

Collaborative Proposal

# **Instructions to complete collaborative proposal**

1. Step 1: Review proposal requirements.
2. Step 2: Identify scope of proposal
	1. Identify team members and define roles/responsibilities
	2. Obtain a letter of endorsement for the proposed work
	3. Complete proposal documentation.
3. Step 3: Upload completed proposal form and documentation to [**Qualtrics Link**](https://umassmed.co1.qualtrics.com/jfe/form/SV_9Ntkyfm7fdFwc8C)
4. Provide name of person for Letter of Endorsement
5. Upload Letter of Endorsement
6. Upload Proposal Form (word doc)

**NOTE:**  Collaborative proposals should be interprofessional and members should be from at least 2 schools in UMASS Chan Medical School. Please reach out if you need suggestions for interprofessional colleagues interested in your area.

**Proposal Form**

**DUE DATE: December 16, 2024**

**Completed proposal form should be uploaded to:** [**QUALTRICS**](https://umassmed.co1.qualtrics.com/jfe/form/SV_9Ntkyfm7fdFwc8C)

Demographic information will be requested as part of the application process in the Qualtrics form. This allows us to efficiently maintain accurate records in an Excel spreadsheet while streamlining the application process, reducing the need for lengthy narrative responses.

**Demographic Information:**

Title of Collaborative

Leader of the Collaborative

Members of the Collaborative
(Qualtrics form will only allow 3 member names to be submitted. If you have additional members, please add on this form)

|  |  |  |
| --- | --- | --- |
| First Name | Last Name | School Affiliation |
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**Prior to Submitting this proposal**

Several steps are important and expected prior to Collaborative proposal submission

* Meet as a group to collectively plan for the collaborative application.
* Obtain a letter of endorsement from an appropriate supervisor (see below).

**1.** **The Proposal**

**Rationale and Description:**

Describe the rationale for forming this collaborative, including: (750 words)

* Existing gaps in current institutional programs that present challenges in the identified area of healthcare or biomedical education.
* Include your rationale for why this area is important or relevant to the mission of HEALL and how it fits with this year’s HEALL theme (Belonging: Creating inclusive, welcoming learning environments, communities and institutions) or the UMASS Chan Medical School mission.

**2.** **Proposed Activities:**

Please provide a brief description (500 words) of the proposed collaborative that includes the following:

* Description of how the collaborative will address identified gaps and contribute to the advancement of healthcare and/or biomedical education at UMass Chan and our partnering institutions.
* Describe qualifications of the collaborative members to accomplish this project.
* Collaborative’s goals and objectives.
* Outline of the specific activities and initiatives that the collaborative plans to undertake to achieve its objectives.

**3.** **Target Audience:**

Identify the target audience for the collaborative's activities, such as faculty members, residents, fellows, students, or other stakeholders within the three-school community.

**Expected Outcomes:**

How do you propose to evaluate the success of the collaborative? Describe the expected outcomes or deliverables of the collaborative, including any tangible products.

* A curriculum
* A workshop series
* A collaborative program or process.
* Collaboration with other institutions or organizations
* Community engagement or outreach efforts

You can also describe presentations, or publications that may result from its activities. Explain how these outcomes will contribute to the Academy’s and the School’s mission.

**4.** **Timeline:**

Provide a proposed timeline for the collaborative's activities, including key milestones, deadlines, and anticipated completion dates for major initiatives or projects. The anticipated time for each collaborative to complete its work is 1 year, with the ability to re-apply as a collaborative for next steps in a year (or further the work with a Research Project proposal)

**PEASE NOTE:**  These are currently unfunded initiatives, but our aim is to bring a community of educators together with a common interest to:

1. Help facilitate purposeful creation of new products designed to meet personal and institutional needs
2. Support career development of clinician educators and scientist-educators, and benefit our 3 schools

**5.** **Planned Support from HEALL team:**

HEALL team support is expected to include quarterly meetings of the collaborative teams to review progress and any obstacles encountered with a chance to collaboratively propose solutions.

**Letter of Endorsement (UPLOAD TO QUALTRICS FORM)**

Collaborative applications will require a letter of endorsement from the person overseeing the office, program, or course who is in a position to implement the product of the Collaborative. For example, if you are proposing a series of curricular sessions in a course, we would expect a letter of endorsement from the Course Director of the affected course. If a Collaborative was expected to have applications across multiple courses, or residency programs, appropriate endorsement from affected Assistant or Associate Deans is expected.

This letter of endorsement should attest:

1. That the Collaborative’s focus is a key area for our school(s) to address.
2. To their commitment to aid in integrating your idea into their course/program