



JULY 2020

Faculty-Generated Research Grant Program – Letter of Intent Submission Guidelines

Investigators who wish to be considered for the Faculty-Generated Research Grant 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 regarding PA education and workforce are welcome; however, PAEA has identified two priority areas for funding:

1. Increasing capacity in clinical education
2. Attracting and retaining students and faculty from diverse backgrounds

Applicants will undergo a two-stage process, which includes the LOI Stage and the Full Proposal Stage. The selection committee will review each LOI and invite applicants with the most promising projects to submit a full proposal that 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. You may read about [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 and/or do not meet formatting requirements will not be reviewed.



Eligibility

In assembling your research team, please refer to the following role definitions:

- **Principal Investigator (PI):** Primarily responsible for the application, administration of the grant, and completion and reporting of the project if funded. This person will also serve as the primary point of contact and must have a major role in the conceptualization, design, and execution of the project. Each proposal can have only one PI.
- **Co-Principal Investigator (Co-PI):** Shares the responsibilities detailed above with the PI. This person must also have a major role in the conceptualization, design, and execution of the project.
- **Co-Investigator (Co-I):** Will contribute or has contributed substantively to the development and execution of portions of the project but is less extensively involved and not ultimately responsible for the entirety of the project.

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 history of collaboration. The project's co-PIs and co-investigator(s) (co-I) do not have to be PAs, but a PA must be involved in the project.

Timetable

Applications will be accepted from until September 7. It is anticipated that finalists will be invited to submit full proposals in November 2020.

Required Elements

1. **Cover sheet (to be completed in the online application portal).** Includes information on the PI, co-PI, and any co-investigators (as applicable) involved in the project.
2. Letter of Intent (blinded and unblinded copies). Limited to 5 pages.
 - a. **Problem statement and/or research question(s).** Include a title for your project, and clearly label your research question.
 - b. **Background and anticipated impact.** 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 for research funding, described above.

- c. **Methods.** A brief overview of your plan for data collection. Indicate what data, if any, you will request from PAEA and if any new surveys are planned.
- d. **Analytic plan.** Detailed information about the proposed research analysis and how they address the research question(s), including brief descriptions of necessary data cleaning and any statistical programs or consultants.
- e. **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 five-page limit)

3. **Proposed budget (blinded and unblinded copies).** This should be itemized into categories (e.g., "software") and include a brief justification of costs. The budget should include only [allowable costs](#) and must include a proposed breakdown of FTE allotted to the project.
4. **Bibliography/Reference list.** A list of academic references used.
5. **Complete, current, and unblinded curriculum vitae.** Include a CV for all investigators. All CVs must be combined into one document prior to submission.
6. **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 3-6 are not included in the page count.

Formatting Requirements

Letters of intent must adhere to the formatting requirements below:

- Project title
- Clear section headers for the different research project components in the Letter of Intent (e.g., "Problem Statement")
- 1.5 line spacing
- Paginated
- One-inch margins
- Left-justified
- Size 12, Times New Roman font



Curriculum vitae, appendices of survey instruments, IRB documents, budgets, and references are exempt from this formatting.

Blinding Requirements

Both blinded and unblinded copies of the letter of intent and the budget should be submitted and should not include the names of partner programs or co-Is or other identifying information including:

- Mentions of participating institutions and health centers
- Names of cities and states
- 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

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 application materials.

You may also email research@PAEAonline.org with questions.

Budget Guidelines

The FGRG will fund only allowable costs, which include:

- 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

The following costs are non-allowable:



- 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

PAEA does not require budgets to follow a particular format but submitted documents should be clear and organized. You may view an [example budget justification here](#) and download an [example template](#).

Grant Completion/Research Outcomes

The grantee must submit a manuscript to a peer-reviewed journal for publication within the granting period to meet grant obligations. Alternatively, the grantee may use the grant to complete a master's thesis or doctoral dissertation. Grantees selecting this option are also encouraged to submit their research as a manuscript to a peer-reviewed journal. While requirements obligate a grant recipient to apply for publication, an acceptance is not required for us to deem the grant requirements as being met. While not required, all grantees are also strongly encouraged to submit findings as a poster and/or presentation abstract to a scientific or professional conference.

Submission

PAEA now accepts all grant applications through its [online application system](#). If this is your first time applying for a PAEA opportunity, you must sign up for an account before you can apply. You may view a [user guide for the online application system here](#).

SUBMIT ONLINE APPLICATION

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

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SUBMISSION GUIDELINES



If you do not receive a confirmation email for your submission within two business days, please call 703-651-8540 or email research@PAEAonline.org. 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 grammatic, spelling, and syntactic 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 students and faculty from diverse backgrounds?

Note: Non-allowable costs include capital equipment, food/entertainment other than food provided as participant incentive, computer hardware, curriculum development, software not directly relevant to the project, and training not directly related to the project.