Interprofessional Education Seed Award

Background

In support of its ongoing mission to further strengthen interprofessional education for students of the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS), the Center for Interprofessional Studies announces the **2025 Interprofessional Education Seed Award**.

The awards will recognize faculty, staff and/or students for projects that enhance interprofessional teaching of SHRS students and foster new events or the expansion of existing events to include students from other programs within SHRS. Project budgets must not exceed $5,000; proposals with total budgets less than $2,500 are strongly encouraged. *Projects that include an initiative (e.g. student or continuing education event) related to the 'Semester Of' themes (Spring 2024: 'Innovation & Commercialization'; Fall 2024: 'First Responders') are eligible for a $750 bonus award.*

Timeline

- Call for proposals: Open as of December 4, 2024
- **Proposal Deadline: February 7, 2025**
- Review by CIP Board in February-March 2025
- Announcement of awards in spring semester 2025
- Funding period: July 1, 2025 – June   30, 2026

Eligibility

All full- and part-time/adjunct faculty, staff and students of the SHRS community are eligible to submit proposals as the Primary Project Director. Project Co-Directors are not required to be members of SHRS. Please note student applicants must have a faculty or staff advisor that provides a letter of support for the applicant's proposal that specifically states their agreement to oversee the budgeting and accounting processes. Proposals from early-career teaching faculty are strongly encouraged and will be favored in award decisions.

Selection Committee and Process

Proposals will be reviewed and scored by teams comprised of the SHRS Center for Interprofessional Studies Board of Directors. Final award decisions will be made by the SHRS Dean and/or Interim Dean and Associate Dean Mary Goldberg.

Format

All proposals must be submitted via email to Ms. Kelsey Humes klh228@pitt.edu and must include the following sections:

1. Cover Sheet, including:
   - Project title
   - Name and contact information of the Primary Project Director (for contact and budget responsibility), to include office/center/department affiliation, complete campus address, telephone number and email address
   - Name and Project Director's department chair or executive director
   - Project duration/anticipated date of event(s)
   - Total funds requested

2. Executive Summary
   - This one-page summary should address each of the required project components (see below) so the reviewers will have an overview of the entire proposal.

3. Key Project Personnel and Role in Project
   - Include information on each of the project's key personnel, at least the Primary Project Director or any Co-Director(s). You must include a brief (1/2 page) biographical sketch and describe their qualifications to undertake the project and the responsibilities each contributor will undertake or oversee.

4. Body of the Proposal
   - The body of the proposal should not exceed five single-spaced pages in length (exclusive of figures, tables and references), employing a 12-point font size and one-inch margins.
   - Required sections are:
     - A clear statement of the goal(s)/objective(s) and rationale of the proposed project
     - A clear description of the project
       - The Center recognizes that innovation varies by discipline, particularly in technology-enhanced classes. Please bear in mind that you are writing a proposal that will be reviewed by a team representing a cross section of SHRS faculty and disciplines. Proposals should be jargon-free and responsive to its goals/ objectives.
       - The review committee will look for evidence that the proposal reflects sound instructional design. This can be accomplished by consulting with a variety of university resource groups (including the SHRS Associate or Assistant Dean for Interprofessional Studies) or might be conveyed by discussing the instructional qualifications of project team members.
     - State clear connections to the mission, vision, and guiding principles of the SHRS Center for Interprofessional Studies and the Interprofessional Education Collaborative® Core Competencies.
       - **OPTIONAL:** Include initiatives that tie to the Semester of *Aging in Place and Home Care* and/or Semester of *Health Equity* to be eligible for bonus awards of $750 each.

- Include a clear and explicit statement on the project's sustainability beyond the funding period.
  - If the proposal's budget includes a need for operating expenses, be sure to explain how these operating costs will be covered in future years.
- Indicate how the effects of the teaching innovation will be evaluated. Please include, where relevant, the ICCAS ([link](#)) as a pre/post measure for your initiative(s). Provide a clear description of the assessment methods and procedures to be used to determine whether the project will result in a positive outcome, what those specific measured outcomes will be, and, to the extent relevant and feasible, any experimental procedures that will be used to confirm the validity of the conclusions regarding possible outcomes. Also, include a realistic and achievable plan for where and how to disseminate the assessment and outcomes through presentation as a manuscript, poster, etc.

5. Budget and Budget Justification
   - Prepare a budget for the proposed project. Also, provide a separate statement justifying each line item in the proposed budget.
   - Acceptable budget items include but are not limited to:
     - Purchase of supplies and equipment deemed crucial for the project and unavailable from school, departmental or other University sources (and provide a rationale for these proposed purchases)
     - Purchases or costs for the development of new instructional resources
     - Student assistants for course development (including fringe benefits charges as applicable)
     - Cost of assistance from campus support units
     - Student (including fringe benefits charges as applicable) or professional assistance for coordination/production of course web sites
     - Travel to acquire necessary project resources or to obtain training
     - Project-related consultant costs (please note that for Pitt faculty and staff, external consulting rates cannot be charged to these projects)

     Unacceptable budget items include the following:

       - Travel and maintenance costs for participation at professional meetings
       - Subscriptions and professional journal costs
       - Editorial assistance
       - Faculty or staff release time

6. Required Letter(s) of Support
   - Provide letter(s) of support for the proposal from the Primary Project Director's and any Co-Director(s)' department chair(s).
   - Student applicants must include a letter of support from a faculty or staff advisor that specifically states their agreement to oversee the budgeting and accounting processes.