

OFD-Bridges Award

Education Project Proposal

Frequently Asked Questions

Can more than one person submit a proposal for an educational project?

Yes. More than one person can submit an application for an education innovation project. However, one of the submitting team members should be identified as the primary contact. All proposers must submit CV's and letters of support from their particular division / department director

Are there restrictions on my use of funds?

Justification for how the funds will be used must be clearly provided within the application. At this time, we are not aware of any specific restrictions to fund use, but will notify applicants/ awardees should this arise.

For education projects, funds may be used for project materials and activities and materials, statistical assistance, research staff, project implementation, consultation and more

If the review committee has questions about my proposal, will I have a chance to address them before you make your final decision?

The review committee will contact the applicant if there are questions.

Do I have to submit a proposal for the full \$1500?

If the project can be conducted with fewer funds, and feasibility is clear in the proposal, a request for less than the \$1500 will be considered. Take care to avoid underestimating funding need.

Within what time frame do I need to complete the project and spend the funds?

We expect Education Innovation Projects to be completed with funds expended by the end of the third year of the award. We encourage proposers to consider strategies to continue successful efforts without Bridges/OFD fund.

Grant project funds can be spent over 3 years. Awardees will be required to submit annual progress reports on request.

Can I submit a proposal for a project in which I collaborate with others?

If a project requires the involvement of others to be successful, letter(s) of cooperation/collaboration by the appropriate entity must be included with the application. For example, if the proposer intends to design and implement a project that requires changes in resident schedules, the residency program must indicate their ability and willingness to build this into the academic year in such a letter..

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If awarded, are there any other steps I must take before starting my project?

If you plan to disseminate your work (and we hope you do), before implementation, your project, must be reviewed by an individual or committee of the **Institutional Review Board/Human Research Protection Office (IRB/HRPO)** or **the Center for Quality Improvement (CQI)**. Medical education project designs can fit into either category,

We encourage you to informally consult with the IRB or CQI as you develop your project idea. Early input from them will help you refine your project and, if funded, begin in a timely fashion.

Contact information

- **For further information from the OFD about this:** contact: dianna.ploof@chp.edu
- **To consult with the IRB:** e-mail askirb@pitt.edu with a brief project summary They will reply asking for more information or set up a consultation to discuss the project further.
- **To consult with the UPMC CQI:** email Linda Higgins at higglw@upmc.edu to get things started. You can also complete a [Quality Improvement or Research Checklist](#) to help determine the type of project you are designing. (The checklist focuses on patient and/or practice improvement activities, so you may need to 'translate' the terminology to fit education the best you can.)

Will I have to submit any reports to the OFD?

The OFD may request reports on progress at least annually throughout the approved period of funding. Verbal or written reports may be requested.

Final reports or product(s) will be required at the end of the funding period or upon completion of the project activity. The form of the final report will be negotiated with the specific education project leader and a member of the OFD.

Is there someone I can contact if I have other questions as I prepare my application?

Contact [Melissa Tavarez](#), (Education Director, Office of Faculty Development)

Where do I submit my application?

Submissions should be emailed to Maggie Boss by midnight of the due date.
Maggie.boss@chp.edu