

Duke University Internal Medicine Alumni Council 2022 Educational Innovation Award Request for Proposal

1. Purpose and Background

The Duke Internal Medicine Residency Program aims to continue to build a nationally recognized training program that is exceptional in clinical care, education and research. In order to promote innovation in the trainee experience, the Program is proposing to support 1-2 years of curricular development time for faculty to build trainee-focused innovation programs. In addition to the goal of identifying and supporting Duke faculty-led educational projects with the potential to improve the readiness of our residents for post-residency practice, this award is also intended to: 1) provide a seed funding opportunity for Duke faculty awardee(s) to cultivate their academic interests and leadership skills, and 2) to foster positive career development for earlier career educators by providing them with a unique opportunity for significant and visible project leadership.

In year 1, we plan to support proposals related to the teaching and implementation of point-of-care ultrasound (POCUS) in the residency program given the purchase of a {ultrasound} by DUHS for residency education. The proposed POCUS projects must be conducted at Duke University Hospital.

This award was established by the Duke University Internal Medicine Residency Training Program Alumni Council.

2. Award Information

The purpose of this Request for Proposals (RFP) is to solicit proposals from Duke faculty members in a fair and transparent manner based on the review criteria listed below. The faculty member(s) selected to receive the Duke IM Residency Alumni Council Education Award will receive salary support for non-clinical effort to focus on their project. This funding will provide \$25,000 annual salary support plus fringe for the project which may be divided among a group of faculty as appropriate to effort. As such, the project should be large enough in scope to warrant at least 22 hours per month of effort.

Funding will last for at least 12 months (with goal of starting as early as January 2023) with an option for renewed funding for one additional year provided significant progress has been made on the project as determined by the 9 month progress report. Awardees are not guaranteed funding beyond the first year and there is no guarantee that funding will translate into long-term, renewable funding or protected FTE. The process for extending funding for a subsequent year will be for the awardee to submit an updated proposal through the same RFP process with a specific focus on their plans for the project during another supported year.

3. Eligibility

The following applicant criteria must be met to be eligible to apply:

- Applicants must be Duke regular rank faculty members in the Department of Medicine who will be able to implement their proposal primarily at Duke University Hospital.
- Duke faculty with an academic appointment at the medical instructor or assistant professor level will be prioritized in the final selection.
- Members of the core Duke residency leadership team (Program or Associate Program Directors) are not eligible to apply. Those with other existing leadership or teaching positions within DUHS are eligible.

The following project criteria must be met to be eligible to apply:

- For January 2023 funding, the project must focus on the teaching of point-of-care ultrasound.
- The focus of the project must be at Duke University Hospital.

4. Application and Submission Information

Email final proposals to Aimee Zaas and Bridget Copen (bridget.copen@duke.edu). Proposals will be accepted starting October 8, 2022. The application period will close October 20, 2022 at 5 PM. Any proposals received after the deadline will be returned to the sender.

All proposals will be evaluated by a review committee composed of members of the alumni council and the educational leadership team of the residency training program. All applicants will be invited for an interview to discuss their proposal with the review committee. This review and interview process will occur in November 2022. Award recipient(s) will be notified and announced no later than November 30, 2022.

Each application must be a maximum of 5 pages (excluding references and tables/figures). Applications can be formatted down to 0.5" margins and must use 11 pt or larger font. Each applicant must also submit a Duke formatted CV.

The following are recommended section headings to guide each application:

- Background
 - What is known and unknown about this topic? How does this proposal meet the need of the internal medicine residency?
- Problem
 - What is the educational problem that you are trying to solve?
 - Include baseline data (if available)
- Proposed Solution
 - Articulate the details of your proposal
- Innovation and Significance
 - Why is your proposal innovative?
 - If successful, what skills would trainees acquire?
- ANALYSIS PLAN

- Project Milestones and Outcomes
 - Define your short-term and long-term outcomes and how you will measure success along the way.
- Risks/Limitations
 - What are the potential threats/barriers to the success of your project and how do you propose to proactively address them?
- Existing and Anticipated Success Factors/Resources
 - What existing resources, support, and/or collaborations do you have to support this project?
 - What new resources/support will you need to be successful?
 - How will you consult with or develop statistical support for any data analysis?

5. Application Review Process

The application review committee will consist of the following individuals who will evaluate your proposal: Vice Chair of Education, Duke DOM; Program Director, Duke DOM, Alumni Council members, and Dr. Nilesh Patel, Hospital Medicine.

The review committee will score each submission based on the proposal's ability to meet the following goals (not in any particular order of importance):

1. Clearly articulate and define aims, methods, and outcomes
2. Be feasible and have an appropriate project scope
3. Have the potential for future academic output/productivity
4. Have a high likelihood for sustainability beyond the 1-2 year project period
5. Align with program goals/priorities

The proposal review rubric has been adapted from features of several other existing approaches (e.g., NIH, internal Duke grant proposals, etc). Each reviewer will assign an overall impact score for the strength of the proposal. Overall impact score range will be 1-9 (higher scores are more positive) and will be averaged amongst all reviewers.

In addition to carefully evaluating each proposal for its ability to meet the aforementioned six core goals, each reviewer will also assign a score and articulate strengths/weaknesses for each of the following four sub-sections. An application does not need to be strong or perfect in all sub-sections to have high potential impact/overall strength:

1) Significance

- Does the project address an important problem in resident education?
- Is there a strong premise for the project?
- If the aims of the project are achieved, how will residency education be improved?

2) Innovation

- Does the proposal align with current educational needs?

3) Investigators

- Are the project leader and his/her collaborators well-suited to the project?
- If the applicant is in the early stages of his/her career as a faculty member, does he/she have appropriate experience and training?
- If the proposed project is collaborative or multi-disciplinary, has the project leader garnered or have specific plans to garner complementary and integrated expertise from other collaborators, internal or external to Duke?

4) Approach

- Are the overall strategy, methodology, and planned analyses well-reasoned and appropriate to accomplish the aims of the project?
- Are potential problems, alternative strategies, and benchmarks for success presented?
- Are the potential risks and/or limitations of the project identified and are plans to mitigate those risks well thought-out?

6. **Responsibilities of Awardee(s)**

The awardee(s) will be required to track time spent on their CIA project using the existing mechanisms used by Duke to track non-clinical professional effort. The awardee(s) will also present a mid-year and end-of-year summative update to the IM and Alumni Council leadership team and members from the application review committee.

The project will require ongoing monitoring and mentorship to ensure the success of the proposal. As a result, regular progress updates to Duke IM leadership (e.g., program director, associate program directors) will be required on a quarterly basis and updates to the Alumni Council (HMAC) will be required on an approximately semi-annual basis.

7. **Frequently Asked Questions (FAQs)**

a) Can more than one faculty member apply together on one proposal?

Yes. Multiple faculty are allowed to collaborate on a single proposal. In the case of multiple collaborating applicants, the 12.5% FTE salary support will be divided equally between the awardees.

b) Are existing projects eligible?

Yes.

c) Are certain faculty members given special consideration?

The application and review process is open to all Duke faculty who meet the applicant and project eligibility criteria. While applicants from all levels of experience and career stage are welcome to apply, special consideration will be given to early career/junior faculty. The rationale for this preference is to allow this award to meet the goal of jump-starting and cultivating the academic and career development of earlier career educators.