



Education Innovation Grant Education Development Grant

Policies and Procedures

Revision Date: June 2019

Purpose

To enhance education for the benefit of radiology faculty as educators and radiologists or radiology support personnel through creation of educational content, educational products or other innovative means.

Nature of Projects

A wide variety of topics addressing educational needs or radiology. Specific topics, scope and expected outcomes will vary annually, see current Requests for Applications (RFA) for specific details.

Projects not eligible for support include the following:

- annual meeting content development
- educational theory
- advanced training in the discipline of education resulting in an advanced degree/certificate

Amount

Education Innovation Grant

Grants of up to \$175,000 per year for up to 3 years (\$525,000 maximum) are available.

Education Development Grant

Grants of up to \$75,000 per year for up to 3 years (\$225,000 maximum) are available.

***Funding beyond first year is dependent upon successful completion of established milestones.**

Restrictions

- The RSNA Research & Education Foundation does not pay institutional indirect costs or overhead costs.
- Travel expenses for the RSNA Scientific Assembly and Annual Meeting may not be paid by this grant.
- Unexpended funds must be returned to the Foundation

Payment Schedule

Grants begin in July. Grant funds will be paid to the institution in two installments annually: July and January. Payment schedules may vary depending on project milestone timelines. Ten percent (10%) of the total grant award will be withheld by the Foundation, to be released only upon receipt of an acceptable grant final report within 6 months of the due date.

Application Procedure

Pre-Application and Full Application

Applying for an RSNA Education Innovation Grant/Education Development Grant is a two-step process:

1. Submission of a pre-application to be reviewed by the Foundation's education study section.
Deadline Date: **August 30 (or the next business day)**
2. Successful candidates will be invited to submit a full application.
Deadline Date: **January 15 (or the next business day)**

Pre-applications and full applications will be completed and submitted through the Foundation's online grant application system. Applications will not be accepted after the deadline date. If the deadline date falls on a weekend or holiday, the deadline will be extended to the next business day. Applications that are not complete, do not comply with the instructions, or do not have properly executed signatures, will not be reviewed.

Requests for Applications (RFA)

RFAs will be announced in **June** of each year. The RFAs will include specific topics of interest, description/scope, expected outcomes and award amount.

Eligibility

- Primary applicant must be an RSNA Member (at any level) at the time of application, and throughout the duration of the award. If the applicant's membership category is Member-in-Training or any other non-dues paying category, the scientific advisor or one of the co-investigators must be a dues paying member.
- See specific RFAs for additional eligibility criteria.

Eligibility Restrictions

- Applicant/co-principal investigator(s) must not be agents of any for-profit, commercial company in the radiologic sciences.
- Applicants may not submit more than one research or education grant application to the RSNA R&E Foundation per year.
- Recipients may not have concurrent RSNA grants.
- Supplementation of funding from other grant sources must be approved by Foundation staff if not described in the original application. Awards from other sources may be approved by Foundation staff if the investigator submits a satisfactory plan to address any budgetary overlap.

Selection Criteria/Review Process

A study section consisting of physicians and scientists with expertise in the areas and topics of each grant will review the application for scientific merit, potential educational impact and appropriateness for funding. Final decisions will be subject to the approval of the Board of Trustees of the Research & Education Foundation. Applicants will be notified of the outcome of their applications by e-mail.

Specific guidelines that will be applied in the review process are detailed in the RFAs.

CONDITIONS OF THE RSNA EDUCATION INNOVATION GRANT AND EDUCATION DEVELOPMENT GRANT

1. Commercial Sponsorship

A portion of the total funds available for the RSNA R&E Foundation's grant programs is in the form of endowments from commercial companies or other sources; some recipients may have their grant named after a company. Grant awards are named only after funding decisions have been made. Company named awards do not imply commercial endorsement of the grant recipient, the research or the institution. Similarly, named awards do not imply endorsement of the commercial sponsor by the grant recipient or the institution. An institution's inability to accept endowed awards will not preclude the award.

2. Publicity of Award Recipients

The R&E Foundation will issue a press release and publicize the award in its print and electronic properties. Information submitted in the application and subsequent reports including the recipient's name, institution, likeness, project title and abstract can be utilized in the promotion of the award. Other external promotional opportunities are at the discretion of the individual recipient.

3. Progress Reports

Interim Reports

Grant recipients are required to submit progress reports and project updates throughout the funding period. Initial progress reports must be submitted 10 months after the date of funding. For multi-year grants, subsequent progress reports must be submitted on a six month basis, or as determined by the Education Grant Oversight Committee in order to remain eligible for future funding.

- Progress reports must include documentation of the following:
 - Provide a short summary statement of the project status.
 - Restate the specific aims/goals of your education plan and indicate the progress made toward each aim/goal.
 - Indicate progress toward milestones as outlined in the original grant application.
 - Indicate any deviations you have made from the original educational plan and justify these changes.
 - Indicate the expenditures you have made to date and how they relate to the project.
 - Indicate any problems or delays that you have encountered.

The Education Grant Oversight Committee is responsible for reviewing funded education grant progress and milestones, and developing recommendations for subsequent funding for the Foundation's multi-year education grants.

Final Report

A detailed final report must be submitted within six months of completion of the project. In addition to the specific final report requirements listed within the RFAs, complete reports must also address each of the following:

1. Prepare an expanded abstract consisting of 1500 – 2000 words divided into Purpose, Methods, Results and Conclusions. Include appropriate tables, figures and references.
2. Restate the specific aims/goals of your application and indicate the progress made toward each aim/goal. **Include all supporting data as an appendix.**
3. Indicate any deviations you have made from the original educational plan and justify these changes. If you did not reach one or more of your initial goals, explain why.
4. Indicate any problems or delays that you have encountered.
5. Indicate the strengths and weaknesses of the RSNA Research & Education Foundation grant program in which you participated.
6. Indicate the influence or role that the grant from the RSNA Research & Education Foundation had on your career or will likely have in the future.

Final reports are distributed to the Foundation's Board of Trustees to determine the effectiveness and success of the program. Failure to comply with the final report requirement may negatively affect the home institution department's eligibility to receive future funds from the RSNA R&E Foundation.

3. Educational Material

Projects resulting in educational materials for distribution and/or electronic publication become available to RSNA for use at its discretion. Any funds generated directly or indirectly from the sale, lease or distribution of the final product will be donated to the RSNA Research & Education Foundation to help fund other projects.

4. Surveys

Recipients agree to participate in periodic surveys that will help the Foundation's Board of Trustees track current contact information, additional grant monies received from other sources, scientific publications, and career advancements.

5. Publications

Scientific and educational manuscripts resulting from R&E Foundation-funded projects must be submitted first to the RSNA Scientific Assembly and Annual Meeting to be considered for presentation, and/or to *Radiology*, *RadioGraphics*, *Medical Physics* or the *International Journal of Radiation Oncology, Biology and Physics* to be considered for publication (right of first refusal). Manuscripts that are not accepted for publication in one of the listed journals may be submitted to the journal(s) of the authors' choice. Authors who wish to bypass the right of first refusal process must receive written permission from the Grant Program Committee/Board of Trustees. One reprint of each publication produced as a result of RSNA R&E Foundation-funded work should be sent to the Foundation's address for distribution to the Trustees. All education posters, publications, and oral presentations of R&E Foundation-funded projects must contain appropriate acknowledgment of the Foundation's support and co-sponsoring society/commercial company (if applicable).

6. Extension

A no-cost extension of the terms of this grant may be requested to extend the budget period up to 12 months beyond the original ending date. Approval of an extension does not include the awarding of additional funds. A request for an extension along with a progress report must be made to the chair of the Education Grant Oversight Committee. The request must state the reason(s) for the extension, length of the extension requested, and an explanation of how the reason(s) for the delay has been rectified. Requests must be co-signed by the department chair. During the extension period, interim reports must be submitted every six months. Other requests for changes to the terms of an award should be addressed to the chair of the Education Grant Oversight Committee with similar documentation and institutional approvals.

7. Modification or Termination of Support

The Trustees reserve the right to modify or terminate the amount of any funds granted under the terms of the education grant program. If the support level has to be modified by the RSNA R&E Foundation Board of Trustees for any reason, the grant recipient will be notified and have the option to modify the education plan accordingly or terminate the grant.

Questions?

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