



**Transforming Medical Education through Collaboratories**  
**Request for Proposals**  
**Frequently Asked Questions**

The Robert D. and Patricia E. Kern Institute for the Transformation of Medical Education at the Medical College of Wisconsin is pleased to release a request for proposals to build *Medical Education Transformation Collaboratories*, cross-institutional, multi- and inter-disciplinary, multiple stakeholder communities of practice that work together in a sustained effort around a shared project to transform medical education by engaging in both innovation and scholarship.

In this document, please find Frequently Asked Questions about the RFP and their associated answers.

**1. What are you looking for in submissions?**

In general, we seek submission from teams of 3 to 5 individuals who will devote compensated time to build a community of practice around medical education transformation. These collaboratories will serve as incubators for the creation of generalizable knowledge as we move rapidly into a new era of medical education. Eligible groups must include at least one member employed at an LCME-accredited medical school, with other members currently affiliated with institutions or organizations with a stake in health and healthcare.

The full RFP details some of the priority topics, and we encourage you to review them carefully.

**2. The RFP advises proposals build teams of multiple individuals, from multiple disciplines, and multiple institutions. Will funded proposals really involve people who meet all those categories?**

We recognize that assembling a successful team for your collaboratory depends more on working relationships than it does on checking boxes. The guidance in the RFP is merely guidance and advice. We hope proposals will make an effort to assemble a collaboratory with broad experience, and we recognize the practical limitations of assembling a successful team that checks all those boxes. The most important aspect of a successful proposal is commitment to the collaboratory philosophy.

**3. What parts of research can be funded through the RFP?**

These grants can pay for researchers' time and incentives for participants. The funds may not be used for any other purpose, including equipment or facilities and administration costs. This

requirement is in place because of the source of the funds (the grant that funds the Kern Institute), and we hope this restriction will not deter researchers from submitting innovative proposals.

**4. Must proposals focus on educating physicians, or can they focus on education of other professions within healthcare (e.g., EMS workers, pharmacists, etc.)?**

We recognize the need for transformative medical education in all realms of healthcare. For this RFP, all funded proposals will focus on transformative medical education for physicians; proposals may also focus on education efforts in other healthcare professions. For example, a proposal for inter-professional education that includes medical students and students in other disciplines is acceptable.

**5. Will LOIs receive feedback, or is the LOI process only so that the funders know how many proposals they may receive?**

Yes, all LOIs will receive constructive feedback.

**6. Will all proposals receive feedback?**

Yes, all proposals will receive constructive feedback.

**7. Do I need to submit an LOI if I intend to submit a proposal?**

We encourage all teams considering submitting a proposal to submit an LOI. All proposals will be considered, even if they did not submit an LOI. If you are planning to submit a proposal and did not submit an LOI, please email us ahead of your submission so that our merit review panel knows how many proposals to expect.

**8. How many proposals will be funded? How much total money is available?**

The total amount of funding is flexible, and it is our intention to fund the most promising proposals, however many there may be.

**9. Additional funds will be paid for publication in a peer-reviewed journal. Does that apply to any peer-reviewed journal?**

We recognize that the publishing options for scholars are greater than they have ever been. In general, this additional compensation applies to any peer-reviewed journal. Journals excluded from this include predatory journals, journals that are not indexed in places like PubMed, and journals that are not associated with healthcare or education. We also exclude self-publishing or internal institutional publishing options (e.g., posting a “white paper” on a website). If you have any questions or concerns about this, please discuss your choice of journal with us ahead of submission.

**10. I have an idea for a research project that cannot be completed in 1 year, which is how long the funding lasts. Should I bother submitting?**

Ongoing funding is an option for the most promising proposals that make satisfactory progress over the course of their first year. We recommend you provide a specific timeline in your proposal with objectives you will achieve by set dates.

**11. The LOIs and proposals require a letter of support from my institution's IRB. But I won't submit anything to the IRB unless my proposal is funded, so what is the IRB supposed to say in their letter?**

We wish to affirm that the IRB is aware of the possible submission and that its general parameters are in line with their standards and expectations. For example, using an innovative curriculum to teach about the specific concerns of patients with respiratory challenges is probably in line with research your IRB regularly approves. Proposing to replicate the Stanford Prison Experiment with medical residents is probably not.

**12. If funded, what must the collaborative team commit to doing?**

We will be an active partner with your research project, including providing technical assistance and support. Please plan to attend monthly check-in calls, submit quarterly progress reports, and attend a virtual conference to present your work-in-progress.

**13. My question isn't on this list. Who do I contact?**

Please contact Dr. Michael T. Braun ([micbraun@mcw.edu](mailto:micbraun@mcw.edu)) with any other questions, and thank you for your consideration of this RFP!