

REQUEST for APPLICATIONS and APPLICATION DIRECTIONS
Department of Medicine Scholarship Enhancement in Academic Medicine (SEAM) Awards Program
Academic Year 2021

The Department of Medicine (DoM) of Dartmouth-Hitchcock and the Geisel School of Medicine at Dartmouth is seeking applications for **DoM Scholarship Enhancement in Academic Medicine (SEAM) Awards** for the Academic Year 2021. The vision of the SEAM Award Program is to support academic “dreams” using DoM donor and academic funds. Successful proposals will demonstrate tangible scholarship enhancement for the applicant and the department. Broadly defined, scholarship may include innovations in teaching, discovery/research, publication/presentation, practice improvement, and/or digital scholarly communications, *ultimately with the goal of enhanced quality of patient care*. Applications may propose and define any form of scholarship, limited only by the bounds of applicants' creativity (with appropriate justification). This document provides information regarding award timelines and amounts, eligibility, types, submission components and procedures, submission directions, selection criteria, notification, permitted use of funds, and award recipients' requirements.

AWARD TIMELINES AND AMOUNTS: Awards will be distributed twice during this academic year. **Applications are due October 15, 2020 and February 15, 2021.** Awards are for one year, however, an applicant may apply for renewal for a second academic year. Award amounts are limited to up to \$25,000 per year.

ELIGIBILITY: An individual may apply for this award if, at the time the proposal is submitted, s/he/they is/are a faculty member of the DoM, non-faculty DoM trainee (resident or fellow), or non-faculty DoM staff member in any clinical, educational or administrative position. A project may have two leaders who complete one application together. Applications for projects that involve more than one department are welcome however the Project Leader or Co-Project Leader must be a member of the DoM.

APPLICATION TYPES

A. Academic Research Projects: The applicant may propose a research project the scope of which is such that it can be accomplished within one (or two) year(s) of funding, in collaboration with a DoM faculty mentor and sponsor. Projects that involve more than one department should include an appropriate sponsor familiar with the applicant's responsibilities and work. Applicants should justify the academic impact/outcomes, which may include publication (e.g., in a peer reviewed journal), abstract presentation (e.g., at a national meeting), preparation for submission of proposals for additional grant support, or other activities as defined (and justified) by the applicant. Successful applicants will be expected to provide progress reports at intervals determined to be appropriate to the project.

B. Academic Innovation Projects: The applicant may propose an innovative academic project not traditionally funded by research grants, e.g., innovative teaching methods or tools, meta-analyses, or any justifiable endeavor to advance scholarship and academic activity in collaboration with DoM colleague(s) and/or mentor(s). This need not involve formal clinical research. There should however be an assessment strategy. Applicants should justify the academic impact in a similar fashion as applicants for the Academic Research Projects described above. Successful applicants will be expected to provide progress reports at intervals determined to be appropriate to the project.

APPLICATION COMPONENTS and PROCEDURES: Applicants should complete the following components of the Application. For format, use 12-point Arial font and half inch margins.

- 1. Project Title:** Write a project title suitable for the type of application and its scholarly purpose.
- 2. Project Leader(s)/Applicant(s):** Give full name(s) with degree(s), title(s), email address(es) and phone number(s).

- 3. Abstract** (300 words max): Succinctly describe each component of the Program Plan. State the application type. Include methods.
- 4. Program Plan** (2-pages max): For either type of application, the plan should include significance/rationale, brief background, aims/methods, realistic resources required (equipment, space, collaborators) and timeline/dates (month, year) for starting and achieving objective measures, assessment strategies/tools, specific anticipated academic outcomes, and future directions. A brief statement of the rationale for the selection of mentors (and collaborators) should be included where appropriate.
- 5. Supervisor/Sponsor:** Consult with appropriate clinical supervisor for a letter of support and acknowledgement of the potential time commitment and any required administrative resources.
- 6. Budget:** Prepare budget information (a detailed one-year or two-year budget) including description and justification of funds. Note if the project will/could be co-funded (with CTO residuals, Grants and Contracts, Hitchcock Foundation Grants, Donor Funds, other academic funds, or operations). If you have questions about the proposed budget, write to Steven.M.Boyce @hitchcock.org for advice.
- 7. Financial/ Budget Manager:** Administrative tasks associated with spending awarded money must be managed by the award recipient with a named finance/budget manager. The SEAM Program officers do not manage the grant after its funding is allocated. Please identify this financial partner prior to completing the application.
- 8. Mentor(s):** Consult with your mentor who must be named in the application, and confirm her/his/their support and/or participation. Ask your mentor(s) to send you a biosketch/CV for submission with the application. Mentors should be affiliated with the Department of Medicine unless proper justification is provided.
- 9. Colleagues:** Name any colleagues who have agreed to participate and explain their roles.
- 10. Personal Statement** (500 words max): Describe your background, dreams/career goals and objectives, and how your career (and others') will benefit by receiving the award.
- 11. Personal CV and/or Biosketch:** Although a CV is preferred, in certain circumstances a biosketch may be appropriate/acceptable. If you do not have a personal biosketch use the NIH 2020 format template: <https://grants.nih.gov/grants/forms/biosketch.htm>
- 12. References:** Select 5 to 10 key references related to your proposal, not included in the two-page limit for the plan.
- 13. Attachments: See submission directions below.**

APPLICATION SUBMISSION DIRECTIONS: After completing all sections of the **Scholarship Enhancement in Academic Medicine (SEAM) Awards Application**, please attach the following materials to the application:

- a. Your own CV,
- b. Your mentor(s)'s CV or Biosketch,
- c. A letter of support from your mentor(s) detailing the mentoring plan and addressed to the DOM Scholarship Enhancement in Academic Medicine Awards Review Committee,
- d. A letter of support from your supervisor addressed to the DOM Scholarship Enhancement in Academic Medicine Awards Review Committee, and
- e. Any other attachments (letters of support, materials, etc.).

Please note: CPHS/IRB submissions are not required at the time of submission. However, CPHS submissions, as appropriate, should occur immediately upon receiving notice of a successful award so as not to delay the start of the project. Funds will not be released without CPHS approval (if required).

IMPORTANT: All materials, including the application form, applicant CV, mentor biosketch/CV, and all letters of support should be compiled as a single document in the order listed above, converted to pdf format, and submitted electronically to Mary Turco Mary.G.Turco@hitchcock.org and Steve Boyce Steven.M.Boyce@hitchcock.org. The final document title should be named as follows: SEAM, ACADEMIC YEAR, Your Last name, Your First name, e.g., SEAM 2021 Osler William.

SELECTION CRITERIA AND PROCESS: The SEAM Program officers (Mary Turco, EdD, DoM Principal for Scholarship Enhancement and Academic Professional Development), and Steve Boyce, CPA, DoM Vice Chair for Strategy and Innovation) will review the initial submission and send any questions to the applicant(s)/project leaders. When the application questions

are answered, the application and materials will be shared with the SEAM Awards Review Committee whose members will review the submission within one month of the submission deadline.

Proposals will be judged on five criteria:

- (1) *Qualifications of the candidate*, including appropriate training or background for the proposed project and the clarity and appropriateness of career goals and objectives;
- (2) *Academic or scientific merit of the proposal*, including clarity of the rationale and significance;
- (3) *Feasibility of achieving the stated objectives within the timeline and budget*;
- (4) *Strength of the mentoring plan and supervisor's support*; and,
- (5) *Potential for meaningful, scholarly outcomes* based on measures and/or assessment strategies, and stated scholarly goals that can be tracked and celebrated for academic and stewardship purposes.

Each submission will be evaluated by all available reviewers and assigned a preliminary overall evaluation. The reviewers will prepare brief written comments on selection criteria followed by discussion at the Review Committee meetings. The Review Committee may recommend that the Chair of the Department grant an award (with or without adjustments) or deny an application. In special circumstances, an applicant for a project that is denied funding may be encouraged to discuss the decision with his/her/their mentor to determine whether to revise and resubmit. In some cases, the Review Committee may recommend that the applicant redirect the request to another funding source.

NOTIFICATION: A SEAM Award program officer will notify applicants of the status of the award on a rolling basis. Preliminary notification depends on the date when all materials were ready for the SEAM Awards Review Committee, the results of the committee members' recommendations, and the Chair's decision. The Chair of the Department makes all final decisions and sends the formal decision letter.

PERMITTED USE OF FUNDS: Funds can be used for any purpose directed towards completion of the project, including but not limited to "buy out" of recipient's time from clinical duties, salary for a research assistant, or purchase of software, supplies, or services. The specific use of funds is flexible so long as it is directed towards the proposed project.

AWARD RECIPIENTS' REQUIREMENTS

PROGRESS REPORT: Recipients must submit a standardized progress report (on a provided template) to the DOM Chair and SEAM Awards Review Committee at project appropriate intervals outlined in the notice of award letter. The DOM Chair and SEAM Awards Review Committee reserve the right to discontinue support of the award for insufficient progress made on the project or explanations/plans.

FINAL REPORT: Recipients will be asked to submit a final report within two months after the end of the award period. (For investigators in a second year of funding, this date refers to two months after the end of the second year.) Some may be asked to present a PowerPoint at a SEAM Awards Program Medicine Grand Rounds and the PowerPoint will serve as the final report. The final report should describe results of the project and of the aims proposed, any factors that impeded completion, and completed or planned scholarly work/output (e.g., abstracts, manuscripts, grant proposals in preparation or submitted). The department will track and report academic outcomes.

GRAND ROUNDS: At the discretion of the Chair, some SEAM Award recipients will be asked to present their project and related scholarly work at a special SEAM Awards Grand Rounds during the current or following academic year.

ACKNOWLEDGEMENT: Recipients are asked to acknowledge their **Department of Medicine Scholarship Enhancement in Academic Medicine (SEAM) Award** funding in all related scholarly activities including presentations and publications.

For questions, please contact: Mary.G.Turco@hitchcock.org