

OFD Education Innovation Project Grant

Frequently Asked Questions

Can more than one person submit a proposal for an educational project?

Yes. More than one person can submit an application for an education innovation project. However, one of the submitting team members should be identified as the primary contact. All proposers must submit CV's and letters of support from their particular division / department director

Are there restrictions on my use of funds?

Justification for how the funds will be used must be clearly provided within the application. At this time, we are not aware of any specific restrictions to fund use, but will notify applicants/ awardees should this arise.

For education projects, funds may be used for project materials and activities and materials, statistical assistance, research staff, project implementation, consultation and more

If the review committee has questions about my proposal, will I have a chance to address them before you make your final decision?

The review committee will contact the applicant if there are questions prior to final decisions

Do I have to submit a proposal for the full \$1500?

If the project can be conducted with fewer funds, and feasibility is clear in the proposal, a request for less than the \$1500 will be considered. Take care to avoid underestimating funding need.

Within what time frame do I need to complete the project and spend the funds?

We expect Education Innovation Projects to be completed with funds expended by the end of the third year of the award. We encourage proposers to consider strategies to continue successful efforts without funding from the OFD. Member of the OFD team are always available for assistance/consultation

Can I submit a proposal for a project in which success requires accommodations by divisions, departments or programs that are outside of my area of responsibility?

If a project requires the involvement of others to be successful, letter(s) of cooperation/collaboration by the appropriate entity must be included with the application. For example, if the proposer intends to design and implement an education project that requires changes in residents' schedules, the residency program must indicate in writing their ability and agreement to make this accommodation.

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If awarded, are there any other steps I must take before starting my project?

If you plan to disseminate your work (and we hope you do), before implementation, your project, must be reviewed by an individual or committee of the appropriate Compliance Office (e.g., human subjects research review or quality improvement project approval). Most medical education project designs will fit into one of these categories, and are often expedited.

We encourage you to informally consult with the appropriate review / approval group as you develop your project idea and if funded, prior to implementation. Early input from will help you refine your project.

Will I have to submit any reports to the OFD?

The OFD may request reports on progress at periodically throughout the approved period of funding. Verbal or written reports may be requested.

Final reports or product(s) will be required at the end of the funding period or upon completion of the project activity. The form of the final report will be negotiated with the specific education project leader and a member of the OFD.

Copies of any scholarly products should also be provided to the OFD. We would like to celebrate these successes with you.

Contact information:

For further information, contact Dr. Melissa Tavarez, Education Director and Associate Vice Chair, Office of Faculty Development: melissa.tavarez2@chp.edu, or any member of the OFD team

Where do I submit my application materials?

Submissions should be emailed to Dr. Melissa Tavarez, melissa.tavarez2@chp.edu, or any by midnight of the annual June 30 due date.