



## Continuing Medical Education Innovation Grants: 11/30/15 Proposal Submission for 2/15/16 Funding

### Office of Continuous Professional Development

The University of Michigan Medical School (UMMS) Office of Continuous Professional Development (OCPD) is accepting proposals for grants to support innovations in continuing medical education (CME). Proposals that promote innovations in CME content, process, outcomes, or assessment are sought from UMMS faculty. Funded activities will receive up to \$25,000. Proposals are a maximum of four (4) single-spaced pages plus related appended material. The deadline for submission is November 30, 2015. Awards will be announced and funds will be available by February 15, 2016.

#### Proposal Scope, Funding, and Deadline

**Scope.** The UMMS OCPD is accepting proposals for grants to support innovations in CME and the professional development of physicians and health care teams in which they participate. This funding specifically fosters the development of educational tools and activities that support innovations in CME and the performance of UMMS faculty, community physicians, and other healthcare professional partners.

UMMS faculty of all ranks are invited to submit proposals for new CME activities or changes to existing/previous CME activities that promote innovative approaches to the content, delivery, impact, and assessment of continuing education:

- CME content – new topics that enhance clinical performance and professional development
- CME process – more effective and/or efficient delivery of content
- CME outcomes – demonstrated impact on learners, clinical practice, and/or patients
- CME assessment – evidence-based methods to assess the effectiveness of CME process and outcomes

Priority will be given to activities that seek to: 1) improve performance across UMMS mission components; 2) foster a culture of excellence and continuous improvement; and 3) increase engagement with UMMS alumni and/or UMMS physician partners.

**Funding.** Meritorious proposals will be funded up to \$25,000. A maximum of two awards will be made to an individual faculty member within a grant cycle. Funding may be allocated to salaries and wages, fringe benefits, supplies and materials, and other relevant expenses.

**Application deadline.** Proposals must be submitted by November 30, 2015.

#### Proposal Guidelines and Submission

**Proposal format.** The proposal must be in the following format:

- Maximum of four (4) single spaced pages inclusive of sections 2-5 below (append letters of support and other relevant material).
- Page margin of 1 inch.
- Arial font of 10 points or greater.
- All proposal material should be collated into one pdf document.

**Proposal content.** The proposal should include the following five sections plus appendices with letter(s) of support and any other relevant materials.

1. Cover Sheet. Include:

- Title: Name of the CME activity.
- Faculty lead(s) and participating department(s): List the faculty organizing the activity with full contact information, the primary department, and, if available, an administrative contact.
- Proposed date(s) and location(s) of the activity.
- Target audience and expected number of participants: List professional disciplines and specialties and an expected number of each group.

2. CME Activity Description.

- Briefly describe the objectives, format, and contents of the proposed activity.
- Highlight aspects of the activity that address: 1) medical discovery; 2) patient quality and/or safety; 3) health promotion; 4) professional development; and/or 5) health equity.
- If this is a recurring course or program, include pertinent details about the history of the activity (i.e. attendance, course evaluations, pre/post-test information, etc.).
- If applicable, discuss the activity's alignment with institutional or departmental priorities.

3. Innovation.

- Describe innovative and/or novel aspects of the CME activity.
- Include the impact that this activity and the stated innovations will have on: 1) institutional, departmental, or unit processes; 2) patient outcomes; 3) faculty/external provider outcomes; 4) medical student or resident/fellow outcomes; 5) CME delivery (i.e. improved effectiveness, efficiency, or cost); and/or 6) UMHS engagement with internal or external individuals/entities (i.e. interprofessional or interdisciplinary programmatic development, clinical or research referrals, etc.).

4. Assessment. Describe the methods that will be used to assess the impact of the activity.

5. Budget.

- State the amount of funding requested.
- Provide a detailed budget of all expenses related to the development and production of the activity, including any expected cost sharing.
- To the extent possible, separate: a) the revenues and expenses and b) the incremental expenses associated with innovations (including data collection and analysis) beyond usual expenses for the activity.
- If a similar CME activity has occurred in the past, append a financial statement for that activity to demonstrate the basis for budgeting.

Note: Neither the UMHS nor the UMMS are liable for any costs incurred by applicants prior to the effective date of the grant agreement. All proposal budgets prepared by the applicant will be the maximum budget amounts for the duration of the proposed grant agreement. No increases in budgeted amounts will be permitted.

6. Letter(s) of support. Please provide a letter of support from your Department Chair, Division Chief, Ambulatory Care Unit Chief, or Center Director. Other letters of support may be provided at the discretion of the applicant.

**Proposal submission.** Submission deadline is November 30, 2015. Submit proposals as an email attachment to Dr. Cheryl T. Lee ([ctlee@umich.edu](mailto:ctlee@umich.edu)). The subject line of the email message should be "CME Innovation Submission – November 2015." An email will be sent to the applicant to confirm the receipt of the proposal.

## Application Review

**Evaluation criteria.** Proposals will be evaluated on:

- Extent of innovation in content, process, outcomes, or assessment.
- Likelihood of achieving aims.
- Number of physicians and related health care providers who will participate.
- Ability to assess and describe impact, e.g., measures, data collection, analysis and reporting.
- The overall CME activity's importance, design quality, and expected results for participants.

Priority will be given to activities that seek to: 1) improve performance across UMHS mission components; 2) foster a culture of excellence and continuous improvement; and 3) increase engagement with UMHS alumni and/or UMHS physician partners.

**Reviewers.** The reviewers are an interdisciplinary panel of faculty:

- Cheryl T. Lee, MD, Director, Office of Continuous Professional Development
- Joseph Kolars, MD, Senior Associate Dean for Education and Global Health.
- R. Van Harrison, PhD, Professor, Department of Learning Health Science
- Caren Stahlberg, MD, Director of the Division of Professional Health Sciences; Department of Learning Health Sciences

**Award notice.** Award notices will be made by February 15, 2016. Funds will be immediately available.

## Requirements at the Conclusion of the Funded Activity

Within 90 days following the conclusion of the funded activity, submit:

- A report about the activity that summarizes:
  - The activity and innovations that were carried out.
  - Outcomes of the activity.
  - Impact of the innovation(s).
- A final financial statement with full expenditures.

Any unused funds should be returned within 90 days.

Final documentation should be submitted to:

Michele Vigo

Project Coordinator, Office of Continuous Professional Development

E-mail: [mvigo@umich.edu](mailto:mvigo@umich.edu),

Phone: 734-936-1671

## Recent CME Innovation Grant Awards

Grants funded in recent years were:

2015

Development of a maintenance of procedural skills "short course" for emergency medicine faculty at an academic institution. Suzanne Dooley-Hash, MD, Robert Huang, MD, Marcia Perry, MD, Nikhil Theyyuni, MD, Helena Wang-Flores, MD, Deb Rooney, PhD (Department of Emergency Medicine)

Drug discovery and development boot camp. Donna S. Shewach, PhD, Lori L. Isom, PhD, Harvey R. Kaplan, PhD (Department of Pharmacology) and Vincent Groppi, PhD (Essen BioScience)

2014

MiChart simulation training in obstetrics. Maya M. Hammoud, MD (Department of Obstetrics and Gynecology)

These CME innovation activities are described at <http://ocpd.med.umich.edu/funding-opportunities>

## **Contact Us**

Please direct any administrative questions concerning this program to:

Michele Vigo

Project Coordinator, Office of Continuous Professional Development

E-mail: [mvigo@umich.edu](mailto:mvigo@umich.edu)

Phone: 734-936-1671

For other questions, contact:

Cheryl T. Lee, MD

Director, Office of Continuous Professional Development

E-mail: [ctlee@umich.edu](mailto:ctlee@umich.edu)

Phone: 734-936-1671