



## REQUEST FOR PROPOSALS (RFP)

### APCCMPD Scholarship in Medical Education Research Award

The **Association of Pulmonary and Critical Care Medicine Program Directors (APCCMPD)** is now accepting grant proposals from Fellows-in-Training, junior faculty within 5-years of program completion, Associate Program Directors and/or Training Program Directors, for research projects related to adult pulmonary and critical care graduate medical education. Proposals may encompass any aspect of graduate medical education. Suggested topics, which are not meant to be exclusive, include:

- Identify and validate processes for assessing the competency of trainees in pulmonary/critical care medicine.
- Validate novel training methods or training outcomes in pulmonary/critical care medicine.
- Identify methods and measures to allow translation of medical education into providing quality care.
- Identify the relationship between organizational change and medical education and how it affects patient care.
- Develop new educational methods using novel technologies.
- Develop novel tools or approaches to facilitate GME and training program processes.

The APCCMPD expects to award up to a total of \$25,000 in fiscal year **2024** to support one or two projects. The number of awards is dependent on the number of high-quality applications and their individual budget requirements; it is not the intent of the APCCMPD that the awards be equal in size.

**Completed applications should be submitted using the [online form](#) by December 1, 2023.**

**Association of Pulmonary and Critical Care Medicine Program Directors  
Research Fund Committee  
Request for Proposals**

**Name of Award: APCCMPD Scholarship in Medical Education Research Award**

**Application Deadline: December 1, 2023**

**Purpose**

The **Association of Pulmonary and Critical Care Medicine Program Directors (APCCMPD)** invites applications for research projects related to adult pulmonary and critical care graduate medical education. Proposals may encompass any aspect of graduate medical education. Suggested topics, which are not meant to be exclusive, include:

- Identify and validate processes for assessing the competency of trainees in pulmonary/critical care medicine.
- Validate novel training methods or training outcomes in pulmonary/critical care medicine.
- Identify methods and measures to allow translation of medical education into providing quality care.
- Identify the relationship between organizational change and medical education and how it affects patient care.
- Develop new educational methods using novel technologies.
- Develop novel tools or approaches to facilitate GME and training program processes.

It is anticipated that grant award recipients will complete their project within 2-years. The award recipient will be required to provide annual progress reports each year. At the end of the 2-year funding cycle, a final report is due and a reconciliation of funds will occur. Any remaining funds will be disbursed back to the APCCMPD Research Fund.

If awarded, it is expected that the awardee(s) institution/division would support travel expenses to the **2024** APCCMPD Annual Conference to accept the award, and to a future APCCMPD Annual Conference to present the final results of the project. Travel expenses to accept the award and present the results should not be included in the proposed project budget.

**Eligibility Requirements**

Applications may be submitted by pulmonary, critical care, and pulmonary/critical care medicine programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). Applications may be submitted by a Fellow-in-Training, junior faculty within 5-years of program completion, Associate Program Director or Training Program Director.

- The ACGME-accredited program must acknowledge and agree to the terms of the applicant's application.
- Only one application per training program will be accepted.
- The Training Program Director must be a currently active member of the APCCMPD.
- If the applicant is a Fellow-in-Training or Associate Program Director, the project should be sponsored by a Training Program Director, and a formal mentor should be identified. The formal mentor and Training Program Director may be the same individual.
- All individuals listed on the application must submit a completed NIH Biosketch or CV.

## **Funds From Tobacco-Related Entities**

The Principal Investigator (PI) and the applying school of the grantee institution agree that it, they, and any person who works on the PI's research or administrative staff, shall not accept any grant, consultancy fees or other gifts of value from any tobacco manufacturer, distributor, or other tobacco-related entity and will not work as a paid or unpaid consultant for any tobacco company for the duration of the APCCMPD grant. The grantee institution confirms that it does not permit smoking within its institution, and it endorses smoke-free environments.

## **Mechanism of Support**

Responsibility for the planning, direction, and execution of the proposed project will be solely that of the applicant and mentor, if present. The earliest anticipated award date is approximately April 15 of every year.

## **Funds Available**

Depending on the availability of funds, the APCCMPD expects to award up to a total of \$25,000 every other fiscal year to support one or two projects under this Request for Proposals (RFP). The number of awards is dependent on the number of high-quality applications and their individual budget requirements; it is not the intent of the APCCMPD that the awards be equal in size.

Funds may be used for direct research costs. Applicants may request funds for two years for salaries, statistical support/consultations, equipment and supplies related to the research proposal. Funds must not include indirect costs associated with the project.

If awarded, it is expected that the awardee(s) institution/division would support travel expenses to the **2024** APCCMPD Annual Conference to accept the award, and to a future APCCMPD Annual Conference to present the final results of the project. Travel expenses to accept the award and present the results should not be included in the proposed project budget.

## **Background**

The purpose of the APCCMPD is to facilitate education and excellence in clinical and research training in adult pulmonary and critical care medicine, provide a vehicle for communication among all Training Program Directors and various organizations that deal with training of pulmonologists and critical care medicine specialists, and monitor and respond to developments in training, accreditation, credentialing, manpower, financing, and other issues affecting programs in pulmonary and/or critical care medicine.

## **Objective and Scope**

This RFP addresses the broad scope of graduate medical education in pulmonary/critical care medicine.

## **Confidentiality of Data**

Information obtained in the course of this study that identifies an individual or entity must be treated as confidential in accordance with section 903(c) of the Public Health Service Act. Applicants must describe procedures for ensuring the confidentiality of identifying information. The description of the procedures should include a discussion of who will be permitted access to the information, both raw data and machine-readable files, and how personal identifiers will be safeguarded. The applicant must provide proof of Internal Review Board (IRB) approval for the project prior to the distribution of funds.

## **Acknowledgement of APCCMPD Scholarship in Medical Education Research Award**

The APCCMPD requires all manuscripts resulting from research projects where award funds were used acknowledge the use of APCCMPD Scholarship in Medical Education Research Award funds in the manuscript.

## **Rights in Data**

The APCCMPD may copyright or seek patents, as appropriate, for final and interim products and materials, including, but not limited to, methodological tools, measures, software with documentation, literature searches, and analyses, which are developed in whole or in part with APCCMPD funds. The APCCMPD will maintain unlimited use rights to products and materials developed using awarded funds.

## **Review Considerations**

APCCMPD will convene an Awards Committee (AC). The AC will evaluate applications and research plans that are complete and responsive to the RFP. Research plans are to be five pages (8x12-inch) or less, which includes references. Please see additional format instructions on the Application Cover Page. Failure to adhere to format instructions will result in return of the proposal without review.

If the applicant is a Fellow or Associate Program Director, then a separate mentoring plan is also required, maximum two pages. An appendix is required to include an example of any questionnaire/ evaluation instrument that is to be used or a draft of any instrument/ product that is proposed for development within the project. The appendix will not count toward the five-page limit but should be no longer than 10-pages.

As part of the merit review, all applications undergo a process in which only those applications deemed to have the highest scientific merit will be discussed and assigned a priority score.

Applicants will be provided with feedback on their proposal, in the form of a critique.

## **General Review Criteria**

Review criteria for APCCMPD grant applications and research plans are as follows:

### Approach

- Grantsmanship
- Grammar
- Writing

### Significance and Originality

- Significance and impact of the proposed outcome(s) to the field of graduate medical education.
- Originality in the approach or outcome(s) of the project.

### Feasibility

- Availability of data or ability to conduct the proposed plan to collect data.
- Adequacy of the overall research plan for answering the posed question with a tangible outcome.
- The likelihood that outcomes from this project will be publishable in a scientific peer-reviewed journal.

### Environment

- Qualifications and experience of the PI and proposed staff, including mentor and mentor plan if Fellow or Associate Program Director.
- Adequacy of the facilities and resources available to the applicant.

### Scope of Project

Also considered will be the extent to which projects are complementary to and build on the APCCMPD ongoing educational initiatives (see **Background**). Projects that are complementary to these initiatives, rather than overlapping, will be considered to further APCCMPD program balance.

The Awards Committee (AC) will also assess each proposal for the following variables:

- Reasonableness of the proposed budget, which should not include indirect costs.
- Adequacy of the proposed means for protecting personal health information and human subjects.
- IRB approval.

Applicants will be required to satisfactorily respond to any raised concerns in order to receive any funds, irrespective of the scoring done by the AC, noted above.

### **Inquiries**

Copies of the RFP are available at: [www.apccmpd.org](http://www.apccmpd.org)

**Inquiries concerning this RFP are encouraged.**

#### **Contact:**

Joyce Reitzner, MBA, MIPH  
Executive Director, APCCMPD  
[joycereitzner@apccmpd.org](mailto:joycereitzner@apccmpd.org)