

SimPORTAL Simulation Services Support Grant Request for Proposals

Introduction: The University of Minnesota's SimPORTAL (Simulation Peri-Operative Resource for Teaching and Learning) announces a program to provide funding for education sessions to be carried out in SimPORTAL. The goal of this program is to develop courses that meet education "best practices" and foster multidisciplinary team training for medical students, residents or fellows. Funding simulation services support through this grant process will result in greater accountability than under the current funding system, and also provide tangible rewards to educators for their efforts in course development. The amount of funding available will fluctuate from year to year depending upon grants, gifts, strategic partnerships and medical school support. Expect budgets to range from \$1,000 to \$300,000 with the realization that scope, impact and the budget total are all considered in determining which proposals receive funding.

Application Requirements:

- a) Fill out the attached cover form.
- b) The body of the application should consist of the completed Course Proposal Form from the SimPORTAL Curriculum and Assessment Council. (The Course Proposal Form available at <http://www.simportal.umn.edu/proposal.htm>). Be sure to:
 - 1) Clearly define the intent of the proposed course as well as the size and frequency of classes.
 - 2) Provide details of equipment, disposable supplies and personnel needs.
 - 3) Provide details on audiovisual and computer support requirements.
 - 4) Provide details on training requirements for instructors.
 - 5) Attach additional information with research requirements, plans for reporting data, HIPAA concerns and IRB considerations.
 - 6) Attach a projected budget including equipment and supply expenses. (Consult SimPORTAL staff for help with equipment and supply costs and budget preparation)
- c) Provide letters of support (not to exceed 3 without approval of Dr. Sweet) from department chair and/or chairs of collaborating departments or schools.
- d) Submit three hard copies of the completed proposal to SimPORTAL at A582 Mayo Memorial Building.

Selection Criteria: Applications will be reviewed by members the Curriculum Assessment Council, Clinical Directors and/or other clinical experts. *Interdisciplinary programs are greatly encouraged.* Grants will be awarded solely by SimPORTAL and proposals will be scored based upon:

- a) Educational scope and impact
- b) Clear educational goals and objectives
- c) Measurable outcomes
- d) Impact on patient safety
- e) Audience and locations
- f) Budget

Application process and timeline: Applications are due **May 15, 2009** by 4:30 p.m. All proposals will be reviewed to make sure they meet the requirements listed above. Applications with incomplete documentation will be returned within 2 days for immediate resubmission. All responsive applications will be evaluated according to the criteria listed above. Grant awardees will be notified by June 1, 2009. Awards will be made for one year, with an anticipated activation date for funding of June 15, 2009.

Terms of Support: Courses are supported for a one-year period beginning July 1, 2009. Funding will be renewed annually based on availability of funds, skills improvement as shown by reliable metrics, and publication or presentation of results to the medical education or simulation community. Grant recipients are required to submit quarterly reports and attend meetings as determined by the Director of SimPORTAL. The following restrictions apply to the grant funds:

- a) Funds cannot be used for faculty salaries, travel or to pay faculty for time devoted to the course, these expenses shall be included as “in kind” payment from the originating department.
- b) Grant awards are internal SimPORTAL funds. The funds shall be maintained in SimPORTAL accounts, and purchases will be made through SimPORTAL.
- c) All equipment will be purchased by SimPORTAL, and shall be housed and maintained in SimPORTAL. SimPORTAL retains the right to use all equipment purchased with these funds for purposes other than those described in the original proposal.
- d) Intellectual property rights to materials developed for SimPORTAL courses shall be managed through SimPORTAL and SimPORTAL shall be cited in any publications or presentations resulting from funded proposals.

Questions should be directed to John Raymond, SimPORTAL Coordinator at (612) 626-5636 or raymo003@umn.edu.