**POLICIES AND PROCEDURES**

**Educational Seed Grant**

**UPMC Department of Anesthesiology & Perioperative Medicine**

**Approval date: June 14, 2018**

**Updated May 10, 2023**

**Purpose:**

Each year, one departmental fund (a total of $8,000) is made available to support new educational projects. This Educational Grant provides up to $8,000 (maximum amount per project) and is open to medical students from the University of Pittsburgh School of Medicine and residents, fellows, and faculty members of the Pitt/UPMC Department of Anesthesiology. The purpose of the grant is to inspire and assist aspiring department-related anesthesiology investigators who have no current funding to start an educational project. Both curriculum development projects and educational research projects are eligible. Basic, translational, and clinical research projects are NOT eligible.

**Application Cycle and Timeline:**

* In the next academic year 2023-2024, for funding commencing on July 1, 2023, the submission **deadline is June 15, 2023**.
* Submission to Tetsuro Sakai sakait@upmc.edu & Barb Chismar chisbn@upmc.edu

**Eligibility:**

* Must be a current member of the Pitt/UPMC Department of Anesthesiology or a medical student at the University of Pittsburgh School of Medicine
* Must not have received any prior non-departmental extramural research funding for the proposed project
* Medical students or trainees (residents or fellows) submitting projects as principal investigator must have a mentor with a primary academic or clinical faculty appointment in the Pitt/UPMC Department of Anesthesiology.
* Awardees must agree to present the completed study at one or more of the following meetings: 1) UPMC GME Leadership Conference, 2) the annual Safar Symposium and Multi-Departmental Trainees Research Day, 3) the Pennsylvania Anesthesiology Resident Research Conference (PARRC), or 4) national meetings (ASA, SEA, IARS, and others) following the award.
* Awardees must agree to submit a financial report detailing how the grant funds were used.
* Awardees must agree to submit a manuscript on the funded work to a peer-reviewed journal for publication with acknowledgement of Educational Grant funding.

**Extension of the Funding:**

Given the fiscal nature of the fund, No extension of the funding usage (ending on June 30, 2024) is allowed.

**The following documents must be submitted:**

a) Checklist (form is at the end of this document)

b) Cover page, including investigator signatures (form is at the end of this document)

c) Abstract (250-word limit)

d) Proposal (see instructions below)

There are two types of proposals – **Educational Research** and **Curriculum Development**:

e) ***Educational Research*** Proposal

 a. Introduction

 b. Hypothesis to be tested

 c. Specific aims

 d. Background information

 e. Materials and Methods

 i. Detailed methods (including types of measurements and measurement procedures)

 ii. Data analysis, including statistical methods

 f. Significance

 g. Plans for dissemination of the research findings (i.e. abstract presentations, manuscript publication) and future funding

 h. References

 i. Use of human volunteers or subjects and IRB status

 j. Location and facilities

 k. Research team members (include mentor, co-investigators, and consultants)

 l. CV

 i. Required for PI, faculty mentor, and co-investigators

 ii. Not required for consultants

 m. Budget and Justification

 i. This grant does not cover overhead or salaries. It can be used to support costs for professional services from consultants that are essential for the planning or execution of the project (i.e. statistician fees). The total amount requested should not exceed $8,000 per submission.

 ii. Please submit a Budget form (Excel) – download from https://www.anesthesiology.pitt.edu/education/educational-grant

 n. Letters of Support [Faculty mentor/Co-investigator(s)]

f) ***Curriculum Development*** Proposal

 a. Introduction

 b. Justification of the need for the new curriculum

 c. Specific goals

 d. Background information

 e. Materials and Methods

 i. Detailed methods

 ii. Detailed description of anticipated educational product/curriculum

 iii. Detailed description of usage of the educational product/curriculum

 f. Significance

 g. Plan for scholarly product dissemination (i.e. MedEd portal submission, abstract presentation, manuscript publication) and future research

 h. References

 i. Use of human volunteers or subjects and IRB status (if any)

 j. Location and facilities

 k. Project team members (include, mentor, co-investigators, and consultants)

 l. CV

 i. Required for PI, faculty mentor, and co-investigators

 ii. Not required for consultants

 m. Budget and Justification

 i. This grant does not cover overhead or salaries. It can be used to support costs for professional services from consultants that are essential for the planning or execution of the project (i.e. statistician fees). The total amount requested should not exceed $8,000 per submission.

 ii. Please submit a Budget form (Excel) – download from https://www.anesthesiology.pitt.edu/education/educational-grant

 n. Letters of Support [Faculty mentor / Co-investigator(s)]

**Selection Process:**

The grading and selection committee will consist of three to four members. The committee will read and grade all the proposals, discuss the studies, and select the awardee(s). A matrix will be used to standardize the scoring. A written critique with feedback will be provided to all applicants. It is important that all applicants receive some feedback about the strengths and weaknesses of their project.

**Selection Committee:**

• Chairs of Educational Grant Committee (Tetsuro Sakai, MD, PhD, MHA; David G. Metro, MD)

• Two to three members appointed by the Chairs of the Educational Grant Committee for their breadth and depth of educational expertise.

**Reporting and Award Requirements:**

Progress reports must be submitted six months (deadline January 31, 2024) and one year (deadline June 30, 2024) after receipt of the grant.

 1) The six-month report should be brief (less than two pages) and include:

 • Progress made to date

 • Difficulties encountered or anticipated roadblocks, as well as plans to mitigate them

 • Identification and explanation of any changes made from the original proposal.

The committee should then review the progress report and offer assistance in resolving problems that arise to help ensure the grant recipient’s success.

 2) The one-year report must be submitted to the Educational Grant Committee for review one month prior to the spring meeting. The report will include:

 • A summary of the study’s objective and results

 • Any changes in the study or mentorship

 • Publications or abstracts that have been generated from the study

 • A financial report detailing how the grant money was spent

 • Award of further funding

Any unused funds must be returned to the Educational Grant. The Educational Grant and its auditors reserve the right to request documentation and itemized receipts for expenses. Diversion of the funds to spend for items other than specified in the original budget request should be prohibited.

**Record Keeping by Management:**

An Educational Grant web page will be established on the Department Web Site. This page will include a description of the grant, application materials, and a record of past awards and outcomes (further funding, publications, promotion, etc.).

Please send applications and any questions via email to the Department Education Office at AnesEducation@upmc.edu).

**Department of Anesthesiology Educational Grant Committee**

Tetsuro Sakai, MD, PhD, MHA (Chair)

David G. Metro, MD (Chair)

**DEPARTMENT OF ANESTHESIOLOGY EDUCATIONAL GRANT APPLICATION CHECKLIST**

Check each item below to indicate that it is included in the application and enclose the completed check list.

\* All items must be included unless a specific reason for omission is given.

\* Incomplete applications will not be reviewed.

Cover page, including investigator signatures

Abstract

A. Introduction and specific aims, including hypothesis to be tested

B. Background information

C. Materials and Methods

\* Research design (e.g., randomized, blinded, controlled, or descriptive)

\* Detailed methods (including types of measurements and measurement procedures)

\* Data analysis, including statistical methods

D. Significance

E. Plans for dissemination of scholarly products or research findings and further funding opportunities.

F. References

G. Use of animal or human subjects

H. Location and facilities

I. Research team members (include, mentor, co-investigators, and consultants)

J. CV

\* Required for PI, faculty mentor, and co-investigators

\* Not required for consultants

K. Budget (use the attached budget excel form)

L. Budget justification (the reason for the requests)

M. Letters of Support (PI)

Principal Investigator’s Signature

**Department of Anesthesiology Educational Grant Proposal** (Cover Page)

**Date of Submission:**

**Name of PI:**

Signature:

Academic Title:

**Project Title**:

**Total Direct Costs**: $

**IRB Status**:

**Name of Faculty Mentor**:

Signature:

Academic Title and Department/Organization:

**Name of Other Research Member(s):**

Name:

Role Category (e.g., Co-I, Collaborator, Consultant, Mentor):

Signature:

Academic Title and Department/Organization:

Name:

Role Category (e.g., Co-I, Collaborator, Consultant, Mentor):

Signature:

Academic Title and Department/Organization:

Name:

Role Category (e.g., Co-I, Collaborator, Consultant, Mentor):

Signature:

Academic Title and Department/Organization:

Name:

Role Category (e.g., Co-I, Collaborator, Consultant, Mentor):

Signature:

Academic Title and Department/Organization:

**(Please attach additional pages if needed)**