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MEDICAL
ASSOCIATION
foundation

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Request for Proposals for the Friedman-Bowen Primary Care Scholarship Fund Grants

The Friedman-Bowen Primary Care Scholarship Fund was created to spark interest in primary care as a career and encourage the capabilities of medical students by providing support for projects that show promise to improve the knowledge or practice of primary care.

These guidelines will help you prepare a proposal. Please use the Friedman-Bowen Primary Care Scholarship Fund Proposal Application form available on the Minnesota Medical Association Foundation's website to apply.

What Types of Projects Are Eligible for Funding Through the Friedman-Bowen Primary Care Scholarship Fund?

The Friedman-Bowen Primary Care Scholarship Fund is interested in funding worthwhile projects that improve the knowledge or the practice of primary care and are initiated by medical students who intend to pursue a career in primary care. Examples include:

Practice projects, such as a project to facilitate access to primary medical care for vulnerable populations, improve vaccination rates for a particular population or vaccine, develop a system for increasing the number of screenings for certain conditions, improve clinical processes, raise awareness of particular health issues among health care providers, or raise awareness of particular health issues to special populations.

Scholarship projects for activities such as statistical help to enable a medical student to complete a project.

Who is Eligible for the Friedman-Bowen Primary Care Scholarship Fund Grants?

The Friedman-Bowen Primary Care Scholarship Fund grants are available to students in good academic standing who are: 1) currently enrolled on a full-time basis in medical school at the Mayo Medical School or the University of Minnesota School of Medicine – Duluth or Twin Cities campuses; and, 2) who intend to pursue a career in primary care. Eligible candidates can apply during any year of their education.

How Will Proposals be Judged & Who Will Determine the Grant Recipients?

The Minnesota Medical Association Foundation will appoint a Friedman-Bowen Primary Care Scholarship Fund grant selection committee to review all grant applications and recommend either full or partial grant awards. Applications will be evaluated on the following criteria:

- Proposed project will make an exemplary contribution to improving access or addressing the educational and/or health care needs of underserved or vulnerable populations.
- Proposed project will enhance a student's understanding of how to develop longitudinal continuity care experiences.
- Project is feasible and has high likelihood of being completed within the project period.
- Project demonstrates methodological rigor.

Can I Apply for Multiple Projects in a Single Year?

No, you should submit one best and final project. The Friedman-Bowen Primary Care Scholarship Fund grant selection committee will entertain one proposal per medical student per year. Each proposal should be limited to a single project.

What is the Total Funding Available?

Each year, the Minnesota Medical Association Foundation expects to award approximately \$4,000 in Friedman-Bowen Primary Care Scholarship Fund grants. Total funding may fluctuate year to year depending on the availability of funds.

What is the Size of the Grant Awards?

Grant awards will range in size. The maximum grant award per student per year is \$2,000.

What is the Geographic Focus of the Grants?

Grants will be awarded for projects that take place in Minnesota or bring benefit to the people of Minnesota.

What Are the Project Periods and Reporting Requirements?

The Friedman-Bowen Primary Care Scholarship Fund grants will support projects of up to one year in duration. Grant recipients will be required to submit one progress report four months after receiving the award and a final report due one month after the project's completion.

What Should Be Included in the Project Budget?

Applicants are encouraged to think practically and realistically about the cost of their proposal. (Note: the total grant award will not exceed \$2,000 regardless of the size of your proposed budget.) For guidance, basic budget line items might include: personnel, materials and supplies, equipment, travel, costs associated with presenting data at meetings (includes cost of registration + travel expense), consulting fees.

Are Any Expenses or Projects Excluded from Eligibility?

Yes. The Friedman-Bowen Primary Care Scholarship Fund grants may not be used to pay a medical student's tuition, mandatory fees, or living expenses.

What If I Don't Spend the Full Grant Award?

If your proposal is funded and the project fails to progress, or if you have unspent grant funds at the end of the project period, you must return the unspent dollars. You will be asked to sign a grant agreement prior to receiving the award that will dictate the terms related to unspent grant dollars.

How Should I Apply for a Friedman-Bowen Primary Care Scholarship Fund Grant?

The application process is easy. To apply for a Friedman-Bowen Primary Care Scholarship Fund grant, you will need to submit a completed proposal by the deadlines described in these guidelines. An application form is provided on the Minnesota Medical Association Foundation's website. A complete proposal must include:

- Signed certification page
- Completed proposal application form, including project budget
- One letter of recommendation, preferably from a school official who can discuss your achievements, which may include scholarship, leadership or volunteerism, as well as your potential for future success

Proposals should be double-spaced with 1" margins, font size 12, and not exceed four (4) pages. It is not necessary that you use the specific application form provided; but, all of the questions requested in the application form must be addressed in your application. The award selection committee will not review additional materials.

How Should I Submit a Completed Proposal and What is the Deadline?

Completed proposals should be emailed in a single file to Kristen Gloege at kgloege@mnmed.org by 11:59 p.m. on September 15, 2018. Late proposals will not be considered.

The Minnesota Medical Association Foundation will send an e-mailed confirmation that your application was received. If you do not receive an e-mailed receipt, assume your proposal was not received.

When Will the Winners be Announced?

Grant award announcements will be made no later than October 30 of each year. Notification of the award will be made in writing (electronic) by a Notice of Award. The grantee must sign and deliver a completed grant agreement before the award will be mailed.

Who Can I Contact with Questions About the Scholarship Opportunity?

If you have questions about the Friedman-Bowen Primary Care Scholarship Fund, please e-mail Kristen Gloege, Minnesota Medical Association Foundation CEO, at kgloege@mnmed.org

THANK YOU FOR YOUR INTEREST IN THE FRIEDMAN-BOWEN PRIMARY CARE SCHOLARSHIP GRANT PROGRAM.