

# Phil R. Manning Research Award in Continuing Professional Development

**Applications for the next Manning Grant Award will be accepted in Fall 2024 for the 2025-26 award. This website will be updated in advance of that process. Information below is reflective of the 2023-24 cycle that has closed.**

## About the Grant:

This grant is made in the name of Phil R. Manning, MD, Paul Ingalls Hoagland Hastings Professor of Continuing Medical Education and Professor of Medicine Emeritus at the Keck School of Medicine, University of Southern California. Dr. Manning was the founding president of the Society for Academic Continuing Medical Education, formerly the Society of Medical College Directors of Continuing Medical Education. He was a governor, regent, and vice president of the American College of Physicians and served on several educational committees of the American College of Cardiology. Dr. Manning was co-editor of *Medicine: Preserving the Passion in the 21st Century* and authored many peer-reviewed publications.

## Available Funding

The Manning Grant has up to \$50,000 (USD) over two years available to support scientific research. Authors are encouraged to align budget requests with project needs, leveraging existing resources where and if available.

## Award Process

The Manning Grant is awarded based on a two-stage process. Interested individuals are invited to submit a Letter Of Intent (LOI) which will be reviewed by members of the Scholarship Committee and peers. The Scholarship Committee chair will notify selected individuals and invite the selected candidates to submit a full-proposal. The Scholarship Committee Chair will notify the award recipient of her/his selection. The Chair will also notify individuals whose submissions were unsuccessful.

## Eligibility Criteria

1. There is no obligation for Manning Grant applicants to be a member of SACME at the point of LOI submission, however, as the award can only be awarded to SACME members, there is a requirement that the Principal Investigator (or in the case of a study with Co-PIs, at least one PI) must be a SACME member at the point of the full proposal submission
2. At least one member of the team must hold or have held a clinical role.
3. At least one member of the team must hold or have held a role in CME/CPD/IPE/FD/PS/KT/QI.

4. At least one member of the team must be considered an “early career investigator” defined as:
  1. Students/trainees of any kind in process of acquiring professional degrees (e.g., Health Professionals, MDs, Masters, PhDs)
  2. Those who have completed their professional degrees within the last 5 years (e.g., Health Professionals, MDs, Masters, PhDs)
5. At least one member of the team must hold sufficient credentials and/or experience and/or expertise related to lead or supervise the proposed project.

These criteria should be attested to as part of the submission.

## **Review Criteria**

Presence of theoretical foundation, clarity of research question, soundness of methodological design, fit of research design and methods to the research question, and potential of the project to contribute further to the CPD field will all be important determinants of the merits of the project.

## **Letter of Intent Submission Details**

The Letter of Intent must be no longer than two pages, single spaced, 12 pt. font and should not contain any identifying information that could identify your name(s) or affiliated institution(s). The LOI should include a concise review of the literature, a clear statement of the research question, methodology, anticipated methods of analysis, proposed timeline, and potential impact of the work on the field. This document should be uploaded to the application site as a PDF. Identifying information will be submitted on the application site instead of within the LOI PDF. The application site will ask you to attest that your team composition meets the criteria for funding.

Budgets and curriculum vitae are not required for LOI submission.

## **Review Criteria**

The LOIs will be reviewed by members of the Scholarship Committee (or their designates) for the following features:

- Depth, breadth and interpretation of relevant literature.
- Relevance and clarity of research question / problem or objective.
- Use and alignment of theoretical foundations.
- Methodological alignment and rigour.
- Implications for the advancement of the field.
- Feasibility.

## **Timelines**

To be updated in advance of 2025-26 cycle.

## **Full Proposal Stage**

Following review, selected teams will be invited to submit a full proposal. The proposals will be reviewed by members of the Scholarship Committee and/or their designates. The

Scholarship Committee chair will notify principal investigators of the results of their submission, along with feedback on the proposal. The Chair will announce the award decision publicly.

## Full Proposal Guidelines

For those LOIs selected by the Scholarship Committee, the following guidelines will apply for full proposal submissions. The final proposal, in PDF format, should be no longer than 10 pages, single spaced, 12 pt. font, and clearly include:

1. Brief problem statement (350 words maximum);
2. Background statement and literature review;
3. Clear statement of the research question / objective;
4. Conceptual and/or theoretical framework;
5. Overview of methodology and detailed methods;
6. Implications for advancement of the field. Why this study is important for CME/CPD/IPE/FD/PS/KT/QI. This section should contextualize the study in the current literature;
7. Detailed budget with justification and inclusion of in-kind or additional support (if applicable). Note indirect/overhead costs cannot be covered by grant funding
8. Detailed timeline.
9. Feasibility statement.
10. Summary of the qualifications and role of each investigator on the project (see eligibility requirements above);
11. Curriculum vitae (CV) for each member of the research team (last 5 years only).
12. Up to 3 letters of support (if desired);
13. References.

Note: CVs, letters of support and references are not included in the 10-page limit.

## Full Proposal Review Criteria

The full proposals will be reviewed by members of the Scholarship Committee (or their designates) for the following features:

- Depth, breadth and interpretation of relevant literature.
- Relevance and clarity of research question / problem or objective.
- Use and alignment of theoretical foundations.
- Methodological alignment and rigour.
- Implications for the advancement of the field.
- Appropriateness of budget.
- Team composition and roles.
- Feasibility.

## Full Proposal Submission Process

Instructions on the submission process will be emailed to all invited applicants.

## Questions

Please direct any questions about the application or the grant to Dr. Martin Tremblay, Chair, SACME Scholarship Committee at [mtremblay@fmsq.org](mailto:mtremblay@fmsq.org).