

**Baylor College of Medicine**  
**Education, Innovation & Technology (EIT)**  
**Faculty Pilot Grants: Request for Applications**

**Due Date: August 2, 2021**

Baylor College of Medicine, with the generous support of the Huffington Foundation, is pleased to announce the availability of pilot grant funding for BCM faculty members engaged in educational research or program development and evaluation. Education, Innovation and Technology (EIT) Faculty Pilot Grants provide funding of up to \$50,000 per project for up to a two-year duration. Up to five awards will be made during FY22. The submitting principal investigator (PI) must be a BCM faculty member appointed in the Department of Education, Innovation and Technology.

The overarching goal of this pilot grants program is to support educational activities and research that complement and enhance [Baylor's Strategic Plan 2020-2030](#).

Proposed projects may focus on any area related to the education mission of Baylor College of Medicine and learner populations in any discipline at any educational or career stage. Examples of suitable projects include:

- Development and evaluation of advanced courses, workshops or modules;
- Curriculum or methods development;
- Virtual reality or artificial intelligence-based educational tools;
- Interactive digital media-based projects;
- Educational video or podcast development and evaluation;
- New educational assessment techniques or instruments;
- Platforms to enhance teaching and delivery;
- Data analytics and decision support programs;
- Development of precision education or personalized learning approaches;
- Strategies for recruitment and retention of special populations;
- Supporting continuity of learning, equity and issues of availability;
- Generation of new knowledge about teaching and learning in a health sciences context.

Successful projects will develop new or expand the application of existing educational approaches or resources, and study their effects on learners, educators and/or educational systems using rigorous research and evaluation designs.

### **Eligibility**

- The submitting principal investigator (PI) must be a BCM faculty member appointed in the Department of Education, Innovation and Technology (primary, co-primary or secondary appointment). A faculty member may submit more than one application as PI, provided that each application is scientifically distinct. It is likely, however, that only one project per PI will be funded.
- Other BCM faculty members and staff may be listed on the proposal as Co-PIs or other contributing personnel.
- Applicants must demonstrate written approval from supervisors to commit any requested FTE to the proposed project activities.

## Use of Funds

The EIT Faculty Pilot Grants program is intended to help faculty members launch or expand their educational research and development programs. A maximum of \$50,000 may be requested regardless of project length (up to two years). The funds may be used to support salary and FTE (faculty, students, technicians, postdoctoral fellows), subcontractors, consultants, publication or technology charges, and/or supplies. Faculty salaries are permitted, but applicants should work with their supervisors if a commitment of FTE is requested. Equipment and travel expenses (with the exception of project presentations or other dissemination activities) are not permitted. COVID-19 related College policies regarding travel will apply in all instances.

Award funds will be transferred into a new designated type two (unrestricted) account. Awards are expected to be made during August, 2021, and may run for one fiscal year (end date of June 30, 2022) or two years (end date of June 30, 2023).

## Project Reporting

Projects with a one-year duration will submit a final report by August 30, 2022, and an abstract to the 2022 [Academy of Distinguished Educators Showcase of Educational Scholarship](#) by the abstract deadline. Two-year projects will submit a year one progress report by August 30, 2022, a final report by August 30, 2023, and an abstract to the 2023 [Academy of Distinguished Educators Showcase of Educational Scholarship](#).

## Review Process

Applications are being accepted for the upcoming fiscal year with anticipated start dates in August, 2021. Applications will be reviewed after the deadline (August 2, 2021) by a committee that includes BCM faculty members and external faculty with expertise related to the education mission of the College. No written critiques will be provided to the applicants.

## Review Criteria

Applications will be evaluated based on the quality of all required components listed under Application Materials. In addition, applicants should keep the following considerations in mind.

- Successful projects will be hypothesis driven and advance the field of evidence-based educational practices, programs or resources.
- Projects will demonstrate alignment with and advancement of the BCM [DIRECT strategic plan](#); and describe potential impact within BCM and/or with external audiences.
- The description of the project team, including the principal investigator, should document sufficient expertise to complete the proposed activities. Description of roles and project member backgrounds that reflect the values of team science, and diversity and appropriateness of expertise should be included.
- Applications must include a plan for rigorous evaluation of the activities supported by the award. At a minimum, the evaluation plan will describe the guiding evaluation questions, data to be collected during the conduct of the project, how the data will be analyzed, and what evaluation instrument(s) will be used.
- A specific plan must be provided to disseminate any findings resulting from or materials developed under the auspices of the project (e.g., sharing of course curricula and related materials via a website, presentations at scientific meetings, workshops, etc.).
- The project should describe how any programs or educational resources will be sustained or made available beyond the funded project period

## Format of the Application

All documents must be uploaded together as a single PDF file in the order given in the list of Application Materials section.

## Submission Information

Applications should be submitted online at: [requestforapplications@bcm.edu](mailto:requestforapplications@bcm.edu).

The application deadline is August 2, 2021 by 5 pm.

## Application Materials

An application must include the sections listed below. All pages must be numbered. Text should be single-spaced, 11-point Arial or 12-point Times font with ½” margins.

1. **Cover Page** – Please use the form provided.
2. **Project Abstract** – Maximum 300 words in the designated space on the cover page.
3. **Educational Research or Educational Project Rationale and Plan** with the following sections. This section of the application should be 3–6 pages, single-spaced, 11-point Arial or 12-point Times font with ½” margins.
  - a. Goals and objectives or specific aims, including research questions.
  - b. Significance, including potential for broader impacts (benefits beyond immediate project impacts) and relevance to BCM strategic plan.
  - c. Innovation.
  - d. Background or related research by PI or other team members.
  - e. Personnel and qualifications (PI and team members).
  - f. Approach or proposed plan of work, including description of how the goals and objectives will be achieved, potential pitfalls, evaluation plan, dissemination of results, timeline and deliverables.
4. **Literature Cited.**
5. **Recruitment and Protection of Human Subjects** – Provide a one-page overview of protections of human subjects including the following information (applicable only if survey, pre/post assessments, interviews, focus groups or other human subjects data will be collected).
  - a. Risks to Human Subjects (inclusion/exclusion criteria; rationale for involvement of any vulnerable populations; role of collaborating sites; description of what research material, data, and information will be collected; how access to personally identifiable information collected and retained; management and protection of materials and information; all potential risks to subjects).
  - b. Adequacy of Protection Against Risks (how subjects be recruited; description of informed consent, parental permission and assent; how risks will be minimized; additional protections for vulnerable populations).
  - c. Potential Benefits of the Proposed Research (describe how potential risks to subjects appear reasonable in relation to proposed benefits).

**NOTE:** Applicants, whose applications are selected for funding and involve human research subjects, will be required to have an IRB-approved human subjects protocol (which must be in place or in progress before funds are released).

6. **Budget** – Provide a summary of the total request using the Budget Summary Form provided with these instructions. Add a detailed budget narrative explaining how funds will be spent. Include a justification for each requested budget item. The budget narrative may be up to two pages, single-spaced, 11-point Arial or 12-point Times font with ½” margins.
7. **Biosketches** – Include the Principal investigator's updated [NIH biosketch](#). Also, include biosketches for Co-PIs or other key personnel as appropriate.
8. **Letters of Endorsement and Commitment** – Include letters of commitment from collaborators or consultants as appropriate. Include a short letter with written approval from supervisor to commit any requested FTE to the proposed project activities. Do not include general letters of support or endorsement.

<b>COVER PAGE</b> <b>EDUCATION, INNOVATION &amp; TECHNOLOGY (EIT)</b> <b>FACULTY PILOT GRANTS</b>		LEAVE BLANK-FOR ADMINISTRATIVE USE ONLY	
		Date received:	Date Reviewed:
TITLE OF PROJECT:			
NAME OF APPLICANT:		DEGREE(S):	
POSITION TITLE:		MAILING ADDRESS:	
DEPARTMENT(S):			
TEL:	FAX:	EMAIL:	
PROJECT ABSTRACT (maximum of 300 words):			
<i>The signature below attests that upon receipt of the grant, I will submit required progress and/or final reports and fulfill all other program requirements.</i>			
SIGNATURE OF APPLICANT:		DATE:	

**BUDGET SUMMARY FOR ENTIRE PROPOSED PROJECT PERIOD (DIRECT COSTS ONLY)**  
 (Indirect costs or overhead expenses cannot be requested, fill-in only requests that are applicable, maximum amount requested should not exceed \$50,000)

BUDGET CATEGORY TOTALS	TOTAL BUDGET PERIOD	
PERSONNEL		
CONSULTANT COSTS		
SUPPLIES		
TRAVEL (ONLY ALLOWED FOR DISSEMINATION)		
OTHER EXPENSES		
TOTAL DIRECT COSTS		
<b>TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD</b>		