



Derek Harwood-Nash International Education Scholar Grant

Policies and Procedures

Revision Date: June 2019

Purpose

To provide funding opportunities for individuals with an active interest in international radiologic education.

Nature of Projects

Any area of radiologic education with an international scope is eligible for support through the Derek Harwood-Nash International Education Scholar Grant mechanism. Projects may include, but are not limited to:

- development, dissemination and evaluation of novel educational materials;
- 'teach the teachers' approach to hands-on education initiatives;
- education in emerging nations and/or to address region-specific diseases;
- medical student, resident, fellow, CME participant or allied health professional student education.

Amount

One year grant of up to \$75,000 United States Dollars (USD) for salary support and/or other project costs. In exceptional cases, grants for up to two years will be considered.

- The RSNA Research & Education Foundation does not pay institutional indirect costs or overhead costs.
- Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid by this grant.
- Unexpended funds must be returned to the Foundation.

Payment Schedule

Grants begin in July. Grant funds will be paid to the institution in two installments: July and January. Ten percent (10%) of the total grant award will be withheld by the Foundation, to be released only upon receipt of an acceptable grant final report within 6 months of the due date.

Deadline for Application

Applications must be completed online and submitted with scanned signature page by 11:59 PM CST on **January 10**. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications will not be accepted after the deadline date. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed. See the Foundation's Website for details, RSNA.org/foundation.

Eligibility

- Applicant must be an RSNA Member (at any level) at the time of application, and throughout duration of award. If the applicant's membership category is Member-in-Training or any other non-dues paying category, the scientific advisor or one of the co-investigators must be a dues paying member.
- Applicant/co-principal investigator(s) must not be agents of any for-profit, commercial company in the radiologic sciences.
- Applicants may not submit more than one research or education grant application to the RSNA R&E Foundation per year.
- Recipients may not have concurrent RSNA grants.
- Supplementation of funding from other grant sources must be approved by Foundation staff if not described in the original research plan. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

Selection Criteria/Review Process

A study section consisting of physicians and scientists with expertise in the areas and topics of each grant will review the application for scientific merit, potential educational impact and appropriateness for funding. Final decisions will be subject to the approval of the Board of Trustees of the Research & Education Foundation. Applicants will be notified of the outcome of their applications in May 15.

The following guidelines will be applied in the review process:

Education Plan: Evaluate the proposed educational activity. Are the purpose and goals clear and well developed? If the plan involves a research component, are the experiments well designed and appropriate to test the hypothesis? Will the results have scientific value? Is there appropriate statistical analysis? Is any advanced training in education described in terms of its impact on the future education of others in the radiologic sciences? Are the required educational resources available? Is there a reasonable chance of completion within the proposed time frame? Does the activity utilize novel theoretical concepts, approaches, methodologies, instrumentation or interventions? Does the activity fill a current need in radiologic education? Will it advance the science of radiologic education? Is the

budget realistic and well justified? Does the project have high value (potential educational impact relative to total budget dollars)? For two year projects, is the proposed timeline and dollar amount necessary, or can the project be completed satisfactorily within a shorter timeframe and/or smaller budget? Are the metrics used to measure the impact of the proposed project appropriate? Is there a described method of evaluation that will judge success or failure of the goals of the activity?

Applicant: Evaluate the training and experience of the applicant as they relate to the proposed educational activity. Does the applicant have a demonstrated interest in education? If an early career applicant, does he/she have adequate experience and training? If established, has he/she demonstrated an ongoing record of accomplishments that have advanced radiology education? Is the applicant's time commitment realistic?

Department Commitment: Evaluate the commitment of the applicant's institution and department to provide adequate support for the educational activity. Does the applicant have access to appropriate educational resources, including equipment, other materials, space, assistants, and mentors? Does the department allow appropriate time? Will the educational and scientific environment in which the work will be done contribute to the probability of success? Will the activity benefit from unique features of the educational and scientific environment, subject populations, or collaborative arrangements?

CONDITIONS OF THE RSNA DEREK HARWOOD-NASH INTERNATIONAL EDUCATION SCHOLAR GRANT

1. Commercial Sponsorship

A portion of the total funds available for the RSNA R&E Foundation's grant programs is in the form of endowments from commercial companies or other sources; some recipients may have their grant named after a company. Grant awards are named only after funding decisions have been made. Company named awards do not imply commercial endorsement of the grant recipient, the research or the institution. Similarly, named awards do not imply endorsement of the commercial sponsor by the grant recipient or the institution. An institution's inability to accept endowed awards will not preclude the award.

2. Publicity of Award Recipients

The R&E Foundation will issue a press release and publicize the award in its print and electronic properties. Information submitted in the application and subsequent reports including the recipient's name, institution, likeness, project title and abstract can be utilized in the promotion of the award. Other external promotional opportunities are at the discretion of the individual recipient.

3. Progress Reports

Grant recipients are required to submit an interim report half-way through the funding period, and a more detailed final report within six months of completion of the project.

Reports are distributed to the Foundation's Board of Trustees and cosponsoring entity if applicable, to determine the effectiveness and success of the program. Failure to comply with the final report requirement may negatively affect the home institution department's eligibility to receive future funds from the RSNA R&E Foundation.

Interim and final reports are to be submitted electronically (MS-Word) by email attachment with CC to the department chair and scientific advisor(s), if applicable. Complete reports must address each of the following:

Interim Report:

1. Provide a short summary statement of the project status.
2. Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. **Include all supporting data as an appendix.**
3. Indicate any deviations you have made from the original educational plan and justify these changes.
4. Indicate the expenditures you have made to date and how they relate to the project.
5. Indicate any problems or delays that you have encountered.

Final Report:

1. Prepare an expanded abstract consisting of 1500 – 2000 words divided into Purpose, Methods, Results and Conclusions. Include appropriate tables, figures and references.
2. Restate the specific aims/goals of your research plan and indicate the progress made toward each aim/goal. **Include all supporting data as an appendix.**
3. Indicate any deviations you have made from the original educational plan and justify these changes. If you did not reach one or more of your initial goals, explain why.
4. Indicate the expenditures you have made to date and how they relate to the project.
5. Indicate any problems or delays that you have encountered.
6. Indicate if the results from your studies are being prepared for publication or will be prepared for publication within the next six months.
7. Indicate if the results from your studies will be used as preliminary data in a grant application to another granting agency.
8. Indicate which metric(s) were used to measure the impact of the proposed project. Explain how the metrics were measured (Web Traffic for web-based projects, Educational Outcomes for curricular innovations, Changes to Patient Outcomes for projects involving clinical topics, Other).
9. Indicate plans for dissemination; how will the knowledge, programs or materials from the project be made available to the radiology community outside of the home institution of the grantee?

10. Indicate the strengths and weaknesses of the RSNA Research & Education Foundation grant program in which you participated.
11. Indicate the influence or role that the grant from the RSNA Research & Education Foundation had on your career or will likely have in the future.

4. Educational Material

For projects that result in educational materials for distribution and/or electronic publication (World Wide Web content, CDs, printed materials, etc.), such distribution/publication becomes the responsibility of the grant recipients. Educational materials must be made available to RSNA and its members at no cost. Any funds generated directly or indirectly from the sale, lease or distribution of the final product will be donated to the RSNA Research & Education Foundation to help fund other projects. The final product may be reviewed and evaluated by the RSNA Education Committee for quality, need and educational value.

5. Annual Survey

Recipients agree to participate in an annual survey that will help the Foundation's Board of Trustees track current contact information, additional grant monies received from other sources, scientific publications, and career advancements.

6. Publications

Scientific and educational manuscripts resulting from R&E Foundation-funded projects must be submitted first to the RSNA Scientific Assembly and Annual Meeting to be considered for presentation, and/or to *Radiology*, *RadioGraphics*, *Medical Physics* or the *International Journal of Radiation Oncology, Biology and Physics* to be considered for publication (right of first refusal). Manuscripts that are not accepted for publication in one of the listed journals may be submitted to the journal(s) of the authors' choice. Authors who wish to bypass the right of first refusal process must receive written permission from the Grant Program Committee/Board of Trustees. One reprint of each publication produced as a result of RSNA R&E Foundation-funded work should be sent to the Foundation's address for distribution to the Trustees. All education posters, publications, and oral presentations of R&E Foundation-funded projects must contain appropriate acknowledgment of the Foundation's support and co-sponsoring society/commercial company (if applicable).

7. Extension

A no-cost extension of the terms of this grant may be requested to extend the final budget period up to 12 months beyond the original ending date. Approval of an extension does not include the awarding of additional funds. A request for an extension along with a progress report must be made in writing to the chair of the Grant Program Committee at the Foundation's address before the expiration of the original grant period. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified. Requests must be co-signed by the department chair. Interim reports must be submitted every six months during the extension period. Other requests for changes to the terms of an award should be addressed to the chair of the Grant Program Committee with similar documentation and institutional approvals.

8. Modification or Termination of Support

The Trustees reserve the right to modify or terminate the amount of any funds granted under the terms of the Derek Harwood-Nash International Education Scholar Grant program. If the support level has to be modified by the RSNA R&E Foundation Board of Trustees for any reason, the grant recipient will be notified in writing at least 90 days prior, and the investigator will have the option to modify the education plan or terminate the grant.



Derek Harwood-Nash International Education Scholar Grant

Application Instructions and Guidelines

Applications must be completed online and submitted with scanned signature page by end of day **January 10**. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications will not be accepted after the deadline date. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed. See the Foundation's Website for details, RSNA.org/foundation.

Section I: Summary of Proposed Education Program

This page, when separated from the rest of the application, should serve as a succinct and accurate description of the proposed education program. The summary should include the long-term goals of the proposed educational activity as it applies to the applicant and to the radiologic community. Abstract not to exceed 300 words.

A. Resubmission Information:

Is this application based on a proposal submitted to the RSNA R&E Foundation within the past two years? If yes, please use the following link to provide brief details of the previous submission, including a summary of the reviewer comments and how each issue has been addressed in this proposal.

B. Title

C. Abstract

Section II: Applicant

A. Applicant Data Complete applicant personal and professional data.

- Institution
- Department
- Country of Citizenship
- If not a North American Citizen, do you have permanent resident status in a North American country? Specify
- Key Training Dates (Degrees, Completion of residency and fellowship training)
- Current year of training, or faculty position/rank
- Grants received, Include all sources of funding. Specify the amount and percent effort for each
- Number of peer-reviewed journal articles
- Publications. List complete references to all publications during the past three years and to representative earlier publications pertinent to this application, including titles and all authors, in chronological order. If the list of publications in the last three years is excessive, select the most pertinent publications.
- Time allocated to the proposed project, and to other duties. Specify percent and time frame.
- Contact Information (Auto fill from RSNA membership database)

B. Biosketch

NIH-style, limited to 5 pages

C. Priority Statement: Describe your area of professional/scientific interest(s) and long-term career goals and objectives. Explain how the opportunity of an Educational Scholar Grant relates to the personal plans and ambitions of the applicant, to the priorities of the host institution, and to the radiologic community in general. Not to exceed 1000 words.

D. Other Investigators (if any)

Other investigators/scientific advisors/consultants who will contribute significantly to the project should be listed. Include a description of the role they will play in the proposed research project. To the extent possible, collaborators should be actively involved in each stage of the project, from initial application through analysis and reporting on the final product.

Section III: Education Plan

A. Detailed Education Plan:

The description of the plan should be thorough but focused. Not to exceed 5 pages, including figures, tables, etc. Use 0.5" margins and size 11Arial font. Additional pages may be included for the bibliography. Each of the bulleted items below must be addressed in detail.

Introduction:

- Rationale and Purpose: General statement of purpose. Describe why the project should be undertaken. State the proposed education theory, needs assessment (concise, up-to-date literature/online review of existing material) with description of what gap the proposed project will address with any existing standard, product or curricula. What makes the proposal unique? If the proposed project will result in a deliverable product, describe how the product will be made available to RSNA members free of charge.
- Objectives: Specific statements of intended outcomes or expected results. Research hypotheses are appropriate for research studies.
- Student Population: What learner group(s) will be served by the project?
- Previous Experience: Relevant preliminary work/prior experience of investigator.

Project Plans:

- Activities: What specifically will be done to achieve the above objectives? How? Where? etc.
- Time Schedule: To whatever extent possible, present a schedule of dates when various aspects of the project will be completed.
- Outcomes: What types of new knowledge, educational programs or materials will be developed through this project? Indicate which metric(s) will be used to measure the impact of the proposed project. Explain how the metrics will be measured (Web Traffic for web-based projects, Educational Outcomes for curricular innovations, Changes to Patient Outcomes for projects involving clinical topics, Other)
- Dissemination: How will the knowledge, programs or materials from the project be made available to the radiology community outside of the home institution of the grantee?

Evaluation:

Evaluation is one of the most common areas of weakness in grant applications; considerable attention must be paid to this area in all successful applications. How will the outcomes of the project be assessed in terms of the purpose and objectives?

- Whenever possible, outcomes should be assessed in objective ways. Subjective surveys of participants are acceptable, but should ideally be supplemented with other more objective measures. Examples include the following:
 - Pre- and post-testing for knowledge acquisition is of limited validity in terms of ultimate outcomes, since almost all educational interventions will result in short-term gains. Longer-term outcome measures are preferable, such as re-testing at a longer time interval to determine knowledge retention.
 - Evaluations that correlate educational interventions with other measures of success, such as grades, residency selection, or longer-term surveys of changes in attitudes, as appropriate.
 - Evaluations that focus on patient outcomes or changes in practice are optimal, if appropriate to the purpose of the project.
 - Measures of scholarly productivity would be appropriate for projects focusing on faculty development.

B. Education Profile: Complete each section as indicated. The information you enter will be used to help match your proposal with study section members that have compatible interests, expertise and experience.

Please select up to *one* keyword (primary focus) within each category

Field: Diagnostic radiology; Medical Physics; Radiation oncology

Education Design: Career development for educators; Curriculum development; Educational technology; Ethics and professionalism; Leadership and administration; New clinical applications; New educational assessment techniques; New educational strategies and techniques; Quality assurance/improvement

C. Research Assurances

Will the project involve any of the following?

- human subjects (Y/N)
- vertebrate animals (Y/N)
- ionizing radiation/radioactive isotopes (Y/N)
- other, requiring institutional research assurance approval (recombinant DNA, etc.) (Y/N)

Funded applicants will be required to submit appropriate forms before grant funds are released.

D. Resources and Environment

Describe major equipment, laboratory, clinical, animal, office/computer, support services, education resources, and other facilities (simulation centers, survey cores, etc) that will be available for this project.

Section IV: Budget

A. Detailed Budget:

Since plans differ, no specific format is required for this section. However, a complete description of the projected use of funds will assist the study section reviewers in determining the project's scope and feasibility. The budget should be a complete and detailed listing of the costs associated with the proposed program, including part-time salary support, tuition, supplies and materials, etc. Specify the total project budget and the amount requested (if different than the total project budget). Explain how costs not covered by this grant will be paid (departmental funds, etc). The RSNA Research & Education Foundation does not pay institutional overhead costs or indirect costs. Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid for by this grant.

B. Other Sources of Support (pending and received):

Other non-conflicting sources of support for the proposed activity are encouraged and should be identified. Supplementation of funding from other grant sources must be approved by Foundation staff if not described in the original education plan. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

C. Award Payment Information:

To facilitate fund disbursement if the grant is approved, please supply the payee information and mailing address. This information is available through the institution's research administration office. The institution will serve as the fiscal agent.

- Grant checks payable to:
- Grant checks sent to: Include contact name, mailing address, phone number, and e-mail.

Section V: Letters (required)

1. A letter from the department chair should address each of the following:
 - Amount of dedicated time (percent of time/hours per week) that will be available to the applicant.
 - Does the applicant have access to appropriate educational resources, including equipment, other materials, space, assistants, and mentors?
 - Will the educational and scientific environment in which the work will be done contribute to the probability of success?
 - Will the activity benefit from unique features of the educational and scientific environment, subject populations, or collaborative arrangements?
 - Other factors or considerations that will lead to the short and long term success of the proposed project.
2. A letter (or email) of intent/agreement from each individual listed in the application.
 - Letters must address only the deliverables that will be contributed to the project (equipment/supplies, time/expertise, etc.); letters should not include specific comments about the project or recommendations of the applicant.
 - Letters should be written to the grant applicant, not to RSNA

Section VI: Signatures

Enter the names and contact information for the department chair, scientific advisor (if applicable) and grant administrator. Download and print the completed signature page, obtain signatures, scan and upload the signed document.

Submit the Application Online

When all sections of the application have been completed and the signed signature page has been uploaded, click the "*Preview Completed Application PDF*" button, located at the top of the online grant application Table of Contents page, to view the compiled grant application. Make sure the data and uploaded documents have been formatted correctly. To submit the application, click the "*Send Completed Grant Application to RSNA*" link at the bottom of the Table of Contents page; there is no need to send a printed copy to the RSNA office.

Questions?

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