The Office of Rural and Underserved Programs (ORUP)
Medical Education Research Fund
Academic Year 2017-2018

Our Mission: The Office of Rural and Underserved Programs (ORUP) prepares students for patient-centered primary care in underserved places, and for those generalist specialties of primary importance to such communities, through ongoing curriculum design, program and faculty development, student support, and medical education research.

Medical Education Research Fund – Statement of Purpose: The Office of Rural and Underserved Programs (ORUP) is committed to promoting medical education research and scholarship in rural and/or urban underserved settings and with students learning in and about those communities. Through the ORUP Medical Education Research Fund, the ORUP funds awards to faculty, staff and RUSP students for medical education research projects.

- This fund is supported by the Osteopathic Heritage Foundation.

This fund is for medical education research that focuses on primary care — or generalist specialties of primary importance (e.g. general surgery, OB-GYN, psychiatry) — in rural/urban underserved communities. It is imperative that the applicant address this criterion in the proposal.

Eligibility: Faculty and administrative staff as well as RUSP students on all Ohio University Heritage College campuses are eligible to submit proposals. Only those projects that further medical education research focused on primary care — or specialties of primary importance — in rural and/or urban underserved settings will be considered for funding. Funding is intended to support new, in-process research and creative activities. Travel support for attendance at conferences, short courses, and symposia or final project dissemination is allowed. Funding is not permitted for faculty salaries. Funding for student workers for data entry or other research support will be permitted at the discretion of the ORUP Research Fund Proposal Review Committee.

Maximum Award Amount: Up to $3,000

Budget and Justification: ORUP research awards are limited to $3,000. This section of the proposal shall include the budget breakdown by line items, total budget request amount, sources of matching funds (if applicable), and budget justification. Funds may be requested for student wages, equipment, supplies, travel, and other bona-fide project expenses. Travel support for short training courses, data collection, or for presenting the research results is also allowed.

NOTE: We cannot assure reimbursement of expenses beyond June 30, and receipts will need to be submitted by June 21, 2018.

Deliverables: Within one year of approval of the proposal, recipients are expected to present their findings (or an update on the progress of their study) in a local venue (e.g. HCOM Research Day, Ohio Osteopathic Symposium), a lunch presentation for OU students and faculty, or a structured seminar. They are also expected by that time to submit an accounting for research expenses including
justification of any budget modifications and the return any excess funds to the Office of Rural and Underserved Programs.

Proposal Deadline: The deadline to submit a request for funding for ORUP Research funding this academic year is January 13, 2018. All proposals shall be emailed to Sharon Casapulla at casapull@ohio.edu. A committee will review all requests on a rolling basis and respond within two weeks of submission. If funds remain after January 13, 2018, proposals may be accepted until funds are exhausted for AY2018.

Proposal Guidelines and Preparation Instructions
All proposals must be submitted electronically in PDF Format or via fax. Proposals must be single-spaced, with 1" margins and no smaller than 12-point Arial or Times New Roman font. Proposals must include all components in the order listed below. Proposals that do not follow the guidelines outlined below will be returned to the applicant for revision or withdrawn from funding consideration. ORUP Research Funding Guidelines are subject to change as needed.

1. **Cover Page (Appendix A) (2 pages):** Includes name(s) of investigator(s), project title, amount requested and type of award, and appropriate signatures, as specified on the enclosed cover sheet.

2. **Project Abstract (500-word limit):** The summary should be a description of the activity. It should be informative to persons working in related fields and understandable to the scientifically or technically literate lay reader. The project summary must contain:
   A. Statement of research question, specific aims and objectives
   B. Specific and clear research hypotheses
   C. Methods to be employed
   D. Significance of the proposed activity.

3. **Rationale for Request and Plan for Dissemination (1-page limit):** The ORUP requires that all Medical Education Research Fund recipients disseminate research results. This section must include statements addressing the following:
   A. A rationale about how the project focuses on medical education for primary care — or generalist specialties of primary importance (e.g. general surgery, OB-GYN, psychiatry) — in rural/urban underserved communities.
   B. Provide a plan for disseminating your research results

4. **Research Protocol (4-page limit):** The Project Description must be organized as follows:
   A. Introduction/Background (Suggested Length = 1 page)
   B. Research Question, Specific Aims and Objectives, and Hypotheses (Suggested Length = ½ page)
   C. Significance of Proposed Study (Suggested Length = ½ page)
   D. Research Design with detailed methods and analysis plan (Suggested Length = 1 page)
   E. Instruments (Questionnaires, Surveys, etc)
   F. If applicable, discuss data confidentiality and protection of human subjects. (Suggested Length = ½ page)

5. **Timeline (Appendix B):** List and describe each task to be completed during your research. Specify a deadline date for each task. Duplicate form as necessary. (Six months into your approved research study timeframe, an updated timeline will be submitted to the ORUP which reflects the progress toward completion of each task. This section of the form does not need to be completed for the proposal.)
6. **References:** All literature references must include the list of authors, title of the article, journal name, issue, year of publication, and relevant page numbers. AMA editorial style is preferred.

7. **Budget and Budget Description (Appendix C):** Please use the enclosed Budget Form. All equipment purchased for approved projects remains the property of ORUP. All budget requests will be approved by line item. Include shipping charges as appropriate in your items costs.

8. **Checklist (Appendix D):** Complete the attached Checklist and submit with your application.

9. **Supplemental Information:** Other Supplemental Information includes the following:
   - Research Compliance (IRB or IACUC) approvals, as applicable. Proof of submission may be used if approval is pending.

   _Proposals may be submitted electronically as a compiled PDF to Sharon Casapulla at casapull@ohio.edu_
The Office of Rural and Underserved Programs (ORUP)
Medical Education Research Fund
Academic Year 2016-2017
Cover Page

<table>
<thead>
<tr>
<th>Principal Investigator Information</th>
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<tr>
<td>Research Project Title</td>
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<td>PI Name</td>
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<td>PI Status</td>
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<td>Institutional Address</td>
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<td>Email</td>
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<td>Other Investigator Information (list names and emails of other investigators)</td>
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<th>Research Compliance (attach approvals as Supplemental Information or indicate date submitted)</th>
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<th>Budget Requested (not to exceed $3,000)</th>
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___________________________  _______________________
Signature                  Date
Appendix A

Return all materials to Sharon Casapulla, Director, The Office of Rural and Underserved Programs at casapull@ohio.edu

Submit the following items in this order:

1. **Cover Page** (Appendix A) (2 pages)
2. **Project Abstract** (500-word limit)
3. **Rationale for Request and Plan for Dissemination** (1-page limit)
4. **Research Protocol** (4-page limit)
   A. Introduction/Background (Suggested Length = 1 page)
   B. Research Question, Specific Aims and Objectives, and Hypotheses (Suggested Length = ½ page)
   C. Significance of Proposed Study (Suggested Length = ½ page)
   D. Research Design with detailed methods and analysis plan (Suggested Length = 1 page)
   E. If applicable, discuss data confidentiality and protection of human subjects. (Suggested Length = ½ page)
5. **Timeline** (Appendix B)
6. **References**
7. **Budget and Budget Description** (Appendix C)
8. **Checklist** (Appendix D)
9. **Supplemental Information**
## Timeline

**Principal Investigator Name:**

**Research Project Title:**

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<thead>
<tr>
<th>TASK</th>
<th>DESCRIPTION</th>
<th>DEADLINE</th>
<th>SIX-MONTH PROGRESS REPORT</th>
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(Duplicate form as necessary.)
**ORUP**
Medical Education Research Fund
Budget and Budget Description

Principal Investigator Name: ____________________________________________________

Research Project Title: ________________________________________________________

Research Project Dates: ________________________________________________________

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>BUDGET DESCRIPTION AND SPECIFICATION OF SUPPLIES NEEDED</th>
<th>COST PER UNIT</th>
<th>NUMBER OF UNITS</th>
<th>TOTAL BUDGET REQUEST</th>
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TOTAL BUDGET REQUEST: $
Principal Investigator Name: ________________________________

☐ Cover Page Form (Appendix A)
☐ Project Abstract
☐ Rationale for Request and Plan for Dissemination
☐ Research Protocol
   ☐ Introduction/Background
   ☐ Research Question, Specific Aims and Objectives, and Hypothesis
   ☐ Significance of Proposed Project
   ☐ Research Design with detailed methods and analysis plan
☐ Timeline (Appendix B)
☐ References
☐ Budget and Budget Description (Appendix C)
☐ Checklist (Appendix D)
☐ Supplemental Information
   ☐ Consent and Assent Forms, if applicable
   ☐ Research Compliance (IRB or IACUC from each institution)