

 <p>All HFHS Includes: Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: GME Research Support (MEP 307)		Policy No: MEP 307
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	Related Policy/Procedure: <i>Include title and number</i>		
	Author: Graduate Medical Education Policy Management Members		
	External Regulatory Requirement: ACGME		
	Audience: Administrative Support Staff, Residents/Fellows		
	Key Words: consultations; grants; forum; biostats; BRE; PHS		

Background

To provide house officers with the opportunity to gain further experience into scientific investigation, to develop competence in research and dissemination of findings.

Policy

Research is a high priority for Henry Ford Health System and an expectation in all graduate medical education programs. In addition to providing instruction in research through didactics and on-line courses, Henry Ford Hospital provides house officers with opportunities to gain further experience into scientific investigation, to develop competence in research and dissemination of findings. HFH supports house officer research through: (1) Consultations, (2) Research Grants, (3) Research Forum and (4) participant travel to present at conferences.

Procedures

Consultations. In collaboration with the HFHS Public Health Sciences (PHS) department, epidemiologic and biostatistical support is available for house officer-driven research projects. To access PHS consultations, the house officer must submit to the PHS staff, a completed application for support which specifies:

1. a proposed project title,
2. the anticipated time-line,
3. services requested,
4. a faculty mentor for the project, and
5. approval of the program director (maximum 10 hours allocated per project authorization; an additional allocation may be requested and approved by the program director).

Research Grants. GME Research Grants of up to \$5,000 are available to support house officer-driven research, under the following conditions:

- House officer must be actively enrolled in a GME program and be in good standing.
- One award per project. A previously funded project is not eligible for additional funding.
- Grants are not transferable from one individual to another house officer.

- House officers may be awarded multiple grants for unique projects throughout their HFH training program; however, total support shall not exceed \$5,000.
- Grant funding expires one year from the date of the Grant Award Letter.

Grant Application. Prior to submitting the grant application to the GME Department, the applicant (house officer) must:

1. have primary responsibility for the project, although the project will be conducted under the supervision of a staff physician or researcher. The proposed research may support a senior staff member's project, with the understanding that the resident will contribute significantly to the learning and educational objectives of that project.
2. have the support of a supervising staff physician or researcher;
3. have the approval of the program director and department chair,
4. ensure the time allocated to complete the project is within 12-months,
5. have approval of the appropriate research oversight committee (e.g., IRB/IACUC) and
6. a budget showing how grant funds are to be used and if funding required is in excess of the grant amount, evidence of additional approved funding.

Ineligible Budget Items:

- a. Equipment purchases, including but not limited to Computers, Laptops, iPads, Printers, Phones, and Cameras. *In the event a project has essential equipment needs the Department cannot support, applicants may submit a written request with justification for committee review.
- b. Salaries (hourly rates for specific services are acceptable, if justified in budget)
- c. Mileage to and from locations

Department Charges:

- a. Costs which have **not** been included in the approved budget will be charged to the sponsoring clinical department.
- b. Costs in excess of the approved budget will be charged to the sponsoring clinical department.
- c. Failure to submit a final report to the GME office may result in all grant funds charged to the sponsoring clinical department.

Charges to the GME Research Grant:

- a. The House Office will provide copies of charges for services to the Medical Education Office. Purchase Orders for supplies and materials must be approved in advance by the GME Office. Complete instructions are included in the Grant Award letter.
7. Grant applications must be submitted to the GME Office or electronically to gme@hfhs.org. **Application deadlines are August 15, November 15, February 15 and May 15.** The Administrative Director of Medical Education (ADME) will review the application to ensure that it is complete and meets grant criteria and purpose. Incomplete applications or those containing ineligible budget items will be returned to the applicant for revision. Applicant must submit all revisions within 72 hours of this notification to be considered for by the GMEC Research Grant Committee. If the application is not complete, house officers are encouraged to reapply during the next quarter.

Grant Approval. Applications will be reviewed quarterly by the GME Research Grant Committee, which consists of the Designated Institutional Official (DIO), the Graduate Medical Education Committee (GMEC) Chair, the GMEC Vice Chair and two additional program directors. The GME Research Grant Review Committee will meet the second Friday of September, December, March and June.

1. **Grants will be reviewed**, by the GME Research Grant Committee, on the following criteria:
 - a. Significance of research topic
 - b. Hypothesis/Objective
 - c. Research Plan and Timeline
 - d. Protocol and Technique

- e. Rationale and Expectations
- f. Data analysis plan
- g. Institutional support
2. The applicant will receive **written notification** of the Committee's decision within five working days of its quarterly meeting.

Responsibilities to Complete. At the completion of the project the grant recipient must submit:

1. A Final Report, including an expense report showing how all funds were utilized and summary of how the findings were disseminated (e.g., poster or podium presentations, manuscript or publication citations).
2. One of the **required** options below:
 - a. HFHS Research Forum
 - b. If out of town on the date of the HFHS Research Forum; prepare a poster and send a designee; or
 - c. If graduating before the next HFHS Research Forum (every February); submit an
3. Additional options for planned dissemination, including names of meetings/journals and dates where available:
 - a. Local or State Conference Poster
 - b. Local or State Conference Workshop or Presentation
 - c. National Conference Poster
 - d. National Conference Workshop or Presentation
 - e. Abstract
 - f. Manuscript

Research Forum. The annual Research Forum is open to medical students, residents and fellows participating in HFHS medical education programs. Awards are presented in the areas of medical and educational research, quality improvement, reducing healthcare disparities and case reports.

Conference Presentations. HFHS encourages house officers to conduct research and disseminate findings to further the profession and advance knowledge. Travel is considered **participant travel** if the house officer is a panelist, moderator, or speaker listed in an official program of a society or national meeting.

Funding of up to \$1,500 per trip may be provided for Participant Travel, based on the judgment and discretion of the Program Director. Expenses in excess of \$1,500 are the responsibility of the individual. See [Medical Education Policy #204 Compensation, Benefits, PDF & Travel](#) for details.