



**The Edward J. Stemmler, M.D.
Medical Education Research Fund of NBME®**

Letter of Intent: Submission Content and Formatting Guidelines

The Letter of Intent (LOI) must follow the format below to provide a structured and succinct overview of your research that supports the mission of the Stemmler Fund. The document should contain no more than 1,500 words, double spaced with font no smaller than 10 point. Sections 2 and 3 will require the most careful explanation and therefore should comprise the majority of the word count. You may include up to two appendices if they are critical to understanding your research; these will not be included in the word count. Videos, website links and other forms of media are acceptable forms of appendices.

1. Study Purpose and Research Objectives

Include a concise statement describing the fundamental purpose of the research project and the specific research problem(s) that will be addressed. The purpose statement should be followed by one or more research questions, one or more hypotheses to be tested, or the specific project objectives and deliverables.

The following is an example of a purpose statement and research questions from a prior project. It is not necessary that you follow this same format, but your statements should be similarly concise and explicit.

- *The purpose of this research is to determine whether a case diagramming technique can be used to assess students' clinical reasoning with respect to the concepts taught in an integrated course on mechanisms of disease. Two research questions will be addressed: (1) Are scores based on a case-diagramming tool sufficiently reliable for classroom use? (2) Do scores on the case diagramming tool measure clinical reasoning more effectively than standard multiple-choice questions?*

2. Background and Rationale

Specify the reasons for conducting the research in light of current knowledge. This description serves to put the research project in context and should be similar to the introduction in a research paper. Your description should address these questions:

- *What important assessment-related problem is the project addressing?*
- *Why should this specific project be done?*
- *What is innovative about this project?*
- *What will be the impact of this project on assessment in medical education?*

A list of up to 10 references can be included in this section. References are excluded from the word count.

3. Design, Methods, and Analysis

Clearly describe the overall study design including, as appropriate, the study participants, assessment or measurement procedures, data collection methods, and the analytic procedures that will be used to address each of the research questions. This section carries considerable weight during the review process, so including an expert in research methodology on the team is strongly recommended.

4. Qualifications and Roles of Research Team Members

List key members of the research team (including consultants) and their institutional affiliations. The qualifications of each person should be noted, as well as their specific contribution to your project. It is important to ensure that assessment and methodological expertise is represented on the team, so be sure to identify the team members who contribute those skills. Please refer to Submission requirements below regarding blinding.

Each project team is also required to include an individual or mentee that is new or early in the medical education research field who can be mentored by the Principal Investigator or other team members to develop a deeper understanding of medical education research.

Letters of reference or character are not required, and we ask that you not include them with your submission.

5. Resubmissions: Response to Committee and Reviewer Feedback

If you have submitted your LOI in a previous cycle and received feedback from the Stemmler Committee, please address the points in a cover letter, as a supplement at the beginning or as part of the main sections of your LOI. We ask that you note the cycle year of the original submission. You may use up to an additional 300 words beyond the 1,500-word limit.

6. **Open Science Principles:** The Stemmler Fund is linked to NBME's mission to serve the public. As such, it is expected that investigators abide by Open Science principles in data sharing and reporting. If unable to follow these principles, please include rationale in your materials for review by the Committee. In the absence of a compelling rationale, preference will be given to proposals who agree to follow Open Science principles." See <http://opendefinition.org>

Submitting your completed LOI

All documents uploaded should be in PDF format and submitted as one document. You are required to submit both a blinded and an identified copy of your LOI to the NBME Submittable page. Blinded versions should omit any identifying names of individuals and institutions.

If you have previously submitted an LOI, a new account on NBME's Submittable account has been created on your behalf. Please log in using the following link:

<https://nbme.submittable.com/login> .

If you have previously used Submittable for other grant or review work outside of the Stemmler Fund, your submissions were connected to the user email address on file. Your submissions will appear on your dashboard labeled with the title of your submission and previous submission ID number.

If you have not yet created your user account on the NBME Submittable site, please do so here: <https://nbme.submittable.com/signup> . Once you have completed this, complete the LOI form and follow the instructions for uploading both blinded and identified documents.

All submissions are due by Monday, July 19, 2021 at 11:59 p.m.

If you have any questions or concerns, please feel free to email stemmlerfund@nbme.org.