COMSEP GRANT CHECKLIST FOR APPLICANTS

ELIGIBILITY

- ❑ **The Principal Investigator (PI) and any Site-investigators are COMSEP members.**
- ❑ **ONE PI is identified for all communication and responsibilities re deadline, funds allocation, reports, etc.**
- ❑ **The proposal is 2-pages single spaced and no more than 1000 words.**
- ❑ **The proposal includes a description of how the project topic aligns with COMSEP's mission and strategic plan.**
- ❑ **The PI discloses other funding sources (if applicable) for parts of this project (and does not request duplicative funding in the proposed COMSEP Grant budget).**
- ❑ **The project has NOT been completed and/or published prior to submission of the grant application;**
- o *NOTE: However, clearly described and justified expansion from previous work does constitute an acceptable proposal. If this is the case, please provide detail in the proposal.*
- ❑ **The Project Mentor is NOT a current member of the COMSEP Grant Committee***

NARRATIVE

Introduction
- ❑ Clear rationale for importance to undergraduate pediatric medical education
- ❑ Need for project based on review of the literature
- ❑ Clear statement of hypothesis to be tested (if research)
- ❑ Clear description of project scope/purpose (if innovation)

Materials/Methods
- ❑ Clear and appropriately detailed study design
- ❑ Well defined study population with appropriate sampling
- ❑ Rationale for selection of instruments/techniques and validation issues discussed
- ❑ Development of tools feasible for scope and timetable

Evaluation/Analysis
- ❑ Proposed evaluation is appropriate for study design
- ❑ Evaluation addresses each outcome measure
- ❑ Rationale provided for the evaluation(s) selected
- ❑ Statistical analyses are appropriate (if quantitative)
- ❑ Qualitative analysis procedures clearly described (if qualitative)

Anticipated outcomes/Results
- ❑ Anticipated and alternative outcomes clearly described
- ❑ Impact of anticipated outcomes on pediatric medical education

Dissemination plans
- ❑ Discussion of the next steps in project or further funding (eg, for scale up or expansion)
- ❑ Discussion of potential forums for presenting and publishing findings

Budget
- ❑ Detailed, complete, clearly presented
- ❑ Follows timeline (18 mo study completion, with 24 mo total grant period)
- ❑ Budget items justified with rationale for each expenditure

- ❑ Budget includes direct costs only, not indirect costs or investigator salary offsets or support for PI/co-PI COMSEP membership dues or meeting fees, travel, lodging to COMSEP annual meeting.

Timeline
- ❑ Realistic, practical for the project's scope
- ❑ Detailed

ADDITIONAL INFORMATION

- ❑ Biosketch of PI and Mentor
- ❑ Chair Letter of Support
- ❑ Mentor Letter of Support (with description of expertise the mentor brings to this project)
- ❑ Grant conforms to length, font size, etc (see Call for Proposals for all details)
- ❑ Evidence of Institutional Review Board preparation/submission
- ❑ Maximum of a single appendix if essential to the narrative (eg, facilitator guide, list of survey questions, technical information on study instruments)

* The COMSEP Grant Committee members are available for consultation and to help facilitate the team's work at any stage during or after the submission and implementation phases of the project.

At least one project mentor must be identified for the grant application. That individual's role is to support the proposed scholarship, to assist and provide consultation to the investigator(s). The mentor would preferably have expertise in one or more aspects of the project's scope (eg, the topic of study, the methodology, the analytic plan, scholarly writing) to help guide or expand the skills of the investigator(s). The mentor may be either a faculty member at the PI's home institution, or a COMSEP member from any institution, but may not be a current member of the COMSEP Grant Committee. More than one project mentor may be identified.