UNIVERSITY OF NEW ENGLAND
Center to Advance Interprofessional
Education and Practice

Interprofessional Student-led Mini-Grant Contact Sheet

To Apply
Complete the Contact Sheet and submit it and the required support documents to CAIEP@UNE.EDU

Title of Project _____

Student Team*

A. _____ **Profession #1:**_____

    Email:_____ **Phone:** _____

B. _____ **Profession #2:**_____

    Email:_____ **Phone:** _____

C. _____ **Profession #3:**_____

    Email:_____ **Phone:** _____

D. _____ **Profession #4:**_____

    Email:_____ **Phone:** _____

    All participants must remain in good academic standing for the duration of the project

Faculty Mentor(s)

*A:_____**Letter of Support** _____

    Email:_____**Phone:** _____

B:_____**Letter of Support** _____

    Email:_____**Phone:** _____

C:_____**Letter of Support** _____

    Email:_____**Phone:** _____

D:_____**Letter of Support** _____

    Email:_____**Phone:** _____

    The primary mentor can be a faculty member from any UNE college or program.

Faculty mentors are responsible for sponsoring and supervising the proposed project; ensuring that students stay on track, manage their budget, proceed in a timely fashion with project goals; and prepare to present their project in an open forum. Mentors are also responsible for guiding students through the IRB process if appropriate. Students and Faculty Mentors recognize that receipt of a Mini-Grant, and subsequent application to, and acceptance to any national or international conferences does not commit the Center to Advance Interprofessional Education and Practice to funding their expenses for registration, travel or lodging.

Program Director or Faculty Mentor:_____ _____**Signature** _____

Email:_____ **Phone:** _____

SUPPORT DOCUMENTS REQUIRED for CAIEP Student-led Mini-Grant

Application Letter
   (a) Title of your Project
   (b) Description of your project, the student and faculty team members and why they are on the team
   (c) Background/Significance and Specific Aims of your Project (up to but not exceeding two, double-spaced pages)

   ● Provide a brief background of what the proposed project will address and its significance in the advancement of IPE and/or collaborative, patient/relationship-centered practice.
   ● State specific aims of the project and project design (e. g. literature review, survey, focus groups, ethnology/observation, experiential investigation, other). *Projects involving human subjects **must** be reviewed by the IRB.*
   ● Identify the proposed project's final product and how it will be presented at Research & Scholarship Day (e. g. oral presentation, poster, blog, website, media presentation, theater, visual arts, and political action). Other venues of presentation are encouraged (conferences, community groups, etc.)
   ● Timeline for proposed project including benchmarks (e.g. outlines; completion of certain portions, for example literature review or surveys).
   ● Brief reference list (4-6 scholarly articles or sources).

Timeline Checklist:
Please include all major events pertaining to your project, from inspiration to completion. Dates, times, locations, and an indication of WHO will be present or working during these times. **Use the checklist to indicate who will <u>report to the CAIEP office every two weeks.</u>** If events require use of funding, indicate that as well so our office can support you in a timely fashion. This will obviously be a rough draft to be expanded upon as the project moves forward.

Proposed Budget:
Be as thorough as you can as you list all the possible expenses you might encounter during the execution of your project.

Assemble Application:
All components of the application should be arranged in the following order and converted into a **single** PDF. Please include:

   ● Contact Sheet, (**please identify the person or persons who will be <u>reporting to the CAIEP office every two weeks)</u>**
   ● Application Letter
   ● Faculty Mentor's Support Letter(s)
   ● Signature of Departmental Academic Advisor
   ● Timeline Checklist
   ● Proposed Budget

Submission Deadline(s): Applications are accepted at any time. Approval can take up to 30 days.

   (a) Applications must be submitted electronically to CAIEP@UNE.EDU and copied to all relevant participants no later than the deadlines listed above.
   (b) Late or incomplete submissions will not be considered for funding. Submissions that are not Interprofessional in nature will not be considered for funding. Please review all content before submitting.

THE REVIEW PROCESS:

All qualified applications will be reviewed by the CAIEP Mini-grant Team. The team is comprised of faculty and staff from across UNE. If the faculty mentor listed for a particular application is a member of the Review team, he or she will be recused from the review. Recipients of the Interprofessional Student-led Mini-grants and their mentors will be notified within 30 days after submission.

Remember:

> *1) Applications must follow the criteria stated above.*
> *2) In order to receive and maintain the award, the applicant must be in and remain in good academic standing during the award period.*

REQUIREMENTS FOR IPE MINI-GRANT RECIPIENTS:

1. All mini-grant recipients are expected to conduct their projects **as proposed,** alterations can be made in collaboration with the CAIEP Office.
2. It is the project team's responsibility to assign a team member to **report to the CAIEP office every two weeks.**
3. It is the **project team's** responsibility to ensure the completion of their project during the proposed time period.
4. Recipients conducting research are required to complete CITI online training and submit their proposals for UNE/IRB review.
5. It is the project team's responsibility to meet with their faculty mentor at regular intervals to ensure the quality of the project, preparedness for presentation, and timely completion.
6. All mini-grant project materials will be packaged for DUNE, UNE's digital archive no later than two weeks after any presentation or the final funding is dispersed, whichever comes last.
7. All mini-grant recipient teams are expected to present their findings/products at the CAIEP Fall/Spring Student Showcases. Other venues for presentation may be proposed.