



PAEA RESEARCH

Faculty Generated Research Grants Program Guidelines

The overall goals of the PAEA Faculty-Generated Research Grants Program are to:

- Promote quality scholarship regarding PA education and the PA field
- Increase research capacity and collaboration across institutions
- Encourage the development and training of emerging PA education researchers

To accomplish these goals, **PAEA will provide a substantial investment of up to \$50,000** for a study that meaningfully expands the existing body of knowledge on PA education and/or the PA profession.

Funding will be prioritized for projects that propose rigorous, sophisticated methods and analyses to address novel research questions consistent with the two major goals and/or five components of the [PAEA Strategic Plan](#). Projects that involve collaboration and mentorship among senior and junior PA researchers will also be given special consideration. **PAEA will begin accepting Letter of Intent applications on Wednesday, August 1, with a deadline of 12 p.m. ET on Thursday, September 20. We will invite full proposals no later than November 1.**

Eligibility

The principal investigator (PI) and co-principal investigators (Co-PIs) must be employed at least half-time (0.50 FTE) at a PAEA member program in good standing and full-time at the host institution of the PA program. PIs and Co-PIs should have a proven research track record. The PI and Co-PIs do not have to be PAs, but a PA should be involved in the project.



Evaluation Criteria

PAEA recommends reviewing the evaluation criteria to guide the preparation of successful application materials:

[Letter of intent evaluation criteria](#)

[Full proposal evaluation criteria](#)

Application

Before submitting, **please carefully review the formatting guidelines and required materials detailed below.** Applications that are not formatted correctly or that are missing required elements may be delayed or not considered.

Letter of Intent

Investigators interested in competing for funding must first submit a letter of intent (LOI). The selection committee will review LOIs to determine which applicants will be invited to submit a full proposal. LOIs must be [correctly formatted](#). All applicants must submit both an **unblinded and blinded** copy of their application materials. In the blinded copy, all application materials, excluding the cover sheet and proof of IRB, must be fully blinded (i.e., no identifying information may be included). LOIs may not exceed five pages (see the note below for exceptions to the page count) and must include all of 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.**

Required Elements

1. Completed letter of intent **cover sheet** ([download here](#))
2. **Problem statement and/or research question(s).**
3. **Background** with 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 how it is related to the PAEA Strategic Plan.
4. **Detailed methods**, including information about sampling and data collection.
5. **Analytic plan.**
6. **Dissemination plan** including general time frame.



7. **Proposed budget.** This should be itemized by broad categories (e.g., “software”) but detailed justification is not required at this stage. The budget should include only [allowable costs](#).
8. **Bibliography/reference list.**
9. *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.
10. **Blinded curriculum vitae** of all investigators.

Note: Items 1 and 8-10 are not included in the page count.

LOIs (one blinded copy and one original, unblinded copy) must be emailed to research@PAEAonline.org no later than 12:00 p.m. ET Thursday, September 20. If confirmation of receipt of submission is not given within two business days, please call 703-667-4328. Late submissions will not be reviewed. Full proposals will be invited no later than November 1, 2018.

Full Proposal

Finalists will be invited to submit full proposals for funding consideration. Full proposals must be [correctly formatted](#). All applicants must submit both an **unblinded and blinded copy** of their application materials. In the blinded copy, all application materials, excluding the cover sheet and proof of IRB, must be fully blinded (i.e., no identifying information may be included). **Proposals may not exceed 25 pages** (see the note below for exceptions to the page count) and must include all of the sections outlined below, which should be clearly labeled. **Review of proposals that do not include all elements and/or do not meet formatting requirements will be delayed.**

Required Elements

1. Completed full proposal **cover sheet** ([download here](#)).
2. **Abstract** (300 words or less).
3. **Problem statement and/or research question(s).**
4. **Background**, including literature review and appropriate citations.
5. **Methods**, including detailed information regarding sampling, data collection, study protocol, study materials (e.g., survey instruments, simulation software), and timetable.
6. **Analytic plan**, including details regarding specific statistical tests and how they address the research question.
7. **Anticipated impact** on PA education or the PA field.
8. **Relevance** of the proposed study to [PAEA’s Strategic Plan](#).



9. **Dissemination plan.**
10. **Summary of research team qualifications** to successfully conduct the proposed study.
11. **Detailed, itemized budget and budget justification.** The budget should include only [allowable costs](#).
12. **Bibliography/reference list.**
13. **Blinded curriculum vitae** of all investigators and subcontractors.
14. **Appendix of survey instruments**, if used in the study.
15. **Proof of IRB submission**, approval, or exemption. IRB approval or exemption is required of the grantee before funds are disbursed.
16. **Letters of support** for any partnerships/collaboration (no more than three).

Note: Items 1 and 12-16 are not included in the page count.

Full proposals (one blinded copy and one original, unblinded copy) must be emailed to research@PAEAonline.org no later than 5:00 p.m. ET on January 16, 2019. All decisions of the selection committee are final. If confirmation of receipt of submission is not given within two business days, please call 703-667-4328.

Formatting Requirements

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

- 5 line spacing
- Paginated
- One-inch margins
- Left-justified
- Size 12, Times New Roman font

Cover sheets, curriculum vitae, appendices of survey instruments, IRB documents, and letters of support are exempt from this formatting.

Blinding Requirements

All applicants are required to submit **both a blinded and unblinded copy of their materials**. In the blinded copy, all application materials, excluding cover sheets and proof of IRB, must be fully blinded (i.e., no identifying information may be included). Identifying information includes mentions of participating institutions in the LOI and full proposal as well as the following information commonly found in a curriculum vitae:



- 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")

Blinded CVs must be named using the convention "CV_PI," "CV_CoPI1," "CV_CoPI2," "CV_CoI1," "CV_CoI2," etc. **Unblinded applications will not be reviewed.**

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 (up to 5%)
- Curriculum evaluation
- Participant incentives that are reasonable

Non-Allowable Costs

- Capital equipment
- 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



Timetable

- August 1, 2018 – LOI submission period opens
- September 20, 2018 – LOI submission period closes
- November 1, 2018 – Full proposals invited
- January 16, 2019 – Full proposal submission period closes
- Late February, 2019 – Award winner* is notified

* Grantee will be subject to conditions of award, which will include schedule for disbursement of funds and reporting requirements.

Letter of Intent Evaluation Criteria

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

- Are the investigators well-qualified, based on education and research experience, to carry out the research as proposed?
- Does the project address a novel research question that is of critical importance to PA education or the PA profession?
- Is the project in alignment with the PAEA Strategic Plan?
- 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 descriptives.
- Can the project be realistically completed, including deliverables, in three years or less?
- 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?
- Does the project involve collaboration between PAEA member programs?
- Does the project involve collaboration and mentorship among senior and junior PA researchers?

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 product.



Full Proposal Evaluation Criteria

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

- Are the investigators well-qualified based on education and research experience to carry out the research as proposed?
- Does the project address a novel research question that is of critical importance to PA education or the PA profession?
- Is the project in alignment with the PAEA Strategic Plan?
- Does the project have the potential to significantly advance knowledge and make a positive impact on PA education and/or the PA profession?
- Are the proposed sample, study design, and recruitment/data collection techniques detailed, realistic, and well-justified?
- Can the proposed methods adequately address the research question(s)?
- Do the proposed analyses appropriately and rigorously address the research question(s)? Preference is given to studies that propose detailed and sophisticated analyses that move beyond descriptives.
- Does the proposal address potential obstacles and include reasonable plans to overcome them?
- Does the dissemination plan maximize visibility for PAEA and/or the PA profession and benefit other programs or the PA field as a whole?
- Can the project be realistically completed, including deliverables, in three years or less?
- Are the budget and budget justification sufficiently detailed, consistent with the methods, and include only allowable costs?
- Does the project involve collaboration between PAEA member programs?
- Does the project involve collaboration and mentorship among senior and junior PA researchers?

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 product.