

2025 Call for WGEA MESRE Grant Proposals

Deadline: 11:59 PM PST, August 15, 2025

PURPOSE

The WGEA seeks to promote scholarship in medical education that examines interventions, modalities, and educational content created within the Western region. To that end, funds are available for investigators via the WGEA MESRE (Medical Education Scholarship, Research, and Evaluation) grant program. Investigators can request up to \$5,000 to initiate a new study. Repeat applications are encouraged. Please use previous years' feedback to revise and resubmit your application.

Priority will be given to those activities that:

- Describe a health professions education research project with a research question (quality improvement, curriculum development, and program evaluation projects will be considered but not prioritized at the same level as health professions education research projects with a research question for the purposes of this grant)
- Demonstrate potential for integration across the learner continuum (i.e., UME, GME, CME) or across disciplines
- Include multiple WGEA institutions or interprofessional collaborations
- Are re-submitted grant applications that utilize committee feedback

ELIGIBILITY

1. The Principal Investigator (submitting author) must be from a WGEA member school/teaching hospital, and may be faculty, fellow, resident, student, or administrative staff in an education program. Learners (fellow, resident, student) and staff must have a faculty member on the research team at that learner's or staff member's WGEA member institution.
2. For multi-institutional studies, the Principal Investigator must be a member of a WGEA member institution.
3. Applicants may submit only one proposal per cycle. Applicants (and PIs) may not be a participant on any other proposal currently receiving funding from WGEA, any other GEA region, or national GEA.
4. Applicants and their collaborators must not submit the same proposal (or similar proposal) to multiple GEA regions during the same review period. Each proposal is eligible for funding in only one region. Submission to multiple regions simultaneously may be grounds for disqualification.
5. Principal Investigators (and co-PIs) may not be authors on multiple proposals submitted during the same review period, even if the proposals are distinct. If any project team members (e.g., methodology specialists or mentors) are authors on multiple proposals submitted within the same region or across different regions, the PI must affirm within the proposal that the projects are distinct.

COMMITMENT TO FOSTERING INCLUSIVE AND EQUITABLE ACADEMIC ENVIRONMENTS

The WGEA is committed to fostering inclusive and equitable academic environments through its MESRE grant program. We welcome proposals that explore barriers to participation in medical education, develop innovative strategies to promote inclusion, or expand access to medical

education and scholarship. We encourage collaborative applications that bring together individuals from different professional backgrounds such as a faculty member partnered with a student, resident, fellow, administrative staff, or colleagues with complementary academic or clinical expertise (e.g. a PhD/EdD paired with an MD/DO) to better support interdisciplinary perspectives and shared learning.

DUE DATE

August 15, 2025

APPLICATION AND SUBMISSION PROCESS

The components listed below must be combined into a single PDF file for submission. Applications must follow the structure template in Appendix A. At the discretion of the review committee, applications that do not meet these requirements may not be reviewed. The single PDF must include, in order:

1. Grant Proposal
2. Letter(s) of Support (1 for experienced investigators, 2 for new investigators, see Appendix A for details)
3. Copy of the IRB application if this research involves human subjects (IRB approval is not required at this stage but is required prior to funding disbursement)

Submit application using GEA Qualtrics submission link <https://bit.ly/submitMESREgrant> by August 15, 2025. *Email submissions will not be accepted.*

REVIEW AND NOTIFICATION PROCESS

1. Grantees will be notified in December 2025 and funding decisions will be announced on the WGEA website subsequently.
2. Decisions are final; appeals are not permitted.
3. The number of proposals funded will depend on each proposal's quality and funding available.
4. Refer to reviewer criteria in Appendix B

TIMELINE

- Grant proposals due August 15, 2025 at 11:59 PM (Pacific Time)
- Review process: August 15 – November 30, 2025
- Decisions anticipated by: December 15, 2025
- Funding period start date: January 1, 2026
- Project timeline: Not to exceed 18 months (Funding period end date June 30, 2027)

FUNDING PROVIDED FOR

1. Administrative/technical support to carry out projects (e.g., clerical, computer, data entry).
2. Supplies/expenses (e.g., research incentives, computer software).
3. Honoraria/stipends for research team members, if justified.
4. Registration for *non-WGEA* conferences to present the work.
5. No faculty salary or overhead costs can be supported by the grant.
6. Conference registration (does not include lodging or transportation) will be complimentary for one (1) WGEA grant recipient per project in the year that they present their findings, within 3 years of receiving the grant. This cost does not need to be included in the proposed budget. Other conference-related costs for one (1) WGEA grant recipient to present this project at WGEA (e.g. flights, hotel) may be included in the budget. Additional WGEA registrations may not be included in the budget. Awardees should contact the WGEA MESRE Chair as early as possible to receive one complimentary WGEA registration when the project is ready to be presented. If the awardee does not notify the WGEA MESRE Chair with sufficient notice for complimentary registration, the registration cost can be reimbursed but this is not preferred. If reimbursement is used, only the cost of early registration will be reimbursed.

AWARDEE DETAILS

1. A final report must be submitted within 60 days of the project completion date (no longer than 18 months from award date) to the WGEA MESRE Chair and include copies of materials developed, dissemination activity and a detailed budget report).
2. Dissemination: all publications, presentations and/or products resulting from this project must acknowledge the WGEA as a sponsor of the work.
3. Project team leader or member(s) must submit a proposal to present the project results at a WGEA Regional Meeting within 3 years of receiving the grant. Please be sure to notify the WGEA MESRE Chair when you have submitted your abstract through the regular WGEA call process so they can work with the planning committee on getting your presentation on the proceedings (as well as complimentary registration, as noted above).
4. Unused funds shall be returned to the AAMC/WGEA.
5. One year after funding, PI must submit a progress report that includes progress to date, obstacles and solutions, dissemination activities, and budget report.

For tips on composing a strong proposal: <https://vimeo.com/showcase/10543683/video/877364413>

CONTACT

For application questions and inquiries please contact the WGEA MESRE Chair, Sam Brondfield at Sam.Brondfield@ucsf.edu

APPENDIX A: APPLICATION TEMPLATE

All components to be submitted as a **single combined PDF**, with the PDF document titled Proposal2025_YourLastName)

Component 1: Grant Proposal

Section 1: Cover page must include:

1. Name of applicant(s) and medical school(s).
2. For multi-institutional applications a representative from each institution.
3. Project title
4. Contact information for Principal Investigator (mailing address, telephone, e-mail)
5. For new investigators*: listing of a local mentor (name, position, e-mail)
6. State whether or not the grant proposal has been revised and resubmitted based on previous years' feedback.
7. Institutional grant/development officer to whom payment will be made (name, title, address, phone, and e-mail).

Section 2: Body of the proposal is limited to 5 single-spaced typed pages (with 12- point font and 1 inch margins) including all tables, figures, appendices and must include:

1. Statement of the problem/need to address: Rationale for the study
2. Specific project aims/objectives
3. Review of pertinent literature: How is the effort novel and interesting? How does it advance scholarship in ways not previously explored?
4. Reference to theoretical framework or learning theory on which research builds
 - a. Align the framework with the literature reviewed, research focus/question, data collected, approach to analysis, and intended interpretation.
5. Methodology: Appropriate methodology in light of the research question, written in a way that it could be replicated by others.
6. Anticipated outcomes and impact: How can this effort be used as a model to inform teaching and learning at other academic medical centers?
7. Plan for dissemination of project outcomes regionally and nationally. This should include a statement of your intent to present your work at the annual WGEA regional meeting within 3 years of the award start date.
8. Project timeline (not to exceed 18 months)
9. Budget including itemized costs and justification

*References are **excluded** from the 5-page limit.

Section 3: References must follow the AMA Citation style and should be no more than one page.

Component 2: Letter(s) of Support

Letters are not included in the 5-page proposal limit.

For new investigators (e.g. student, resident, fellow, junior faculty, administrative staff), letters of support are required from (1) a project mentor and (2) the associate dean for

education or equivalent position from the applicant's institution stating their commitment to the project.

For experienced investigators (mid-career and senior faculty), a letter of support is required from the associate dean for education or equivalent position from the applicant's institution for their commitment to the project.

For multi-institutional studies, a letter of support is required from the associate dean for education or equivalent position only from the lead institution.

Component 3: IRB Documentation (if applicable)

If this is a research project involving human subjects, a copy of the application to the host IRB must be included. The study does not need to be approved prior to submitting your grant application, however before payment for the grant can be made, a copy of the letter stating that the project is approved or that approval was not necessary must be submitted to the WGEA MESRE Committee.

APPENDIX B: GRANT REVIEWER CRITERIA

The review criteria are:

1. Is there a statement of the problem and rationale of the study?
2. Summarize pertinent literature and present a compelling case for the submission's novelty and innovation?
3. Is there a conceptual framework upon which the research builds?
4. How does the author align their framework with the literature reviewed, research focus/question, data collected, approach to analysis, and intended interpretation.
5. Are the research question/objectives clear and does it flow logically from the problem statement?
6. Is the methodology appropriate in light of the research question? Are they written in a way that could be replicated by others?
7. Is the project timeline realistic?
8. Is the budget appropriate and realistic and justified?
 - a. Ensure that incentives are consistent with your institution's guidelines
9. Is the proposal clearly written?
10. Does the research have the potential to make an impact or serve as a model for other research initiatives?

Bonus criteria:

1. Is this a multi-institutional (WGEA institutions) or interprofessional project?
2. Does the proposal demonstrate potential for integration across learner continuum (i.e., UME, GME, CME) or across disciplines?
3. Has this grant proposal been reviewed in previous application cycles and utilized the review committee feedback to improve?
4. Does this proposal have the potential to improve diversity, equity, inclusion and/or anti-racism within medical education?

Additional review considerations:

*For new investigators:

The PI is self-identified as a new investigator in medical education research and appropriate identification and support of a project mentor.

Each year the Review Panel will include the WGEA MESRE chair, 2-3 current Steering Committee Members, and external reviewers. Reviewers may not be authors of proposals under consideration during the review cycle. If a potential reviewer has any real or apparent conflict of interest with a proposal, then the reviewer should not be involved in the entire review of proposals. If such a person is involved in the review process, then they MUST exclude themselves from the review of the proposal with which they have a conflict of interest. Examples of real conflict of interest are being an employee at the same institution, having an active collaboration with the PI or any Co-PI, as well as formerly or currently mentoring or advising the PI or any co-PI.

QUESTIONS?

All inquiries and communications should be addressed to the WGEA MESRE Chair, Sam Brondfield at Sam.Brondfield@ucsf.edu