



MAY 2020 (updated July 2020)

PAEA Research Fellowship Application Guidelines

The PAEA Research Fellowship, in partnership with AAPA, provides substantial investment to strengthen the research skills and productivity of two qualified PA faculty to conduct research and submit papers on behalf of PAEA for its educational and organizational use, and to develop the next generation of PA research leaders. The Fellowship provides **20 percent of the recipient's base salary (up to \$25,000 to each fellow's institution)** to permit a 20 percent time release from teaching and other activities, allowing protected time for research and time to focus on scholarly activities of interest to the PA profession and PA education. Travel expenses to Washington, DC, are covered in full in addition to the 20 percent base pay stipend. There is no allowance for institutional indirect costs. Individuals selected for the Fellowship will be conferred the title of PAEA Research Fellow or "Fellow."

Fellows are expected to use the release time to complete their research project, identify a mentor and develop their skills under the guidance of that mentor, engage in educational activities, and broaden their knowledge of PA education and the PA profession. By the conclusion of the Fellowship, fellows should be finished, or near completion, of their project and preparing the findings for publication and presentation. It is the funder's expectation that by one year after the end of the Fellowship, a research manuscript describing and analyzing the results will be submitted to a peer-reviewed publication.

The Fellowship will include a two-to-four-day seminar at the PAEA offices in Washington, DC, and a two-to-three day seminar at the AAPA offices in Alexandria, Virginia. The COVID-19 pandemic may alter these plans and require virtual components. Fellows will interact with leaders and experts in the fields of health, education, and workforce research and policy, with opportunities to meet with researchers from organizations such as the Health Resources and Services Administration, the National Academy of Medicine, the Robert Graham Center, the National Association of Community Health Centers, and the Agency for Healthcare Research and Quality, as well as the National Center for Health Statistics, the Centers for Medicare & Medicaid Services, and the Kaiser Family Foundation.



Goal of the Fellowship Program

The PAEA Research Fellowship seeks to build the research capacity of PAs and PA faculty and develop leaders to represent, advance, and elevate PAs in health professions research.

The objectives of the Fellowship are to:

- Develop a cadre of PA leaders who are skilled in PA education and workforce research
- Encourage utilization of PAEA and AAPA data to generate research of interest to the PA profession and community of PA scholars
- Provide additional future research mentors for early career PA researchers in order to sustain the PA workforce and education research pipeline

Recommended Research Topics

Applicants are strongly encouraged to submit a proposed research plan that addresses one of the following topics. Please know that the application does not preclude an original and applicable topic outside these parameters:

- Workforce readiness of PA program graduates
- Understanding and improving PA education
- Challenges and solutions to clinical education site availability
- Equipping PAs and faculty for expanded leadership roles in health care
- Diversity and the PA student pipeline
- Barriers to the creation of progressive work environments for PAs

Applicants are asked to thoughtfully consider the feasibility of their proposed research, which will factor heavily into the selection process. The scope of the project must fit within the maximum two-year time frame, starting November 1, 2020, and be completed no later than October 31, 2022, including manuscript publication or submission. Fellows who do not meet this requirement may be ineligible to receive PAEA and/or AAPA research funding for five subsequent years.



Applicant Eligibility

An applicant must be a PA who is employed as a full-time PA faculty member (at least 32 hours per week or 0.8 FTE). Preference is given to PAs who are an AAPA member at a PAEA member program in good standing for at least one year.

Preference will be given to early career candidates who have been in PA education for less than 10 years and who have received their doctorate within the past five years. PAs (a) still in the doctoral phase of education, (b) who received their doctorate more than 10 years ago, and (c) PAs with strong research experience but no doctorate will also be considered. Applicants should have evidence of scholarly work accomplishments. While preference is given to early career researchers, all PA researchers are encouraged to apply.

Only one candidate per institution will be accepted each year.

PAEA strongly encourages applications from all qualified candidates, particularly minorities and those with diverse backgrounds.

Work Requirements for Fellows

The funded Fellowship will run from November 1, 2020, until October 31, 2021.

- Commitment to scholarly activity for the equivalent of one day per week (.2 FTE)
- Completion of a research project, preferably using PAEA or AAPA dataset(s), including publication in or submission to a peer-reviewed journal or other project approved by PAEA within one year after the Fellowship is completed (i.e., by October 2022)
- Interim reports providing updates on project progress and obstacles are due to the funder at six and 12 months during the Fellowship
- Attendance at the 2020 PAEA Education Forum and AAPA 2021 Conference
- Presentation of research progress at the 2021 PAEA Education Forum
- Attendance at webinar seminars
- Attendance at intermittent check-in meetings with the funder regarding project progress
- Attend two in-person meetings in the Washington, DC, area (winter and summer seminar series)



Evaluation Criteria

Proposal Format Requirements

The application should be paginated, in 12-point Times New Roman font, single-spaced, with one-inch margins. Citations or footnotes should be in 10-point Times New Roman font. Tables and figures are permitted if they do not impinge on the margins. The applicant must submit both a blinded and unblinded copy of their personal statement and proposed research plan.

The application should consist of the following:

- Personal statement (blinded and unblinded; two-page limit)
- Proposed research plan including timeline (blinded and unblinded; three-page limit)
- Letters of commitment and support (unblinded; three required)
- Appendices

Personal Statement

(two-page limit, blinded and unblinded - see [Blinding Requirements](#) section below)

Please provide a narrative that includes the following elements:

- Education and practice/faculty background
- Area(s) of research interest
- Personal goals to be accomplished as part of the Fellowship
- Brief information about the qualifications of your mentor and prior collaborations (research or otherwise)
- Reasons you should be selected

Proposed Research Plan

(three-page limit, blinded and unblinded – see [Blinding Requirements](#) section below)

The proposed research plan should contain the following elements:

- Problem statement and research question(s)
- Background for your research question
- Methodology and analytic plan
- Statement of how the project will advance knowledge in the topic area(s)



If applicants intend to use PAEA and/or AAPA data, the research plan should detail which datasets and variables are of interest. For your convenience, PAEA and AAPA staff will be available for consultation prior to submission. If you intend to collect your own data or need specialized resources and/or training, a description of what you will require to accomplish your research goal should be included. Accepted fellows will work with PAEA and their mentor to further refine their research question and methodology. PAEA will have final approval of all fellows' research projects supported by the Fellowship funding.

AAPA and PAEA deidentified data will be provided to the selected fellows at no cost. PAEA and AAPA staff may provide consultation and suggestions for working with proprietary data files. **However, data cleaning, merging, and analysis will fall under the fellows' responsibilities.**

The feasibility of the proposed research will factor heavily into the selection process. Fellows may be asked to consider changes and adjustments to the proposed methodology to accommodate limitations of existing data or feasibility of completing the planned research project within the maximum two-year project period. The scope of proposals must fit within the maximum two-year time frame for completion and manuscript publication or submission. Fellows who do not meet this requirement may be ineligible to receive PAEA research funding for five subsequent years.

Letters of Commitment and Support (blinded and unblinded - [see blinding requirements section below](#))

Three letters of support from the following sources are required:

- One letter of commitment from an experienced research mentor, either internal or external to your institution, who is familiar with the applicant's abilities and prior work. The mentor must agree to provide support over the course of the Fellowship. This person does not have to be a PA. The letter should include a statement of the mentor's qualifications to support the proposed research, a description of prior or current collaborative projects with the applicant, and a commitment to providing adequate time for consultation.
- One letter of support from a professional colleague that specifically addresses the applicant's research interests and activities. This person does not have to be a PA. If applicable, the letter should describe prior or current collaborative projects with the applicant.
- One institutional commitment letter from the applicant's program director and the program director's immediate supervisor (or other work supervisor in a position to confirm .2 FTE release time). The letter should include an explicit statement of support for .2 FTE release time (i.e., 8 hours per week).



Appendices (no page limit; please note blinding requirements for each element)

- Complete, current, and unblinded CV
- References in AMA style (may be single-spaced)
- Prior PAEA grant-funding history (blinded and unblinded)

Blinding Requirements

Both the personal statement and research proposal must be fully blinded (i.e., no identifying information may be included). "Identifying information" means letterhead, as well as the following common information:

- Researcher's name and contact information
- Geographically or institutionally identifying information in proposal body (e.g., "We will collect data from PA students in Alabama") or title (e.g., "Health outcomes among a sample of women in Philadelphia")
- Mentions of participating institutions or organizations (e.g., "In partnership with PAEA University and the DC Health Center...")

In addition, file names may not contain identifying information. For example, "PA University IRB approval.pdf" should be "IRB approval.pdf." Overlaying a shape and/or changing the font or background of identifying text within a word processor application is not sufficient. **This guide** contains useful information on how to appropriately blind your application materials. Applicants may manually black-out identifying information with a heavy black marker, then scan the document into a digital format, as long as the underlying, blinded text is not searchable, readable, or identifiable.

Applications that do not meet the blinding requirements will not be reviewed.

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

Application Review and Selection Process

Phase 1: Blinded Review

All applications will be reviewed by a peer review panel according to **proposal evaluation criteria**.

Reviewers will be asked to provide meaningful feedback to the applicants regarding study design and methodology to ensure that use of PAEA/AAPA data sources will address the



questions posed. Note: non-blinded applicant CVs and letters of support are reviewed after all blinded materials have been scored.

Phase 2: Interview

Select applicants will be invited to participate in a phone interview with the review panel. All application materials will be unblinded and shared with the review panel. During the interview, candidates' willingness to take on the responsibilities of the Fellowship and openness to recommendations provided in Phase 1 will be assessed (if applicable).

Selection

The selected fellows will meet the basic requirements of the PAEA Research Fellowship. Additional criteria including the mentor's research experience and expertise as well as the fellow's potential contribution to the cohort of fellows will be considered in the selection process. Fellows will propose work that is aligned with the supporting organizations' goals and can be accomplished (with milestones) within one year after completion of the Fellowship for submission of a publishable manuscript.

Submission of Application

Applications must be submitted through the [PAEA Research online application platform](#) no later than 11:59 p.m. ET on Sunday, July 12, 2020. You may view a [user guide](#) for the application platform. If you do not receive an email confirmation within two business days, please call 703-667-4353 or email research@PAEAonline.org to verify that your submission was received.

By submitting an application, you certify that this proposal is your original work and understand that PAEA reserves the right to take measures to examine the originality and propriety of funding submissions, and to initiate appropriate enforcement and report actions at its discretion within the bounds and expectations of academic integrity.