**Department of Family Medicine and Community Health**

**Concentrated Time for Scholarship**

**Purpose:** Concentrated Time for Scholarship (CTS) provides faculty who are predominantly clinicians and/or educators with a period of dedicated time to complete a scholarly project. We use the term scholarship as defined by Boyer to include discovery (i.e., original research), integration (e.g., review article or case report), application (e.g., quality improvement or community engagement), or teaching/learning (e.g., outcomes of a new curriculum or teaching method). To meet the criteria for scholarship, the work must also be evaluated by peers in some way. A “scholarly project” represents a product of scholarship, which will usually be an article submitted for publication, a chapter or monograph, a poster presentation, or acceptance into a digital repository.

**Program Description:** This competitive program is available to up to 2 FMCH faculty per fiscal year. Each CTS recipient will have 20% of their university FTE funded by the program (for the specified period of time) to allow for completion of the accepted project. Project proposals must relate to the mission of FMCH (community/population health, clinical care or education of healthcare professionals). Applicants can submit proposals for 3 month, 6 month, or 12 month timeframes.

**Eligibility Criteria:**

* Faculty at the Assistant or Associate Professor level who do not have dedicated time for research
* For clinical faculty, the applicant must be able to maintain a minimum of 20% clinical FTE if applying for a CTS exceeding 3 months
* Faculty are eligible for a total of 12-months (can be single or combined concentrations) CTS every 6 years
* Supervisor or Division Chief approval is required

**Application Process:**

We have two application cycles with applications due May 1 for first cycle and November 1 for 2nd cycle of each year. The applications will be reviewed by a committee of senior FMCH faculty. Before final selection and award, the applicants with the most promising submissions will be invited to meet with the selection committee to present the proposal and the intended product(s). Final decision about CTS awards will be at the discretion of the Chair.

**Evaluation Criteria:**

* The proposed scholarly project supports the mission of the department by any of the following:
	+ Improving understanding of health and illness in the family, workplace, or community;
	+ Developing and evaluating collaborative interventions that improve health or prevent disease
	+ Educating a wide variety of medical professionals.
* A proposed mentor or mentoring team that is consistent with the project topic area.
* The proposed project can be completed within the requested timeframe.
* The project will result in measurable deliverables such as peer reviewed publications, presentations, or grant proposals. Projects that propose preliminary work that will result in a continuing line of research, clinical or educational programs are acceptable.

**Application Instructions:**

1. Complete the CTS Application Form:
	1. Identify the timeframe needed (3 months, 6 months or 1 year)
	2. Specify what tasks will be temporarily replaced by the CTS time (ex: 2 clinic sessions or teaching a 1 credit course). Please be as detailed as possible.
	3. The background section should describe the importance of the project, how it relates to the Department mission, and if it is part of a continuing effort (e.g., collecting preliminary data for a grant proposal)
	4. The purpose or objective of the CTS should be clearly stated and should align with the deliverables. For example, if you proposed to develop and evaluate a curriculum teaching ultrasound to PA students and Family Medicine residents, the deliverables could include learning objectives, teaching resources, the outcomes evaluation, and the resulting poster presentations and article to submit to Academic Medicine.
	5. Describe the methods you will utilize to complete your proposed work.
	6. List mentors and other project consultants. If you have more than one mentor, include the expertise/role they will contribute to your mentoring. Be sure to designate the primary mentor if you have more than one.
	7. List the resources required to complete the work and how those resources will be obtained.
	8. List all deliverables from the work proposed.
	9. Complete a timeline of the project, including major milestones and deliverable dates.
	10. Describe your plan if you do not achieve the deliverables.
2. Obtain approval from your supervisor. Please discuss this proposal with your supervisor and obtain their signature on the application form to demonstrate approval.
3. Applicants are strongly encouraged to talk with Chris Everett or Truls Ostbye before submitting an application

**Department of Family Medicine and Community Health**

**Concentrated Time for Scholarship Application**

**Project Title:**

**Faculty Member Applicant:**

**Time requested: \_\_\_\_3 month \_\_\_\_\_\_6 month \_\_\_\_\_12 month**

**Tasks being replaced by the CTS:**

**Background: (maximum 150 words)**

**Purpose/Objective: (maximum 100 words)**

**Methods: (Maximum 500 words)**

**Mentor(s): (List all mentors and the area of expertise/role. Be sure to designate the primary mentor if you have more than one)**

R**esources: (List resources required to complete the project and how these resources will be procured.)**

**Deliverables**:

**Timeline**:

**Fall-back plan if needed**:

**Supervisor’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_