



Education Project Award

Policies and Procedures

Revision Date: September 2023

The RSNA Research & Education Foundation is committed to creating opportunities to advance the development of a diverse future workforce. A diverse and inclusive workforce brings broad perspectives, celebrates differences and alternative viewpoints, and empowers all members to achieve their full potential. With this commitment, the RSNA encourages all interested applicants to apply for RSNA research and education grant funding.

Purpose

This project award is intended to recognize and highlight the impact of educators by providing supplemental funding for new or ongoing education projects. Some examples may be projects that promote innovative teaching methodologies, resources, or delivery evaluation mechanisms.

The award will:

- Provide a local or regional impact
- Allow the Foundation to highlight the work of educators

The award will not:

- Focus on educational theory
- Fund individuals seeking to gain advanced degrees
- Focus on annual meeting programming

Nature of Projects

Any area of education related to the radiologic sciences is eligible for the R&E Education Award. Projects may include, but are not limited to:

- Development of new and innovative curricula, educational programs or printed materials;
- Novel approaches to core teaching skills;
- Education in low- and middle-income countries;
- Community outreach and education on radiology services

Amount

\$10,000 - \$20,000 (maximum) for a one-year project. Funds from the award may be used for salary and fringe benefits or direct costs related to the project. The number of projects funded is determined by the quality of the applications received and recommended for funding.

- 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 for by this grant.
- Unexpended funds must be returned to the Foundation.

Award Terms and Payment

RSNA Education Project Awards run July 1 – June 30. Award funds will be paid to the institution in one installment. 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 project expiration date.

Deadline for Application

Applications must be completed online and submitted with scanned signature page by 11:59 PM CT on *Friday, January 12, 2023*. 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](https://www.rsna.org/foundation).

Applicant Eligibility

- Applicant must be an RSNA member at the time of application and the duration of the award. Faculty, residents, and fellows are encouraged to apply.
- Applicant/co-applicant(s) must not be agents of any for-profit, commercial company in the radiologic sciences
- Recipients may not have concurrent RSNA grants or awards.

Selection Criteria/Review Process

Applications will be reviewed alongside additional R&E Foundation education grants submitted to the Education Study Section. The responsibility of the Education Study Section is to review the education awards primarily for their educational value using a modified weighted point scale based on the following guidelines:

- Plans for future contribution to education programming
- How extensive and innovative the project will be?
- How likely is this project to change/enhance radiology education?

- Applicants should demonstrate a sustained interest in and commitment to radiological education. This demonstrated commitment may include previous participation in educational activities related to radiological sciences, peer-reviewed publications and presentations, educational research, or presentations of educational scholarly activity at scientific meetings, as well as local, regional, national and international activities.

CONDITIONS OF THE EDUCATION PROJECT AWARD

1. 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.

2. Final Report

Recipients must submit a final report along with final financial statement to the RSNA Research & Education Foundation office within 90 days after completion of the project. Reports will be distributed to each of the sponsoring organizations. 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.

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

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 research 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 the future impact of the results of your study.
9. Indicate the strengths and weaknesses of the RSNA/AUR/APDR/SCARD Radiology Educational Research Development Grant.
10. Indicate the influence or role that the grant had on your career or will likely have in the future.

3. 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.

4. 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).

5. 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.

6. Modification or Termination of Support

The Trustees reserve the right to modify or terminate the amount of any funds granted. 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.



RSNA Education Project Award

Application Instructions

Applications must be completed online and submitted with scanned signature page by end of day **January 12**. 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.

Application Instructions

To enter a new application click "New" application button under the appropriate grant type.

Section I: Proposed Research Title

Enter proposed research title, click save and continue to proceed to the application.

Section II: Abstract

Click "Enter Abstract Text" link to enter text into the abstract box.

Abstract not to exceed 300 words.

Abstract should serve as a succinct and accurate description of the proposed plan.

The abstract should include the long-term goals of the proposed work and the methods to be used. Data collection and analysis should be summarized along with the potential significance and impact of this work.

Section III: Project Short Summary

Click "Enter Project Short Summary Text" link to enter text into the project short summary box.

Communicate the public health relevance of the project to donors and the general public. Using plain language understandable by a general audience. **Project Summary maximum 3 sentences.**

Section IV: Education Profile

Select up to two research categories that align with your proposal. The information selected will be used to help match your proposal with study section members that have compatible interests, expertise and experience. **Education Grant/Award applicants, please make at least one selection from the "Noninterpretive Skills/Practice Management" categories.**

Section V: Additional Project Details

- A. Please enter the total dollar amount requested from RSNA to support this project (across all years of the project):

Note: You will need to include a budget and justification at the end of the application.

- B. Research Assurances.

Will the project involve any of the following? *Funded applicants will be required to submit appropriate forms before grant funds are released*

Human Subjects?

Vertebrate Animals?

Ionizing Radiation/Radioactive Isotopes?

Other, requiring institutional research assurance approvals? (recombinant DNA, etc)?

- C. Location of Study:

Specify the institution, department and country where the research/education project will take place

- D. Investigator Additional Details

Are you currently certified by the American Board of Radiology (ABR) or equivalent?

Enter name of certifying agency.

Select specialty.

Key Training Dates (degrees, completion of residency and fellowship training)

Current year of training, or faculty position/rank

Time allocated to the proposed project, and to other duties. Specify a percent and time.

- E. Priority Statement:

Describe your area of professional/scientific interest(s) and long-term career goals and objectives. Explain how the opportunity of a Research Scholar Grant relates to the personal plans and ambitions of the applicant, and to the priorities of the nominating institution. Describe the applicant's potential for advancement in faculty rank during or shortly after the proposed program, any other information that might be helpful in the evaluation of the application. **Not to exceed 1000 words.**

F. Resubmission Information:

Is this application based on a proposal previously submitted to the RSNA R&E Foundation within the past two years?

Please provide brief details of the previous submission. If you cannot recall the details, contact the R&E Foundation grants@rsna.org

The following details are needed:

- Grant Program:
- Year of Submission:
- Grant Title:
- Grant ID:
- Funding Outcome:
- Summary of the reviewer comments and explanation of how each issue has been addressed in the current application:

Section VI: Radiation Oncology Applicants Only

To support the Foundation's fundamental objective of supporting imaging science(s) along with a desire to promote team science with radiology collaborations, the R&E Foundation requires a multi-disciplinary approach for all radiation oncology grant applications. **To achieve this, radiation oncology grant applications are required to have (1) an imaging component or (2) partnership with a mentor/advisor or co-investigator in a radiology department.**

Section VII: Investigators

Other Investigators: (if any) Other investigators/scientific advisors/consultants who will contribute significantly to the project should be listed.

Please upload biosketches as ONE file at the end of the application. When uploading biosketches, include a description of the role they will play in the proposed research project within each personal statement.

Section VIII: Uploads

Font, Page Formatting, and Figures: Conventional font types (*Arial, Times New Roman, Helvetica, etc.*) and a font size no smaller than 11-point should be used. Page margins should be no less than 0.5 inch. Embedded figures should adhere to the page margins and should have descriptive figure legends. Figure legends can be smaller than 11-point but must be legible.

Required files:

Submit ONE PDF file in the following order:

1. **Curriculum vitae** (for all key personnel). including summary of contributions to Radiology education and ongoing programming.
2. **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.
3. **Education Plan:** Detailed Education Plan. Additional pages may be included for the bibliography, but may not be used to supplement the research plan.

The Education Plan must include the following elements:

- Project Summary (maximum 3 pages) of the goals and design including:
 - Description of expected outcomes
 - Needs Assessment
 - Timeline for project
- Explanation whether this is a stand-alone project or part of a larger initiative
- List of any additional funding sources for this project if applicable
- Letter of support from Departmental Chair
- If the project is funded, awardee will be required to submit a summary narrative report on accomplishments over the project period.

4. Budget & Other Sources of Support

Detailed Budget & Justification. **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. Please use the provided budget template and include a budget justification along with detailed information on other sources of support (pending and received).

5. Letters of Support (if applicable)

Maximum of two additional letters of support. Not all letters of support should be from the nominee's organization

6. Signatures

Enter names and contact information for your department chair, scientific advisor (if applicable) and grant administrator. Download the signature page (PDF), obtain signatures, and upload the signed document into the application.

Submit the Application Online

When all sections of the application have been completed, click the “*Review My Work*” button, to submit and view the compiled grant application. Make sure the data and uploaded documents have been formatted correctly. You may download a print-friendly version of your submission from this page and opt to have an emailed confirmation of your submission emailed to you.

Questions?

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