



**THE EDWARD J. STEMMLER, MD
MEDICAL EDUCATION RESEARCH
GRANTS PROGRAM**

**2027 INVITED PROPOSAL PREPARATION
SUBMISSION GUIDELINES**

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

- A. A cover letter that includes a **description of changes (if any) to the proposed research** since the Letter of Intent (LOI) application was submitted. Included here should be any response to the feedback provided by the committee from the LOI.
- B. A **Proposal Narrative** that is no more than 15 pages, double-spaced, in 12-point type with one-inch margins. Your bibliography is not included in the total page count. The narrative should include all pertinent figures, charts, and tables within this section as well as the following information:
 - I. **Background Information and Rationale** for the proposed research. This section should address the following questions:
 - a. How does the proposed project fulfill the mission of the Stemmler Grant Program?
 - b. What important assessment-related problem does this project address?
 - c. What is innovative about this project?
 - d. How will this project impact assessment in medical education?
 - i. Any relevant published work should be cited, and a list of those references should be included in a bibliography. The bibliography does not count toward the page count of the Proposal Narrative.
 - II. The **Hypothesis** or **Research Question(s)** and specific outcome objectives for the project.
 - III. A **Description of the Research Design and Methodology**, including:
 - a. A clear description of the study participants and their recruitment
 - b. Data collection methods including explanation of samples size and power
 - c. Justification for the proposed analytic methods and statistical tools to be used for each research question/hypothesis

Please note: In previous cycles, investigators have expanded the scope and methods of the proposed project beyond that described in the Letter of Intent. For example, they have incorporated the use of a new technology or capability in the project's proposed execution. We ask that you not do this. Your final proposal should be similar in aims and scope to your letter of intent.
- C. **Project Budget Form:** The budget template can be downloaded from the Stemmler Grants Program portal [here](#). Once the budget is finalized, you should upload the spreadsheet into the link provided in your LOI submission. This form should include summary information on expenditures for which NBME funds are requested. Please do not add additional columns showing other grant monies, durations, etc.
- D. 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.
 - NBME limits institutional administrative costs (indirect costs) to 10% of the total direct

costs. The maximum award amount is \$150,000, inclusive of indirect costs.

- E. A **Project Timeline** that highlights critical milestones and key project resources needed to reach the stated objectives.
- F. 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.
- G. Current **Biographical Sketch Forms** for key project team members (in addition to the “Primary Qualification of the Principal Investigator”). The Biographical Data Form is included as an attachment in the email sent to you. **Please combine all team members’ bio sketch forms into one PDF when ready to upload.**
- H. **APPENDICES** that are in the following order, although some may not be applicable to your proposal.
- For proposals that include the participation or collaboration of organizations or individuals outside of the applicant institution, any **Letters of Agreement** documenting each institution and any consultant’s willingness to cooperate, should be included. The letters must include a description of their roles in the project.
 - If the proposed project requires human subjects, attach a copy of official to-date documentation of its **Institutional Review Board (IRB) certification status (1)** (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.

1 The Stemmler Grants Program 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.

SUBMISSION OF PROPOSALS

- A. **Completeness:** Application materials must be assembled and submitted in the order specified above within [Submittable](#).
- B. **File Size:** It is recommended that you keep your file size for all documents uploaded to approximately 5MB or smaller.
- 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 documents⁵.
- D. **Attaching your file:** Proposals must be submitted separate files within Submittable, as both blinded and open. Please include the last name of the PI in the proposal file name and the title name for blinded documents. You may submit additional links or videos as a separate attachment, but please email stemmlergrants@nbme.org for instructions.

If you have questions about the submission process, you may contact the Stemmler Grant team:

Email: stemmlergrants@nbme.org

Phone: 215-590-9657

² Scanning materials may increase the size of your file, and the Stemmler Grant 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.