Guidelines for Submitting a Proposal for a CAAHP Research Grant

Purpose statement

- Pose an interesting question for colleagues regarding innovation in career exploration courses
  - Identify the research question being investigated
- Relationship to current means by which health professions advising is done (e.g., literature studies)

Components needed

- Provide a detailed outline of the proposed study with
  - Objectives
  - A summary of the plan
  - Identify the intended beneficiaries of the study
- Describe
  - The types of items to be measured
  - How the results will be interpreted
  - How the findings will be integrated as a methodology of scholarship

Application of findings

- Results potentially useful to the advising community at large
  - Examine how might the findings be useful in an educational setting connected to health professions advising, i.e., how might it enhance advising students planning to enter the health professions?

Optional Preliminary evaluation

- Preliminary evaluation of optional pre-proposal for
  - Completeness
  - Within intention of guidelines

Scoring

- Each category has a specific, weighted point value (total = 20 points)
  - Purpose statement – 3
  - Components needed – 12 (evaluation of quality)
  - Application (perceived value) – 5

Funding

- Highest total funded (if multiple proposals qualify)
- Minimum total to fund – 15 (to allow refusal to fund no proposal deemed worthy)

Deadlines

- Optional (Recommended) Pre-Proposal evaluation
  - Priority date: Sept. 1, 2023
  - Comments back: September 22, 2023
  - Pre-Proposals received later will be reviewed if time allows
- Final Proposal
  - To committee: October 6, 2023
  - Award announcement – November 2023

CAAHP RESEARCH GRANT APPLICATION FORM

The CAAHP Board of Directors wishes to support research that contributes to the field of Pre-Health Professional Advising. To this end, the CAAHP Board of Directors has set aside funding for up to two (2) $750.00 research grants to be awarded in 2023.

The recipient(s) of the 2023 CAAHP Research Grant will be recommended by the 2023 CAAHP Research Grant Committee to the entire CAAHP Board of Directors. Applicants may submit only one application. Applicants are required to be members of CAAHP (outside collaborators are fine). Complete the research grant application completely, and submit all materials by the deadline for consideration.

Selection will be based on the following criteria, (not presented in any rank order):

(a.) Number of grant proposals from one school (e.g., one research grant per school as a priority)
(b.) Applicant(s) is a health professions advisor
(c.) Degree to which responses to questions comply with instructions
(d.) Professional form of responses (e.g., responses should be free of numerous mechanical errors and instances of inappropriate diction), and
(e.) Appraisal by the 2022 CAAHP Research Grant Committee of the following areas:
  1. The general purpose and specific objectives of the project
  2. The probable benefits to health professions advising
  3. What results or products expected to be generated from the project
  4. Methodologies, equipment, or resources that are used to bring the endeavor to fruition

All expenses involved in the project will be reimbursed after expenditures or purchases have occurred. The CAAHP Research Grant may not be used as additional salary for the award recipient. Some previous examples of the use of CAAHP Research Grant awards include hiring a student assistant to assist with research, purchasing an account with Survey Monkey or Statistical Software, and compensation for transcribing assistance.

It is recommended that the recipient of the CAAHP Research Grant submit the results of the project for publication in the *Advisor*. However, the recipient of the CAAHP Research Grant is not required to do so and there is no guarantee or other arrangement that the work will be accepted for publication in the *Advisor*.

The CAAHP Board of Directors is pleased to be able to offer this opportunity for a research grant to advisors and hopes to continue this support. The CAAHP reserves the right to make changes to the CAAHP Research Grant Application and Selection Procedures.

On Behalf of the CAAHP Board of Directors,

Christopher Hamilton   Bradley Rabquer
CAAHP President   Research Grant Committee Chair

**CENTRAL ASSOCIATION OF ADVISORS FOR THE HEALTH PROFESSIONS
(CAAHP), Inc.**

2023 RESEARCH GRANT APPLICATION FORM

Please complete this form, and type your answers to the two questions on additional pages. Submit your answers and this application in one package to the address at the bottom of the second page of this application.

Last name: _____ First name: _____

Institution: _____

Title: _____

Department: _____

Building / suite / room: _____

Street: _____

City: _____ State: _____ Zip Code _____

Telephone: _____ Fax: _____

E-mail: _____

Title of Proposed project: _____

Does your project involve using animal and/or human subjects*: Yes ☐ No ☐

If yes, please attach documentation showing that your project has been approved (or declared exempt) by the appropriate Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB). Questions e-mail brabquer@albion.edu

*Note using already generated data would not require you to select yes, however if your project generates data by humans including filling out surveys would require you to select yes.

If you are unable to obtain approval before submitting your grant application, it will still be considered but you will need to get approval prior to receiving any funding.

Type your answers to the following two questions on additional pages. In responding to these questions, please remember that the selection committee is drawn from individuals with different levels of training in a variety of academic disciplines. Your answers should be written so that a layperson can understand them. Your answer to Item # 1 should not exceed 2-3, typewritten pages (single-spaced). Also note that this research grant is for prospective projects. The CAAHP Research Grant is designed to support research that is new or in progress, not to fund work that was previously completed.

1. Describe the nature of the proposed project. In this description, state clearly the general purpose and specific objectives of your project, what you propose to do, probable benefits to health professions advising, and what results or products you expect to be generated from the project. Describe how you will conduct your project, discussing, for example, the methodologies, equipment, or resources that you will use to bring your endeavor to fruition.

2. Submit a detailed, itemized budget for the type of project support you are seeking. Please include estimated costs for each item. All expenses to a maximum of $750.00 will be reimbursed after purchase or expenditure and will require original receipts. The CAAHP Research Grant award may not be used as additional salary for the recipient.

Signature _____ Date _____

**Submit this form along with your written answers by October 6, 2023
(Pre-Proposals recommended by September 1)**

This form and written answers should be emailed as attachments to:
brabquer@albion.edu

Scoring Example

Category	Maximum Value	Reviewer 1 Points Awarded	Reviewer 2 Points Awarded
Purpose Statement (3)	3	3	3
Evaluation of Quality (12)			
• **Objectives**	2	2	2
• **Summary of Plan**	2	1	1
• **Identification of Beneficiaries**	2	2	2
• **Items to be measured**	2	1	1
• **Interpretation of results**	2	1	1
• **Scholarship**	2	2	2
Application of findings (perceived value) (5)	5	4	4
Total (20)	20	16	16

CAAHP RESEARCH GRANT PROPOSAL
COVER PAGE

Proposal Title:

PI:
Position:
Institution:
Address:
Email:
Phone:

Co-PI:
Position:
Institution:
Address:
Email:
Phone:

Funds requested:
Use (in brief):

Directions: use the attached template (margins and font are formatted). The document (excluding the cover page and references) can be at most three pages). Please submit it as a pdf.

I. Experimental Question

II. Background/Rationale

III. Experimental Design & outcomes measured

IV. Budget

V. References