**FRSP Application Guidance**

For **ALL** Applications:

1. **Mentorship Agreement** *(See form on page 2)*
2. **Project Timeline** (*Editable templates available for both Research and QI projects)*
3. **Letter of Support**

*Please provide a letter of support on division letterhead from the applicant’s division director indicating support for release from 0.1 FTE of clinical duties. Please define the roles and names of the people responsible for the approval and coordination of FTE changes for the applicant. Please indicate that clinical coverage will allow for the applicant’s participation in the FRSP.*

1. **Curriculum Vitae**
2. **Specific Aims Page**
3. **Research Protocol**

For Applicants who have **previously been awarded FRSP**:

**7. Re-application supplement**

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Formatting Requirements:

* Arial or Times New Roman, 11-point font
* No smaller than 0.5 inch margins
* Single spaced
* Please submit as a Word document with title “FRSP [Section Title] [First Initial & Last Name of Applicant]”

***Mentorship Agreement (required for all applicants)***

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| --- |
| **Mentor Expectations and Goals** |
| How will you provide project oversight and support resident learning?  |
| List at least three goals for your participation in the FRSP (e.g. mentorship skills (constructive feedback, sharing knowledge, building confidence), methodological skills, project management skills etc. )? 1.
2.
3.
 |
| How will you schedule your protected time for scholarship activities?  |
| What challenges do you anticipate in meeting your project timeline and how do you plan to address them?  |
| **Mentee Expectations and Goals** |
| What substantial contributions related to scholarship activities will you make (project design; data acquisition, analysis, or interpretation; and the drafting, revising and approval of abstracts, poster/platform presentations, and/or publications)?   |
| List at least three goals for your participation in this project (e.g. specific skills - REDCap, IRB project submission, EndNote, poster and presentation creation; career guidance; manuscript writing; time management; project management; etc.)? 1.
2.
3.
 |
| What strategies will you use to allocate time to the project?  |
| **Mentee/Mentor Project Meetings***Please remember to set meeting agendas and take notes that include written deliverables/action items for next meeting to share with your study team* |
| **Meeting Frequency: (choose 1)**Bi-weekly Monthly Bi-monthly  | **Meeting Type: (choose 1)**Virtual In person  |

***Research Projects Only:*** *Please complete the following section for the BBCH Scholars Academy Faculty Resident Scholarship Program if you are submitting a Research Project. All italicized text should be deleted prior to submission as it is guidance for you when completing each required section.*

**Project Title**

**Specific Aims Page** *(1 page)*

1. **Introduction**
	1. ***Identify an important problem***
		1. *Hook the reader with your first sentence*
		2. *Describe the magnitude of the problem*
		3. *Identify what is already known and what the gap is in current knowledge*
	2. ***Introduce your project***
		1. *Tell us why there is a critical need for your work*
		2. *Define the consequences for not addressing the problem*
		3. *Suggests a project to fill the gap in knowledge*
2. **Approach** *(defines what you will do)*
	1. ***Define your project***
		1. *State the goal of the project (what do you hope to accomplish with this project?)*
		2. *Define your objective and the project design (and, if research, your central hypothesis)*
	2. ***Propose 1-2 specific aims***
		1. *Make sure that your aims do not depend on one another for success*
		2. *Format each aim in****bold text****(followed by a hypothesis, if research)*
		3. *For each specific aim: Describe the who, what, where, and when (including sample size, if research) needed to accomplish each aim*
3. **Impact** *(short summary / 2-3 sentences)*
	1. *Describe the likely impact of your project on the problem, the field, and future research*
	2. *Describe the contribution of this project on your career development (and, if a mentee has already been identified, the contribution of this project on your mentee’s career development)*

**Research Protocol** *(max 5 pages).*

*If your project is research that has already received IRB approval, please submit your approved project proposal/protocol along with your IRB approval/acknowledgement letter.*

*Please include a detailed analysis plan with examples of statistical tests or improvement methods that you plan to use during your project. Consult with an analyst or our BBCH SA research analyst, Anya Cutler, prior to submitting your application.*

1. **Introduction** *(What is known/why are you doing it/background on patient population and area of research (usually should site 3-5 sources)*
2. **Study Design**
3. **Hypothesis**
4. **Specific Aims**
5. **Methods** *(Study population, eligibility criteria/data description, risk/benefit to participants, recruitment, enrollment, consent, study procedures)*
6. **Data Collection** *(Survey, chart review, interview, SeHR/PHI – what type of data will be included, how will it be collected, if interview/focus group – what types of questions will you ask/what format will data be collected in, will PHI be collected – will you enter patient charts)*
7. **Data Management** *(Where will data be stored/managed, how will it be protected – describe access, storage location, HIPAA secure systems etc, and include statement “Study records and any HIPAA-related documentation will be stored for a period of X years after the final presentation of fundings, at which point this information will be destroyed/deleted.” Or a similar sentence relevant to your study design. If data will be deleted sooner (i.e. identifiers) please document that here)*
8. **Data Analysis** *(Analysis plan (can be simple as mixed methods approach will be used or descriptive etc – should review with Anya and/or qualitative researcher ahead of submission)*
9. **References:**

***Re-application Supplement:*** *Please complete the following section for the BBCH Scholars Academy Faculty Resident Scholarship Program if you have previously been awarded FRSP.*

**Re-Application Supplement** *(1 page)*

**1. Please check all that apply:**

* This application is a continuation of my previously funded FRSP project
* This application is an expansion of my previously funded FRSP project
* This application does not have overlap in content to my previously funded FRSP project

**2. What was the impact of your previously awarded FRSP project?**

**3. What scholarly accomplishments were completed as a result of your previous cycle(s) of FRSP?** *This should include presentations, published abstracts, publications, and other material disseminated as a result of your project.*

**4. What challenges did you experience in your prior FRSP cycle(s) and how did you address those challenges?**

**5. What new skills/knowledge do you hope to gain from an additional year of FRSP funding?**

**6. Please summarize your growth as a mentor as a result of your previous FRSP funding cycle.**