

Format for Proposals: Building Trust through Diversity, Health Care Equity, Inclusion and Diagnostic Excellence in Internal Medicine Training Grant Program

Proposals should not exceed 8 pages in length (1.5 space, 12-point font size, 1-inch margins, excluding attachments).

Your proposal should have clearly marked responses to the following questions:

- ❑ **Size of Grant Sought:** Specify the amount sought: \$40,000, \$20,000 or \$10,000.
 - *This amount must match the amount you requested in your letter of intent.*
 - *Proposals seeking \$40,000 should also include as an attachment a letter of support from your institution, including its intention to support the sustainability of the program after the end of the grant period.*

- ❑ **Description and Purpose of Project:** Please provide a detailed description of how the project will work, including **clearly marked sub-sections** that describe:
 - **Methods:** the *methods* to be used in the project (e.g., education, community outreach, QI)
 - **Goals:** The project's *goals* and how you will *measure* whether they have been achieved
 - **Impact/Outcomes:** the expected *impact and outcomes* of the project, including how you expect that it will enhance diversity, equity, and inclusion in internal medicine training and enhance trust.
 - **Partners:** Any collaborators from outside your institution with whom you will work and their expected role, and any planned subcontractors and their expected role.
 - **Scalability/Replicability:** How you will *scale* this effort and its *replicability*
 - **Feasibility/Barriers:** The program's *feasibility*, including any anticipated barriers to success and your plans to mitigate them
 - **Communications:** Your plan for *communicating* about the project's outcomes, including submission their work for presentation and/or publication at the completion of the project

- ❑ **Deliverables and Timeline:** Please include a distinct timeline section that includes all major tasks and deliverables to be accomplished as part of the grant and the dates by which those deliverables will be accomplished.

- ❑ **Project Team:** Describe the background and relevant experience of the project leader and other team members, and their expected roles in the project.

- ❑ **Budget:** Provide a budget analysis (*see template*) showing how the requested funds would be used. The proposal should also include a budget narrative section that provides a concise overview of the budget.

The deadline for receipt of all materials is June 7, 2024 at 5:00 p.m. ET.

We intend to provide all applicants with a decision by August 2024.