



## The Edward J. Stemmler, M.D. Medical Education Research Fund

### 2024 Letter of Intent Cycle:

### Submission Content and Formatting Guidelines

#### Eligibility

**Focus Areas for Stemmler Fund:** As part of NBME's philanthropic programs, the Stemmler Fund supports the medical education and assessment communities to drive future innovations. The Fund is not intended to support work to develop commercialized assessment products or services. The Stemmler Fund selection committee will not consider any such proposals for funding.

**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 you are unable to follow these principles, please include rationale in your materials for review by the Stemmler 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>).

**Investigator Team:** Each project team is required to include an early career investigator to be mentored by the principal investigator and other team members. The intent is for the junior member of the team to make substantive contributions to the project, and thereby gain a broader understanding of medical education and assessment research.

**LOI requirements:** 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 no smaller than 10-point font. 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.

#### Submission instructions:

##### 1. Study Purpose and Research Objectives

Include a concise statement describing the research project's fundamental purpose 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?*
- *How will this project impact 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 used to address each research question. 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. Each person's qualifications and their specific contribution to your project should be noted. It is important to ensure that assessment and methodological expertise are represented on the team, so be sure to identify the team members who contribute those skills. Please refer to Submitting Your Completed LOI (below) regarding blinding.

Letters of reference or character are not required. Please do 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.

## **Submitting Your Completed LOI**

The Stemmler Fund utilizes the platform Submittable for all submissions. You may access our account here: <https://nbme.submittable.com/login>. If you have not used Submittable before, please create an account to access our page and complete the submission process: <https://nbme.submittable.com/signup>.

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

If you have previously used the Stemmler Fund's online submission platform outside of Submittable, 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.

***All submissions are due by Friday, July 28, 2023, at 11:59 p.m. (Eastern US).***

If you have any questions or concerns, please feel free to email [stemmlerfund@nbme.org](mailto:stemmlerfund@nbme.org).

Thank you for your interest in the Stemmler Medical Education Research Fund.