



## **2025 IPECP Project Awards - Request for Proposals**

Dear Woodruff Health Sciences Center Faculty:

September 3, 2024

The Woodruff Health Sciences Center (WHSC) Office of Interprofessional Education and Collaborative Practice (IPECP) is pleased to announce a request for proposals for the FY25 IPECP Project Awards (formerly the IPECP Synergy Awards). These awards are used to support work that will expand the development of innovations in IPECP that enhance the WHSC strategic plan and foster relationships across WHSC schools and programs. Proposed projects can be expansions of existing initiatives or new concepts. The 2025 call for projects will prioritize proposals that focus on providing interprofessional education and collaborative practice opportunities for WHSC learners (e.g., students, faculty, trainees, and/or health professionals). These projects can engage WHSC learners in interprofessional curriculum development, research, and/or experiential learning opportunities. All projects must connect to one or more of the following Office of IPECP pillars. Please note that conferences and symposia will NOT be funded.

### **Office of IPECP Pillars**

- Faculty Development
- Student Curriculum and Learning Opportunities
- Research
- Simulation
- Clinical Practice

### **Funding Availability**

- Proposals may include funding requests of up to \$10,000 in direct costs.
- The total number of awards to be made is variable. Awards are made based on the merits of the proposed project, the amount of funds requested, and the funds available at the time of award. A maximum of \$50,000 is allocated for the FY25 IPECP Project Awards.
- Funding will be awarded for a one-year term.
- If funded, one project team member will be designated to manage the award funding.

### **Eligibility**

- The project team leader(s) must be interprofessional and include faculty (non-adjunct) from two or more WHSC academic degree programs. In the spirit of interprofessional teams, the minimum two academic degree programs may not be from the same specialty. The inclusion of additional team members from WHSC clinical partners such as Emory Healthcare, Children's Healthcare of Atlanta, the Atlanta VA Health Care System, and the Grady Health System, etc., is encouraged, including those without faculty appointments. Projects that include WHSC students and trainees are also encouraged.
- Funds awarded cannot be duplicative of current IPECP funding but may build on existing

funding/projects to support a new project component or move the project to next phase.

- Team members may participate in more than one proposed project.
- FY19, FY20, FY23, and FY24 IPECP Project awardees can propose a phase II of their original project.
- If team members are proposing a project that supplements an existing program, they must consult and gain approval from the program director and include a letter of support indicating this approval.

### Timeline

- Proposals are due by 5:00 pm, Friday, October 25, 2024.
- An interprofessional review committee will convene in November to review proposals.
- Awardees will be notified via email in early December 2024.
- Funding will begin as soon as awardees are provided with a speedtype from their school's finance departments and will end one year after the project start date.

### Application Information

Applicants should submit the following materials as a **single PDF** to [IPECP@emory.edu](mailto:IPECP@emory.edu) **no later than 5:00 pm on Friday, October 25, 2024**. The following naming convention should be used when naming the .pdf document:

Last Name.First Name [*of team member submitting the proposal*].2-word project title.

*Example: Smith.Jane.Interprofessional Curriculum.pdf*

### Proposal Components

The proposal must include the following, in this order, as part of the **SINGLE** PDF submission:

- **Cover Page**
  - Title of the proposed project
  - Team member names, credentials, titles, email addresses, and WHSC affiliations (e.g., schools, departments, programs and/or divisions)
- **Project Summary/Abstract** (500-word maximum)
- **Letters of Support** from relevant leader(s) (e.g., head of clinical location of proposed activity, dean of school where proposed activity will take place, educational leader with oversight of relevant curriculum, program leader if project is supplementing an existing program, etc.) indicating project title, approval of the proposed project, and whether specific time has been allotted for these activities (1-page maximum per letter of support)
- **Proposal:** Description of the proposed activity containing sufficient detail to allow reviewers to determine feasibility (2-page maximum)
- **Sustainability Statement:** Description of potential sustainability of project and/or leverage for future funding (half-page maximum)
- **IPEC Competencies:** Description of how the proposed activity is connected to the Office of IPECP pillars and the four [IPEC core competencies](#), including a description of how those core competencies will be assessed and evaluated (1-page maximum)
- **Project Timeline**
- **References**

- *If applicable*: **IRB** approval letter (if the study has already been approved) or statement on the status of the IRB review and/or exemption.
- **Budget** ([download this Excel template](#)) to include: dollar amount requested and breakdown of budget (personnel and supplies) with dollar amounts for each. Please note the following items accepted and not accepted for funding.

#### *Accepted for Funding*

- Salaries for administrative/project support, staff, students, post-doctoral fellows, and other study-related personnel
- Project-specific equipment (e.g., simulation materials, health promotion materials, etc.)
- Travel expenses

#### *Not Accepted for Funding*

- Faculty salary support is **not** allowed
- Computers, general-purpose equipment, office supplies, etc. are **not** allowed
- Indirect costs are **not** allowed
- Subcontracts are **not** allowed
- Conferences and conference participation are **not** allowed
- Symposia and symposia participation are **not** allowed

- **Budget Justification** (*1-page maximum*)
- **Biosketches**: Please download this [Word template](#) to create a brief biosketch for each team member.

### **Review and Award Process**

The following review criteria will be used to score proposals:

- Impact on IPECP at WHSC
- Team readiness/feasibility of project
- Sustainability beyond the funding period
- Potential return on investment (e.g., external funding, publications, patents, presentations, etc.)
- Impact on WHSC learner engagement

### **Project Reporting**

Awardees should track return on investment data such as external funding, publications, patents, presentations, etc., related to and/or resulting from their IPECP Project Award. Awardees are required to submit these data in their final report and as soon as they are notified of additional funding, publication acceptance, etc. if their final report has already been submitted.

Awardees are required to submit two project status reports describing their progress against aims on the submitted project timeline and the financial status of the project. These status reports are due 6 and 12 months after the project start date. In addition to the two status reports, awardees are required to submit a final report describing the impact, changes made, sustainability and lessons learned from the awarded project. The final report will be due four months after the completion of the project.

All reports and communications should be sent to the WHSC Office of IPECP via email at [IPECP@emory.edu](mailto:IPECP@emory.edu). Additionally, awardees may be asked to present progress and/or outcome updates to the WHSC Office of IPECP Advisory Committee. The Office of IPECP will send awardees a template for the status reports and final report at the start of the funding period.

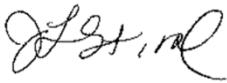
### **Citation Requirements**

Awardees are required to cite institutional support of the Emory WHSC Office of IPECP on all products (external funding, publications, patents, presentations, symposium/conference materials, etc.) resulting from this award.

**Please direct questions regarding the IPECP Project Award application to Rebecca Baggett, Office of IPECP Director of Projects, at [IPECP@emory.edu](mailto:IPECP@emory.edu).**

We look forward to receiving your innovative and collaborative ideas.

Best,



**Jodie L. Guest, PhD, MPH**

Co-Director | Office of Interprofessional Education and Collaborative Practice | Woodruff Health Sciences Center  
Professor and Senior Vice Chair | Department of Epidemiology | Rollins School of Public Health  
Associate Program Director | PA Program | Emory University School of Medicine



**Beth Ann Swan, PhD, RN, FAAN**

Co-Director | Office of Interprofessional Education and Collaborative Practice | Woodruff Health Sciences Center  
Professor, Clinical Track and Associate Dean and Vice President  
Academic Practice Partnerships  
Interim Associate Dean for Education  
Charles F. and Peggy Evans Endowed Distinguished Professor in Simulation and Innovation  
Nell Hodgson Woodruff School of Nursing