicants must demonstrate how the applicant will disseminate their new learning to local colleagues in health care education & the wider community involved in (health professional) education
- Successful applicants will be required to produce a 2,000 word report on the experience to be placed on the INMED website within 2 months of end of the placement and in addition will be expected to provide a 15 minute oral presentation detailing what they have learned at the **next INMED ASM**.

INMED Travel Grant – Examples of Eligible/Ineligible Titles

Eligible:

1. Attendance at advanced assessment course in London, a series of half-day workshops covering advanced psychometrics, standard setting and innovative assessment methodologies.
2. Presentation of educational research abstract at ASME conference

Ineligible:

1. To attend Society for Neuroscience (San Diego) to present re Physician awareness of recent development in antipsychotic drug development
2. 6 Week training period under the supervision of Dr Josephine Smith, the Clinical Director at Children's Hospital Philadelphia to add to my expertise in diagnosis and management of paediatric infectious diseases

RIME Grant

A collaboration with the Irish Medical Council in 2015 saw the launch of Research in Medical Education (RiME) grants with application via INMED.

These consist of jointly funded awards of up to €6000 each covering the continuum of medical education

- Undergraduate
- Postgraduate
- Continuing Professional Development

Application is open to Principal Investigators from the Republic of Ireland only. However, the opportunity for application to link within and across jurisdictions is recognised and welcomed.

RiME – Questions and Impact

- RiME proposals should seek to answer questions of national and international importance, while contributing to the knowledge-base for Irish medical education and training.
- The intended impact of such awards is that they will support research to ‘influence medical education and training policy at every level’, addressing ‘questions and topics that really matter’ (Freddie Wood, IMC 2015).

RiME Themes

To guide applicants, a number of indicative themes have also been included which reflect the policy needs of the Medical Council.

- Teaching, Learning and Assessing Professionalism
- Professional Identity Formation
- Inter-professional Learning
- Workplace Learning and Culture
- Resilience and well-being in students and the workforce
- Transitions in medical education

What RiME will NOT fund

- Literature reviews,
- Curriculum developments,
- Service evaluation, audits, surveys,
- Need assessments,
- Technology development (although these elements may be part of an integrated research study).
- Implementation of an intervention without a predominant research element.

RiME- Ineligible applications

- Health Services Research only – without an educational focus
- Technology or new product development/validation (specifically asking for the funding of hardware for this)
- New course buy-in or primarily course implementation

Group Activity – Application Forms!

- Small ERG group
- Travel Grant Group
- RIME Group
- Each team to fill a group application for the relevant category (topics will be given)
- After 20mins each team will be given criteria to adjudicate own application

Adjudication Criteria

RiME Criteria

- Evidence that the proposal is linked directly with Medical Council education and professional development priorities.
- Clarity of the aims and objectives of the proposed research
- Coherence between research objectives, methodology, and expected outcomes or benefits.
- Demonstrable benefits for undergraduate students, doctors in training or doctors engaged in continuing education.
- Evaluation of process as well as outcome(s) (i.e. why it worked as well as “it worked”)
- Evidence of appropriate and robust research governance.
- Evidence that the proposal is for research purposes and the generation of new knowledge in a particular field.

RiME Criteria: Evaluating the case for support

- Clarity of Background and Rationale
- Compelling problem statement with regard to clarity and importance
- Detail on design and methodology explained
- Explanation of success criteria and barriers
- Detail on ethical requirements and procedures
- Inclusion of Gantt chart – schedule of completion, timing of milestones and deliverables
- Projected outputs and dissemination explained
- Expected Impact of research explained
- Suitability of qualified persons to do this research

RiME - Budget

- Project should not last more than 12 months
- This is a 'no overheads' award (no claims for overheads can be made)
- Examples of items that can / cannot be funded (next slide)

RiME Budget (see T&C document)

Examples of items that can be funded (exclusive of VAT):

- Recording equipment, transcription costs, travel for field work, analysis software, printing
- Publication costs in an open access journal
- Research assistant's time

(hint: anything that will help you gather and analyse your data for educational research, or help disseminate your research)

Examples of items that cannot be funded:

- travel to conferences or courses;
- an external online course or package to be implemented primarily
- hardware or software for the sole purpose of creating/validating a new product

INMED Travel Grant – Adjudication Criteria

- Rationale (marks available – 70)
- How compelling are the applicant’s arguments for travel support? [20]
 - Is the case for travel to a conference, course or training event clearly linked to the applicant’s work or personal development plan?
- Is there a statement of the applicants learning needs? [20]
 - Is there an indication of the likely content of the proposed conference, course or training event and is the likely content clearly beneficial to the achievement of the applicants learning needs?
- Are the arguments well sequenced and logical? [15]
- Do the arguments lead convincingly to a conclusion that support for travel is clearly required? [15]

INMED Travel Grant – Adjudication Criteria

- Costs and Dissemination - (marks available – 30)
- Are the costs associated with the proposed travel appropriate and feasible? [10]
- Is there a clear and logical link between the proposed costs and the stated rationale for the travel? [10]
- Is the travel feasible and reporting within a one-year timeframe? [10]

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Rationale and research question (marks available – 40)

- Does the research, address an important problem? [10]
- Is the application well situated within the health professional and/ or educational literature? [10]
- Is the case for doing the research clearly made? [10]
 - How compelling are the applicants' arguments for doing the research?
 - Are the arguments well sequenced and logical?
 - Do the arguments for doing the research lead convincingly to the research question?
- Is the research question appropriately constructed and feasible? (This question should be of relevance beyond the context in which the research is conducted, as opposed to an evaluation or description primarily of local interest.) [10]

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Methods - (marks available – 40)

- Is there evidence of a conceptual or theoretical framework in which the research is situated? [10]
- Are the design/ methods appropriate to the aims of the project? [10]
- Are the design/methods feasible within a one-year timeframe? [10]
- Is the projected budget allocation appropriate and feasible? [10]

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Dissemination & Ethics -(marks available – 20)

- Does the application provide a compelling description of how the findings of the research would be disseminated [10]
 - Is the dissemination plan coherent?
 - Is the dissemination plan feasible?
 - How effective is the dissemination plan likely to be?
- Is there an indication of intention to submit the proposal for ethical review? [10]
 - Does the application acknowledge the likely ethical problems posed by the research?
 - Does the application indicate a clear ethical approval pathway within the proposed timescale of the project?

Common pitfalls and how to avoid them

Key Challenges with RiME Grants

1. Lack of clarity amongst applicants about the difference between the evaluation of educational interventions and educational scholarship in terms of research.
2. Overambitious research/development questions
3. The translocation of clinical or health services research methods into educational research without attending to the particularities of the educational context.
4. Tendency to think local rather than global
5. A lack of background knowledge of educational, psychological and sociological theory.

Further RiME Pitfalls

- No explicit research question;
- No selection of an appropriate theoretical framework;
- Scant methodological and analytical detail;
- Ethical considerations not included;
- Literature review and arguments not up to date;
- More elaborations required on potential problems to be overcome in project;
- Lacking in detail (no word count, no references, start date of project incomplete, no justification of length of project etc.)

INMED Travel Grant –Common Pitfalls

- Similar or identical training opportunities locally
- Overstating potential outcomes
- No clear relationship with personal or professional development
- Failure to address ALL adjudication criteria

Another Pitfall - Preparing your CV

- Have a look at award criteria and prepare your CV accordingly
- Build your funding CV: conference travel grants, seed money, best poster/presentation awards
- Prior productivity: Abstracts, manuscripts, record of accomplishment
- If a new investigator – appropriate training and experience
- The right expertise for the work proposed
- Right people at the right level

INMED ERG - Common Pitfalls

Background/Aims & Objectives

- Too ambitious, too much work proposed
- Unfocused aims or goals
- No link with theoretical or conceptual framework
- Not state of the art

Project Description/Methods

- Inappropriate level of detail
- Feasibility of each aim not apparent

INMED ERG - Common Pitfalls

Project Description/Methods

- Little or no expertise with approach
- Not directly testing a hypothesis
- No sample size justification
- Absence of biostatistical input (where appropriate)
- Failure to address each section of the methods section
- Mismatch between project question, aims, and methods

Project Timeline

- Incomplete or absent Gantt chart
- Vague or unrealistic timeline

Tips for Preparing your Budget

- Programme workplan and budget must be consistent
- Be aware of programme's directions with respect to budget composition
- If in doubt with respect to check to eligibility of costs, check with the programme admin to insure that your budget items are eligible for funding
- Clearly justify your numbers with real vendor estimates, accommodation costs etc.
- Under- and over-inflation equally detrimental
- Do not leave it until the last minute
- No mistakes, and try to be exact as possible

Other Common ERG Application Errors

- No clear contribution to the field
- Insufficient use of supporting references
- Too much “why” and no clear “how”
- Too many elements, loss of focus
- Questions with respect to collaboration

Writing Your ERG Application - Style Points

- Avoid redundancies e.g. *novel* innovations
- Delete redundant intensifiers e.g. It *essentially* demonstrates that..
- Use simpler vocabulary; *shows the ability* = can
- Put action into your words; avoid “*seem*”, “*have*”
- Trim your clauses or phrases;
- Write shorter sentences, e.g. avoid “overview” phrases

If unsuccessful...

- Read the feedback in a balanced way
- Stay positive (revise and resubmit?)
- Did you give yourself the best chance last time e.g. preparation time?
- Look for a mentor e.g. a senior colleague or University research office contact

Porter (2015)* “Six critical questions”

- 1. What are you passionate about, i. e., where do you think you can make a uniquely significant contribution to your field?*
- 2. What is the need, problem, or issue you want to address and why is it important?*
- 3. If present knowledge or practice is inadequate, why do we need to know more and do better?*
- 4. In what sense is your idea innovative, i.e., how does it differ from what has already been done?*
- 5. What makes you think your idea or approach will have better outcomes?*
- 6. What will your research contribute and who will benefit from it?*

* R. Porter (2015) Six critical questions to launch a successful grant proposal. Accessed (02/18):
http://cech.uc.edu/content/dam/cech/Help@CECH/docs/Six_Critical_questions_to_writing_a_grant_proposal.pdf