



**THE EDWARD J. STEMMLER, MD  
MEDICAL EDUCATION RESEARCH FUND**

**INVITED PROPOSAL PREPARATION CHECKLIST**

The following materials are required and should be included in your proposal, IN THE FOLLOWING ORDER:

- A. A Cover sheet that includes:
  1. Name of your institution or logo, PI and/or co-PI, pertinent contact information and title of proposal.
    - i. Use of the NBME logo as part of your cover page is strongly discouraged.
- B. A Cover letter that includes a **description of changes (if any) to the proposed research** since the Letter of Intent application was submitted.
- C. A **Table of Contents with page numbers** that identifies each section of the proposal (including Appendices).
- D. A **Proposal Narrative** that is no more than 15 pages, double-spaced, in 12-point type with one-inch margins. The narrative should include all pertinent figures, charts, and tables within this section<sup>1,2</sup> as well as the following information:
  1. **Background Information** or **Rationale** for the proposed research, highlighting how the proposed project is innovative and fulfills the Stemmler Fund's mission. Any relevant published work should be cited, and a list of those references should be included as an Appendix.
  2. The **Hypothesis** or **Research Question(s)** and specific outcome objectives for the project.
  3. A **Description of the Research Design and Methodology**, including:
    - a clear description of how any data is to be collected and how it is to be organized to facilitate analysis
    - the details of proposed analytic methods and statistical tools to be used
- E. **Excel Project Budget Form**: The budget template can be downloaded from the Stemmler Fund portal. Once the budget is finalized, you should copy and paste the spreadsheet into your proposal. This form should include summary information on expenditures for which NBME funds are requested. Do NOT add additional columns showing other grant monies, durations, etc. Please cross-check for rounding errors when pasting the budget into Word.

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1. Figures, charts, and tables that exceed one page in length may be included as Appendices at the end of the document. Please be sure to cross-reference their location in the Table of Contents and within the document.

2. If your proposal requires audio/visual supporting material that cannot be included in electronic format (link, etc.), please contact the Stemmler Fund team for further instructions. Supplemental CDs or other materials sent to the Stemmler Fund will not be accepted.

- F. A **Budget Narrative** that describes the details of each expenditure category for which NBME funds are requested. This should provide a justification for the request describing how the expenditures are related and necessary to the proposed project.
- G. A **Project Timeline** that highlights critical milestones and key project resources needed to reach the stated objectives.
- H. A brief description of the **Primary Qualifications of the Principal Investigator** and other key members of the research team (including consultants), including their roles in the project and highlighting evidence of their experience in medical education and in using tools and methods to be used in the research, as required to meet project objectives. For a position “To be announced” (TBA), the required qualifications should be noted. This section should match the requirements listed in the Letter of Intent guidelines.
- I. Current **Biographical Data Forms** for key project team members (in addition to the “Primary Qualification of the Principal Investigator”). The Biographical Data Form is included on page 3 of this document.
- J. **APPENDICES** that are in the following order, although some may not be applicable to your proposal.
1. **Literature cited**, including complete titles and all authors.
  2. If your proposal is a resubmission of a new proposal, please explain any specific modifications to your proposal that you have employed based on previous recommendations.
  3. **Figures, charts, and tables** that are not included in the narrative.
  4. For proposals that include the participation or collaboration of organizations or individuals outside of the applicant institution, any **Letters of Agreement** documenting each institution’s and any consultant’s willingness to cooperate, should be included. The letters must include a description of their roles in the project.
  5. If the proposed project requires human subjects, attach a copy of official to-date documentation of its **Institutional Review Board (IRB) certification status** (i.e., “pending,” “approved,” etc.) at the time of proposal submission. For projects designed to be “exempt,” the NBME requires that the applicant’s IRB provide written documentation that it meets related requirements. NOTE: Applicants must forward a copy of the final IRB assurance to NBME when received, since IRB certification is required before a grant can be made final<sup>3</sup>.
  6. Documentation of the **institution’s not-for-profit status** (e.g., certification as an IRS 501(c)(3), or other certification of immunity from taxation)<sup>4</sup>.

## BIOGRAPHICAL DATA FORM

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3 The Stemmler Fund will not require an institution to submit all required IRB documentation by the submission deadline. However, if selected for funding, the institution must be able to produce this completed documentation prior to the first payment to avoid ineligibility for award.

4 If this information is not available at the time of proposal submission, it will be requested prior to funding. The institution must be able to produce this documentation prior to the first payment to avoid ineligibility for award.

Please provide the following information in the format below or in paragraph form for all key project personnel and for any consultants included on the Project Budget Form. Please provide the information as needed for each additional person on your team.

**1. Name/Position in Project:**

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**2. Education/Training:**

(Begin with baccalaureate and include any postdoctoral training.)

Institution and Location	Degree	Year(s)	Field of Study
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**3. Research and Professional Experience:**

List this information below in chronological order, concluding with present position. Include only related previous employment, experience, and honors.

**4. Publications:**

List complete references to all publications during the past three years and to representative earlier publications pertinent to this application, including titles and all authors, also in chronological order. If the list of publications in the last three years exceeds two pages, select the most pertinent publications. Please do not exceed two pages.

## ELECTRONIC SUBMISSION OF PROPOSALS

- A. **Completeness:** Application materials must be assembled in the order specified above and, if possible, submitted as one PDF file.
- B. **File Size:** It is recommended that you keep your file size to approximately 5MB.
- C. **Scanned documents/images:** Documentation requiring signatures (e.g., Letters of Agreement or Support) and any other documentation submitted as part of the initial application process (e.g., IRB approval and/or 501 [c] 3 documentation) must also be included electronically; we recommend scanning these documents<sup>5</sup>.
- D. **Attaching your file:** Proposals must be attached as one PDF file within your submission in Submittable, as both blinded and open. Please include the last name of the PI in the proposal file name. You may submit additional links or videos as a separate attachment, but please email [stemmlerfund@nbme.org](mailto:stemmlerfund@nbme.org) for instructions.

*If you have questions about the submission process you may contact Stemmler Fund team:*

*Email:* [stemmlerfund@nbme.org](mailto:stemmlerfund@nbme.org)

*Phone:* 215-590-9657

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<sup>5</sup> Scanning materials may increase the size of your file, and the Stemmler Fund will not accept files larger than 5MB. In order to keep the file size low, we recommend scanning in black/white at a lower quality (with the following approximation): if scanning an item as an image, use a 72 dpi.