

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

**Due Date: May 16, 2022**

Baylor College of Medicine (BCM), 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 at the beginning of FY23. The submitting principal investigator (PI) must be a BCM faculty member appointed in the Department of EIT.

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 BCM and learner populations in any discipline at any educational or career stage. Examples of suitable projects are listed below.

- 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 PI must be a BCM faculty member appointed in the Department of EIT (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 provide a letter with written approval from supervisor(s) to commit any requested time and effort (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. If salary support is not requested, applicants should describe how personnel will manage the time commitment required to complete project activities or whether the activities fall within the normal range of responsibilities of personnel. 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 administered through the Department of EIT.

## Project Reporting

Projects with a one-year duration will submit a final report by August 30, 2023, and an abstract to the [2023 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, 2023, a final report by August 30, 2024, and an abstract to the [2024 Academy of Distinguished Educators Showcase of Educational Scholarship](#).

## Review Process

Applications are being accepted for the upcoming fiscal year, with anticipated start dates of July 2, 2022. Applications will be reviewed after the deadline (May 16, 2022) by a committee that includes BCM faculty members and external faculty with expertise related to the education mission of the College. Written feedback will be provided to applicants after the review.

## Review Criteria

Applications will be evaluated principally on the following elements, as well as on the quality of all required components listed under Application Materials.

- **Significance:** Does the proposed program address a key audience and an important problem or critical question related to education at BCM or the field in general?
- **Investigator(s) and Project Team:** Is the PI or PI team capable of providing both administrative and educational leadership necessary to complete the proposed work? Is appropriate effort allocated to accomplish the goals? Does the team represent all needed areas of expertise?
- **Innovation:** Is the proposed project characterized by innovation and scholarship? Is a clear case made for the proposed innovation? Are the proposed audience, concepts, approaches, methodologies, tools, or technologies novel, or do they represent improvements over the current state?
- **Approach:** Does the project have clearly stated goals and objectives? Is it based on sound educational principles? Is the design relevant to the target audience(s) and likely to achieve intended outcomes? Where appropriate, is attention paid to pedagogy or teaching approaches, curricular design strategies, equity and cultural relevance to the target audience, and recruitment of participants? Is the timeline appropriate and feasible? Is there a dissemination plan?
- **Evaluation Plan:** Is the evaluation aligned to project goals and objectives? Does the plan include formative and summative evaluation strategies? Does the plan have sufficient rigor with regard to instrument selection and design, sample sizes, and methods of analysis?
- **Budget:** Are expenses (including effort) reasonable and aligned with the proposed project? Are requested budget items appropriately justified and documented in the budget narrative section?

## Format of the Application

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

## Submission Information

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

The application deadline is May 16, 2022, by 5 p.m.

## Application Materials

An application must include the sections listed below (in the order listed). All pages must be numbered. Text should be single-spaced, 11-point Arial or Helvetica or 12-point Times font, with minimum of 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. **Budget:** Provide a summary of the total request using the Budget Summary Form provided. Include a detailed budget narrative explaining how funds will be spent (including % FTE commitment and dollar amount for individuals for whom support is requested). The budget narrative may be up to two pages, single-spaced, 11-point Arial or Helvetica or 12-point Times font, with minimum of ½” margins.
4. **Educational Project Rationale and Plan:** This part of the application should be 3–6 pages, single-spaced, 11-point Arial or Helvetica or 12-point Times font, with minimum of ½” margins. The following sections should be included.
  - 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, qualifications, and roles on project (PI and team members).
  - f. Approach or proposed plan of work, including description of how the goals and objectives will be achieved (work to be carried out), methodologies, evaluation plan, dissemination of results, and deliverables
  - g. Timeline of project activities and milestones
5. **Literature Cited.** List complete citations on a separate page. The list of literature cited does not count toward the 6-page limit of the Project Rationale and Plan.
6. **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 any personally identifiable information that is collected and retained will be managed and protected; all potential risks to subjects).

- b. Adequacy of Protection against Risks (how subjects will 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 to applicants whose projects are selected for funding:** if a project involves human-subjects research, applicants will be required to have an IRB-approved human-subjects protocol (which must be in place or in progress before funds are released).

7. **Biosketches:** Include the PI'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.

### Proposal Preparation Tips

- Successful projects will
  - have a relevant question and potential to advance the field of evidence-based educational practices, programs or tools;
  - describe possible impact within BCM and/or with external audiences;
  - document sufficient expertise to complete the activities, including diversity and appropriateness of expertise;
  - include a plan for rigorous evaluation of the activities, such as guiding questions, data to be collected, how the data will be analyzed, and what evaluation instrument(s) will be used or developed;
  - include a dissemination plan and describe how any programs or educational resources will be sustained or made available;
  - include a detailed timeline or Gantt Chart of project activities; and
  - have a well-thought-out and documented budget description.
- Grant Preparation Tips from Previous Grantees.
  - Organization is everyone's friend (plan your literature review in advance, recruit any trainees to be involved as soon as possible, and schedule team planning time on a weekly basis).
  - Ground the research questions in prior literature, have a concise project design, and demonstrate the educational need.
  - Use diagrams and graphics as appropriate to enhance the clarity of the proposal.
  - Beware of scope creep—it all sounds good until you reach a deadline.
  - Consider transferability and future scalability of your project. Can it be modeled to fit other programs? Will it have wider impact?
  - If your project involves technology, new software, and/or website or databased development, connect with Academic IT early in the proposal-planning process to obtain estimates of feasibility, development time, and cost.

## **Examples of Appropriate Budget Narrative Sections**

### **Personnel**

Marie Curie, PhD, Assistant Professor of Radiology at Baylor College of Medicine, will collaborate by developing project curricular content and guiding program field-testing. Dr Curie will devote 0.1 FTE to the project each year (Y1: \$3,500/977 salary/ fringe; Y2: \$3,500/977; Total: \$7,000/1,954).

### **Travel request**

Funds are requested for the PI to attend a national professional conference in Year 2 to present findings and disseminate project resources. Estimated travel cost: round trip airfare \$1,300; per diem (meals, lodging, ground transportation) \$600 per day (x two days = \$1,200). Total request: \$2,500.

### **Consultants**

External evaluator Thomas Bayes (see letter), University of Edinburgh, will work with project personnel to acquire, define, or create evaluation instruments. Professor Bayes will oversee data analysis/dissemination and help to write project publications and reports. He will devote a total of 10 days to the project (x \$500/day). Total request: \$5,000.

**COVER PAGE  
EDUCATION, INNOVATION & TECHNOLOGY (EIT) FACULTY PILOT GRANT**

TITLE OF PROJECT:

NAME OF APPLICANT:

DEGREE(S):

POSITION TITLE:

MAILING ADDRESS:

DEPARTMENT(S):

TEL:

FAX:

EMAIL:

START DATE:

TOTAL REQUESTED FUNDS: \$

PROJECT ABSTRACT (maximum of 300 words):

*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.*

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>		

**Budget Narrative Section (Use the space below to provide details about the funds requested for each of the categories listed above. This section is limited to two pages.)**