



Faculty-Generated Research Grants Program

Letter of Intent Submission Guidelines

Investigators who wish to be considered for the Faculty-Generated Research Grants Program must first submit a **letter of intent (LOI)**. The LOI stage indicates your interest in applying for funding and provides an overview of the project. All proposals are welcome; however, PAEA has identified two priority areas for this year's faculty research awards:

1. Increasing capacity in clinical education
2. Attracting and retaining students and faculty who enhance the diversity of PA programs

The selection committee will review each LOI and invite applicants with the highest scores to submit a full proposal, which includes a detailed description of methods, analytic plan, dissemination plan, and anticipated impact. PAEA recommends carefully reading the [evaluation criteria](#) to guide the preparation of successful application materials. View previous grantees for an understanding of competitive research topics.

LOIs may not exceed five pages (see the note below for exceptions to the page count) and must include all the sections outlined below, which should be clearly labeled. LOIs that do not include all elements or do not meet formatting requirements will not be reviewed.

Eligibility

The principal investigator (PI) and any co-principal investigators (co-PIs) must be employed at least half-time ($\geq .50$ FTE) at a PAEA member program in good standing and full-time at the host institution of the PA program.

If this is a multi-investigator proposal, PIs and Co-PIs should have a proven history of collaboration. The project's co-PIs and co-investigator(s) do not have to be PAs, but a PA must be involved in the project.

Timetable

Applicants will be accepted from **July 10–September 15, 2019**. It is anticipated that finalists will be invited to submit full proposals in November 2019.

LOI Required Elements

1. **Cover sheet (to be completed in online application portal)**. Includes information on the PI and any co-investigators involved in the project.
2. **Problem statement and/or research question(s)**. Include a title for your project, and clearly label your research question.



3. **Background and anticipated impact.** Include a brief literature review and appropriate citations. Specific attention should be paid to how the project will contribute significant knowledge to the PA profession or education, and, if applicable, how it may advance PAEA's priority areas.
4. **Methods.** A brief overview of your plan for data collection. Indicate what data, if any, you will request from PAEA.
5. **Analytic plan.** Detailed information about the proposed research analysis and how you will address the research question(s), including brief descriptions of necessary data cleaning and any statistical programs or consultants.
6. **Dissemination plan.** A general time frame for producing a manuscript and/or other project deliverables, not to exceed the length of the grant award period (36 months). Include the names of any conferences, journals, etc. to which you plan to submit your findings.

(Upload the following files separately; these attachments are not included in the 5-page limit)

7. **Proposed budget.** This should be itemized into categories (e.g., "software"). Include brief justification of costs. The budget should include only [allowable costs](#) and must include a **proposed breakdown of FTE allotted to the project.**
8. **Bibliography/Reference list.** A list of academic references used.
9. **Curriculum vitae.** Include a CV for all investigators. All CVs must be combined into one document prior to submission.
10. *Optional:* **Proof of IRB** submission, approval, or exemption. This is not required at the LOI stage but will be required if invited to move on to the full proposal stage.

Note: Items 1 and 7-10 are not included in the page count.



LOI Formatting Requirements

LOIs and full proposals must adhere to the formatting requirements below:

- Project title
- Clear section headers
- 1.5 line spacing
- Paginated
- One-inch margins
- Left-justified
- Size 12, Times New Roman font

Curriculum vitae, appendices of survey instruments, IRB documents, and letters of support are exempt from this formatting. Submit both a [blinded](#) and an unblinded copy of the letters of support.

Blinding Requirements

- The **proposal document** should be blinded, and should not include the names of partner programs or co-investigators.
- All applicants are required to submit **both a blinded and unblinded copy** of their support letters.

These materials must be fully blinded — no identifying information may be included. Identifying information includes mentions of participating institutions as well as the following information commonly found in a CV:

- Letterhead or watermarks from the researcher's institution
- Researcher's name and contact information
- Institutions from which researcher received degrees
- Institutions where researcher has been employed
- Membership in and presentations given at regional conferences or organizations (e.g., Texas Association of PAs)
- Researcher's name in publications and awarded grants
- Geographically or institutionally identifying information in publication titles (e.g., "Health outcomes among a sample of women in Philadelphia")

Overlaying a shape and/or changing the font or background of identifying text is not sufficient. This guide contains useful information on how to appropriately blind your applications materials. You may also email research@PAEAonline.org with questions.



Budget Guidelines

Allowable costs:

- Travel to present or conduct research
- Salary, including fringe benefits, for key personnel's direct contribution to the project
- Subcontracts
- Software relevant to the project (< \$5K)
- Indirect costs (up to 5%)
- Curriculum evaluation
- Participant incentives that are reasonable

Non-allowable costs:

- Capital equipment (>\$1K)
- Food/entertainment (other than food provided as participant incentive)
- Computer hardware
- Curriculum development
- Software not directly relevant to the project
- Training not directly related to the project

[View an example budget and justification
Budget template](#)

Submission

PAEA now accepts all Grant Program applications through its online application system. You must sign up for an account before you can [apply](#).

[View the online portal user guide.](#)

Applications that are not submitted according to these guidelines, that are submitted late, or that are missing required elements may not be considered.

If you do not receive a confirmation email for your submission within two business days, please call 703-651-8540. Late submissions will not be reviewed. Selected finalists will be invited to submit full proposals for funding consideration. Further information regarding full proposal formatting and content requirements will be provided then.

Evaluation Criteria

Reviewers will consider each of the criteria below in the determination of scientific merit and give a separate score for each.



Core Criteria

- Are the investigators well qualified, based on education and research experience, to carry out the research as proposed?
- Does the proposed project address a novel research question that is of critical importance to PA education or the PA profession?
- Is the proposed project likely to meaningfully advance knowledge in the fields of PA workforce or education?
- Are the proposed sample, study design, and recruitment/data collection techniques detailed, realistic, and well justified?
- Do the proposed methodology(ies) and analyses appropriately and rigorously address the research question(s)? Preference is given to studies that propose detailed and sophisticated analyses that move beyond descriptive statistics.
- Can the proposed project be realistically completed, including deliverables, in three years or less?

Secondary Criteria

- Are the budget and budget justification consistent with the methods and do not include [non-allowable costs?](#)
- Does the dissemination plan maximize visibility for PAEA and/or the PA profession and benefit other programs or the PA field as a whole?
- Is the writing in the proposal polished, clear, and free of grammatical, spelling, and syntactical errors?

Bonus Criteria

- Does the proposed project involve collaboration between PAEA member programs?
- Does the proposed project involve collaboration and mentorship among senior and junior PA researchers?
- Does the proposed project advance knowledge on increasing capacity in clinical education?
- Does the proposed project advance knowledge on attracting and retaining diverse students and faculty?