

## Department of Medicine

### Scholarship Enhancement in Academic Medicine (SEAM) Awards Program

#### REQUEST for APPLICATIONS and APPLICATION DIRECTIONS

#### Academic Year 2023

The Department of Medicine (DoM) at Dartmouth Health and the Geisel School of Medicine at Dartmouth are seeking applications for **DoM Scholarship Enhancement in Academic Medicine (SEAM) Awards** for Academic Year 2023.

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 and/or digital scholarly communications.

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, and protocols.

#### AWARD TIMELINE

Applications are due Monday, January 16, 2023.

This award is restricted to one year with this application’s Start/End Dates set at April 1, 2023 to March 31, 2024.

***Please note that applicants must use the SEAM Award Application for the appropriate Academic Year. Submissions that use the wrong application will be returned.***

#### AWARD AMOUNT

Award amounts are limited up to \$20,000.00 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 with tenure-track, non-tenure track, or adjunct status; non-faculty DoM trainee (resident or fellow); or, non-faculty DoM staff member in any clinical, educational or administrative position.

#### PROJECT LEADER

Each application must have a named project leader. A project may have two leaders who complete one application together. Applications for projects that involve more than one department are welcome; however, either the project leader or co-project leader must be a member of the DoM.

## APPLICATION TYPES

**Academic Research Projects:** The applicant may propose a research project in which the scope can be accomplished within one year 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 and a final report in the months following completion of the project.

**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 a DoM colleague(s) and/or mentor(s). This need not involve formal clinical research; however, the project must have 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 and a final report in the months following completion of the project.

**Please note that academic awards are not provided for quality improvement projects which, while worthy of institutional support, generally require operational funding and often demonstrate no academic component.**

## 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/Applicant:** Give full name with degree(s), title(s), email address, phone number, and department section.
3. **Project Leader/Applicant:** Short bio.
4. **Co-project Leader/Applicant:** (If applicable.) Give full name with degree(s), title(s), email address, phone number, and department section.
5. **Co-project Leader/Applicant:** (If applicable.) Short bio.
6. **Abstract** (300 words max): Succinctly describe each component of the Program Plan. State the application type. Include methods.
7. **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 direction(s). A brief statement of the rationale for the selection of mentors (and collaborators) should be included where appropriate.
8. **Supervisor/Sponsor:** Consult with the appropriate clinical and/or administrative supervisor for a letter of support and acknowledgement of the potential time commitment and any required administrative resources.
9. **Budget:** Please review SEAM Award Protocols below and prepare budget information (a detailed one-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 Steve Boyce at [Steven.M.Boyce@hitchcock.org](mailto:Steven.M.Boyce@hitchcock.org) for guidance

10. **Financial/ Budget Manager:** Administrative tasks associated with spending awarded money must be managed by the award recipient with a named finance/budget manager from her/his/their section or program. The SEAM Award Program Officers do not manage the grant after its funding is allocated. Please identify this financial/budget partner prior to completing the application as absence of a named finance/budget manager may affect the award decision.
11. **Mentor(s):** Consult with your mentor(s) 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 and a letter of support that includes a mentoring plan. Mentors should be affiliated with the DoM unless proper justification is provided.
12. **Colleagues:** Name any colleagues who have agreed to participate and explain their roles.
13. **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.
14. **References:** Select 5 to 10 key references related to your proposal. This reference list is not included in the two-page limit for the plan.
15. **Attachments:** After completing all sections of the SEAM Award application, please attach the following materials to the application in the following order:
  - a. 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 an NIH 2022 format: <https://grants.nih.gov/grants/forms/biosketch.htm>.
  - b. Your mentor(s)'s CV or Biosketch,
  - c. Your mentor(s)'s letter of support 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/sponsor 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 CPHS approval is required).

## APPLICATION SUBMISSION REQUIREMENT

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 Steve Boyce [Steven.M.Boyce@hitchcock.org](mailto:Steven.M.Boyce@hitchcock.org), Glenda Shoop [Glenda.H.Shoop@hitchcock.org](mailto:Glenda.H.Shoop@hitchcock.org), and Mary Turco [Mary.G.Turco@hitchcock.org](mailto:Mary.G.Turco@hitchcock.org).

*The final document title (file name) should be named as follows: SEAM, ACADEMIC YEAR, Your Last name, Your First name, e.g., **SEAM 2023 Osler William**.*

## SELECTION CRITERIA AND PROCESS

The SEAM Program Officers (Glenda Shoop, PhD and Mary Turco, EdD, DoM Principals for Scholarship Enhancement and Academic Professional Development, and Steve Boyce, CPA, MHCDS, DoM Vice Chair for Strategy and Innovation) will review the initial submissions and send any questions to the applicant(s)/project leader(s). 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.

**Evaluation:** 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 submit a new application at a future date. In some cases, the Review Committee may recommend that the applicant redirect the request to another funding source. Redirection happens most often with projects determined to be quality improvement initiatives that should be funded by Dartmouth-Hitchcock operations. In some circumstances, the Chair may ask a section or program to share the finding of an approved project, as appropriate.

**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 approved 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 toward the approved project.

Anyone conducting work on behalf of an approved project must be paid through Payroll. If the individual is not already an employee of Dartmouth Health (or one of its affiliated organizations), the individual must be employed by Dartmouth College, and the Application must indicate that the applicant has obtained written agreement prior to the commencement of the project, and that the College will pay the employee and bill the Department of Medicine afterwards. If an applicant indicates to the Department of Medicine SEAM Awards Review Committee that s/he/they have engaged an organization for services, that organization must demonstrate to Dartmouth Health a full-time business commitment providing the same services to a host of other clients outside of Dartmouth Health. (Approved by DH Compliance, July 2022.)

Funds cannot be used for quality improvement projects which, while important, should be funded by D-H operations and not academic and/or donor funds.

## AWARD RECIPIENTS' EXPECTATIONS and REQUIREMENTS

**Progress Update:** Recipients will be asked via email to submit a standardized Progress Update to the DOM Chair and SEAM Awards Review Committee at project appropriate intervals outlined in the notice of award letter. A template for this update will be provided. 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 inadequate progress explanations/plans.

**Final Report:** Recipients will be asked to submit a Final Report through the department's REDCap tracking system two months after the end of the award period. Some recipients may be asked to present a PowerPoint at a SEAM Awards Project Reports Medicine Grand Rounds. See below. Those who present at a SEAM Award Reports Medicine Grand Round will be asked to attach their PowerPoint to the Final Report that is placed in the tracking system.

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 Project Reports Medicine 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.

## SEAM AWARD PROTOCOLS

### Budget

1. The SEAM Award budgets are best estimates by applicants in order to accomplish the goals approved by the SEAM Award Review Committee. To the extent that the project does not require all of the money in the budget that was awarded to achieve those goals, additional money left over in the budget or unused from the original request is not to be redeployed to other costs not approved by the Review Committee without permission.

If a SEAM Award recipient would like to petition to use SEAM Award money for costs other than what was approved in their budget, she/he/they may submit a formal letter of request with a new budget and adaptation of the goals in which case the Review Committee will review and decide a response to the request on a case-by-case basis. The Committee may ask that the award recipient submit a new application with a new budget and project goals.

2. The project number provided for the award in the award letter is expected to be on all payments arranged by the awardee's Finance/Budget Manager.
3. The Project Leader and Finance/Budget Manager are responsible for assuring that expense line items follow the proposed budget and do not exceed the total award. A record of all expenditures (actual spending versus the budget) should be maintained for reporting purposes on the Progress Update and Final Report. Please note, the expectation is that award recipients will follow all Dartmouth Health policies and procedures, and all Geisel School of Medicine policies and procedures as appropriate.

4. Any funded individual on an award must be either an existing Dartmouth Health or Dartmouth College employee, or, must go through either institution's job approval, posting, and orientation process and expense. Participant reimbursements must follow all D-H (or Geisel) policies and procedures including obtaining and maintaining W-9 Forms.

### **Timeline Extension**

Award recipients may request a limited extension for their approved project's completion date for what the Review Committee agrees is a substantive reason, e.g., changes in Aims and Timeline due to COVID pandemic demands. The awardee should make the request in writing in a timely way via an email sent to the SEAM Award administrators: Glenda H. Shoop, Mary G. Turco, and Steven M. Boyce.

The award recipient should explain in the same email any anticipated budget changes related to the timeline extension. The request will receive written approval or disapproval from the Chair in consultation with Review Committee members.

### **Change in Project Leadership**

If a funded Project Leader anticipates or experiences a change in employment or academic status after receiving an award, s/he/they is/are required to notify the SEAM Award Program Officers to discuss the situation including a requested transfer of the Project Leader role and a possible change in the disposition of award funds. Any change in Project Leader must be supported by the Section Chief (or supervisor) in writing and approved by the DoM Chair and members of the SEAM Award Review Committee. The request will receive written approval or disapproval from the Chair in consultation with Review Committee members.

***For questions, please contact:***

**[Glenda.H.Shoop@hitchcock.org](mailto:Glenda.H.Shoop@hitchcock.org), [Mary.G.Turco@hitchcock.org](mailto:Mary.G.Turco@hitchcock.org), or [Steven.M.Boyce@hitchcock.org](mailto:Steven.M.Boyce@hitchcock.org)**

From: SMB, AAH, GHS, MGT, RIR, SEAM Award Review Committee  
Date: July 21, 2022