

# Call for Applications: Preceptors for Student Research Experiences



Seeking MCW investigators to build Wisconsin's future research and health improvement workforce by serving as preceptors, engaging health sciences students in meaningful research experiences that expand the scope of their current AHW-funded research projects

**STATEMENT OF INTENT DUE  
September 30, 2019 by 5:00 pm CST**



ADVANCING A HEALTHIER  
WISCONSIN ENDOWMENT

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# Overview

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## Application Checklist

- Review Call for Preceptors and confirm MCW investigator's commitment and eligibility to serve as a preceptor through AHW funding
- Reach out to AHW Program Manager to discuss the proposed expanded research scope, funding eligibility, and application process
- Submit online Statement of Intent by September 30, 2019 to apply to serve as an AHW preceptor**
- Discuss submitted Statement of Intent and any clarifications with AHW Program Manager, as needed

**Note:** **BOLD** items are required

**At the Advancing a Healthier Wisconsin Endowment (AHW)**, we are driven by a vision for a healthier Wisconsin.

As a statewide health improvement philanthropy, we seek to propel the most promising work and ideas for a healthier Wisconsin today and for generations to come. We do that by *investing* in high-impact, promising work; *connecting* people, research, and academic medicine to break down silos and build up relationships across sectors and communities; and *influencing* how ideas and knowledge can become action to inform programs, policies, and practices.

We focus our work to advance three health priorities in Wisconsin, seeking solutions and new knowledge to improve heart health, support healthy minds, and dismantle cancer. Alongside these issues, we aim to accelerate innovation, collaboration, and impact by responding to research- and community-identified needs. (Learn more about [our story](#), [how we work](#), and [our focus areas](#).)

### Funding Summary

AHW's Call for Applications: Preceptors for Student Research Experiences aims to build Wisconsin's future research, health care, and health improvement workforce by expanding the scope of current AHW-funded projects to provide meaningful student research experiences. This preceptor opportunity is open to current MCW School of Medicine Principal Investigators of AHW Research and Education Program (REP)-funded projects that will be active, at least in part, between May and August 2020.

### Key Dates

#### September 30, 2019

Statement of Intent to serve as an AHW-funded preceptor due

#### October 2019-January 2020

Eligible investigators engage with interested students

#### February 2020

Eligible investigators review student application(s) and complete supplanting attestation

#### May 27, 2020

10-week student research experiences begin

# Call for Applications: Preceptors for Student Research Experiences

## Funding Details

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AHW's Call for Applications: Preceptors for Student Research Experiences seeks MCW School of Medicine Principal Investigators interested in expanding the scope of their current AHW-funded research projects to provide meaningful student research experiences to build Wisconsin's future research and health improvement workforce. Funding is available to support up to six independent student research experiences with AHW-funded projects during Summer 2020.

### Description

Opportunities for continuous learning and workforce development are essential to support Wisconsin's multi-sector professionals working to positively impact Wisconsin's health. Engaging the next generation of leaders in research efforts early in their education process is crucial to building the future workforce and ensuring that future researchers and health leaders are increasingly more accessible, equipped, and representative of Wisconsin's evolving communities and health needs.

Research efforts along the T0-T5 translational spectrum are essential components of Wisconsin's health improvement landscape, working to drive innovation and health improvement for the future, and have an important role in supporting workforce development. Researchers serving as preceptors can support health sciences students to:

- Explore potential careers in cutting-edge biomedical research and academic medicine
- Gain research tools applicable to clinical practice
- Develop mentoring associations with MCW faculty preceptors

Current AHW-funded research projects can provide real-world mentored research experiences to build the interest and capacity of the next generation of leaders. Students will build skills by taking on a meaningful role in an existing AHW-funded research project, while receiving targeted mentor support from a leading MCW Principal Investigator. For this RFA opportunity, expanding the scope of current AHW-funded research efforts refers to MCW Principal Investigators being able to further enhance the collective understanding of health issues and opportunities, and have greater impact on Wisconsin's health, by engaging eligible students to delve into additional research questions and thereby gain additional data or information to magnify current research.

### Eligibility

MCW Principal Investigators and their current AHW-funded research projects must meet the following eligibility requirements:

- Be a full-time or full-professional effort status MCW faculty member with a primary appointment in the MCW School of Medicine

- Serve as the Principal Investigator (PI) on a current AHW Research and Education Program (REP)-funded project that is in good standing with AHW requirements and has a project period that extends at least partially into the 10-week period of student engagement (end of May-August 2020)
  - If you have questions regarding whether your AHW-funded project is eligible, please contact the AHW Program Manager
- Be available and committed to the student research experience for the full 10-week period of the student engagement
- Demonstrate previous experience and/or a strong interest in serving as a preceptor to grow the next generation of researchers and health leaders
- Clearly demonstrate an expanded scope that builds on, and goes beyond, the aims and objectives of the current AHW-funded project. The scope should be feasible for a health sciences student (with potentially limited prior research experience) to complete during the 10-week engagement period at full-time effort
- Commit to engaging the student in meaningful learning experiences (within the department, MCW, and beyond) as appropriate to further enhance student learning and the research experience, including opportunities for the student to be involved in presentations and/or publications

## Budget Requirements

Funding is available to support up to six independent student research experiences with AHW-funded projects for summer 2020. Selection is dependent upon the merit of submitted Statements of Intent to AHW by eligible MCW Principal Investigators, the proposed expanded scope of the current AHW-funded research, and interest in the proposed research experiences by eligible MCW medical students engaging in the MCW Student Academic programs for Medical Students (SAMS).

Each AHW-funded student research experience project will receive up to \$6,156.50 in funding. Of the available funds, \$5,656.50 must support the student's full-time effort over the 10-week engagement (\$4,500 in salary support and the remainder for fringe benefits at MCW's current 25.7% fringe rate). Up to \$500 of the remaining funds can support approved project-specific supplies, which must include printing costs for the student poster through MCW Libraries. These projects are not eligible for no-cost extensions.

For information on financial compliance requirements for funded projects, please see the Compliance section of this RFA.

## Supplanting Criteria

AHW was established as the result of a generous financial gift made by Blue Cross Blue Shield of Wisconsin to the people of Wisconsin, giving AHW the extraordinary responsibility to steward this financial gift on behalf of Wisconsin residents. As such, AHW adheres to requirements as defined in a March 28, 2000 Order of the Commissioner of Insurance which requires that AHW funds (the Funds) "may not be used to supplant funds or resources otherwise available." AHW, via MCW, must report annually on its determination that the Funds do not supplant other resources that may be available to accomplish the same purposes. [Supplanting criteria can be found on the AHW website.](#)

Prior to recommending funding, the MCW Controller's Office, on behalf of AHW, will assess whether other financial resources are available for the project. Applicants must certify that no financial resources will be supplanted, and provide a complete listing of current funding sources for the project or similar other projects.

### **Allowable Expenses & Funding Restrictions**

Funds can only be used for direct project-specific expenses, which are limited to student effort and project-specific supplies for this RFA opportunity.

Funds may not be used for:

- Salary and fringe benefit support for project faculty and/or staff beyond the student during the 10-week engagement period
- Cost-sharing with the current AHW award
- Projects conducted outside of Wisconsin
- Indirect costs such as ongoing operating expenses of an organization's routine functions and principal programs
- Debt reduction
- Entertainment or alcoholic beverages
- Lobbying (*see Legal Compliance section for additional details*)
- Reimbursement solely for patient care or clinical service delivery
- Publishing fees to benefit education or research in general
- Supplanting

View a complete list of [Allowable and Unallowable Costs](#) on the AHW website.

### **Application and Review Process**

Eligible MCW Principal Investigators are invited to complete the Statement of Intent to apply to serve as an AHW preceptor for student research experiences. To be considered for funding for summer 2020, Statements of Intent must be submitted via the online form by September 30, 2019 by 5:00 pm CST.

All submitted applications will undergo technical review by AHW staff to ensure that the application is aligned with the funding opportunity as approved by the Research and Education Advisory Committee (REAC), a governing body for the AHW Endowment, and that all eligibility requirements and funding criteria have been met. Applications that pass technical review will be notified of their eligibility for funding. MCW investigator contact information and research project descriptions will be shared with the [MCW Clinical & Translational Science Institute \(CTSI\) of Southeast Wisconsin's Summer Academic programs for Medical Students \(SAMS\)](#) to promote the project opportunity to eligible and interested MCW Milwaukee campus medical students.

At each step of the process, applicants can expect regular updates from AHW staff regarding the status of the application; as well as communication regarding any questions and/or comments that require clarification before the application can advance to the next step in the review process.

# Application Resources

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*AHW funding is highly competitive. Our goal is to support applicants through the application process to the best of our abilities, and we encourage applicants to contact AHW staff with questions throughout the application process.*

## AHW Program Manager Consultation

For an efficient application process, interested MCW investigators are highly encouraged to contact the AHW Program Manager as early as possible. The AHW Program Manager will help ensure that the proposed expanded scope of the current AHW-funded research project aligns with the opportunity and that all funding criteria are met. Contact Tracy Wilson at [trwilson@mcw.edu](mailto:trwilson@mcw.edu) or (414) 955-4364 to discuss your student research experience idea.

## AHW Online Resources

AHW's website provides information, application resources, and answers to frequently asked questions related to each application and the AHW funding process. Visit the AHW website at [www.ahwendowment.org](http://www.ahwendowment.org).

# Funded Project Compliance Overview

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The following information briefly highlights the process and requirements for projects that are successfully awarded funding through the Call for Applications: Preceptors for Student Research Experiences from the Advancing a Healthier Wisconsin Endowment.

## Student Selection Process and Funding Announcement

Interested and eligible students are encouraged to reach out to potential preceptors prior to applying for available research experiences through the SAMS program. All MCW Principal Investigators who submit a Statement of Intent to AHW and receive notification of their eligibility for student selection are advised to be prepared and available for conversations with interested students between October 2019 and January 2020. Investigators will be expected to support the interested student in identifying appropriate research aims aligned with the proposed expanded scope of the current AHW-funded research project for the student's final application to the SAMS program.

During January and February 2020, eligible investigators will be notified of any student applications submitted for their project and will be engaged in the review process to guide selection of the student to engage in their student research experience. AHW staff and CTSI SAMS staff will also engage in the review process to ensure that all eligibility criteria are met. Investigators will be required to submit a non-supplanting attestation to AHW upon submission of the student application. The non-supplanting attestation will be reviewed by the MCW Controller's Office. The investigators will be expected to work with AHW to address any supplanting concerns.

All students and investigators will be notified of their placements on or before April 15, 2020. The 10-week student research experiences are anticipated to begin on May 27, 2020; without the opportunity for no-cost extensions.

## Award and Reporting Requirements

<p style="text-align: center;"><b>AHW-Funded Preceptor Award and Reporting Requirements</b></p>	<p style="text-align: center;"><b>AHW-Funded Student Award and Reporting Requirements</b></p>
<p><b>AHW Preceptor Orientation (<i>required</i>):</b> Attend in April / May 2020 to learn about funding requirements and engage in capacity building and networking around preceptor skills and best practices</p> <p><b>AHW Mid-Project Check-In (<i>required</i>):</b> Respond to periodic emails from AHW staff throughout the 10-week engagement to make sure the engagement and communication are occurring appropriately, share project progress, and address any questions or concerns that may arise during the student research experience</p> <p><b>CTSI SAMS Preceptor Evaluation (<i>required</i>):</b> Complete and submit the evaluation by the requested deadline</p> <p><b>AHW Research Outcomes Final Report and Preceptor Evaluation (<i>required</i>):</b> Complete and submit the written final report within two weeks following the end of the 10-week student engagement to detail the research outcomes in response to the approved application along with an evaluation of the preceptor process</p> <p><b>Medical Student Research Day Poster Session (<i>highly encouraged</i>):</b> Support the student in developing the poster and attend the poster session</p> <p><b>Joint Presentation Opportunities (<i>highly encouraged</i>):</b> Upon invite by AHW, share about the student research experience and research and mentoring outcomes with other AHW-funded projects</p>	<p><b>CTSI SAMS Student Orientation (<i>required</i>):</b> Attend in May 2020</p> <p><b>AHW Kick-off Meeting (<i>required</i>):</b> Attend in June 2020 to learn about AHW, our process, and connect more closely with other AHW-funded students</p> <p><b>CTSI SAMS Didactic Sessions (<i>required</i>):</b> Attend each of the three sessions for additional learning</p> <p><b>CTSI SAMS Pre/Post Student Evaluations (<i>required</i>):</b> Complete and submit evaluations by the requested deadlines</p> <p><b>AHW Student Evaluation and Reflections (<i>required</i>):</b> Complete the written Student Evaluation and Reflections within two weeks following the end of the 10-week engagement to detail the student’s research experience, learnings, evaluation of the student research experience process, and intention to continue to pursue research opportunities</p> <p><b>CTSI SAMS Medical Student Research Day Poster Session (<i>required</i>):</b> Develop and present a poster during the session</p> <p><b>Joint Presentation Opportunities (<i>highly encouraged</i>):</b> Upon invite by AHW, share about the student research experience and research and mentoring outcomes with other AHW-funded projects</p>

## Financial Compliance

### Award Letter

Following the announcement of funding decisions, an award letter will be sent to selected MCW investigators to serve as AHW-funded preceptors, detailing next steps for managing the award. An AHW award number will be issued by the MCW Controller's Office following notification of award activation and institutional approval for the use of human subjects or laboratory animals (if applicable). Pre-awards are not allowed for AHW funded awards.

### Financial Conditions

The amount awarded is the maximum funding available from AHW for this project. MCW/AHW reserves the right to reduce unspent funding and/or funding duration, if needed, to comply with state and/or federal law (including but not limited to law governing endowment fund management), or to address financial constraints which negatively impact AHW.

## Legal Compliance

### Human and Animal Research Protection

AHW funding is contingent upon institutional approvals for the use of human subjects or laboratory animals. Awards funded by AHW must ensure that human and animal participants are protected during the collection of information from award participants and/or the publication or dissemination of award results. Following award announcements, MCW or Children's Hospital of Wisconsin IRB and/or Animal Care and Use Committee (IACUC) staff must review all successful proposals that involve human subjects for any purpose.

The AHW-funded preceptor, as the MCW investigator of an award, must:

1. Ensure appropriate training and ongoing education necessary to protect the rights and welfare of human participants before and during the award, including maintaining compliance with all human subject policies, regulations, and reporting requirements.
2. Obtain IRB approval through a Human Research Protection Program at MCW, the Veterans Administration, or Children's Hospital of Wisconsin prior to the award commencing. Each institution has an Institutional Review Board (IRB) that evaluates awards for compliance with applicable human subject laws and regulations.
3. Be accountable for conforming to the basic regulations and policies governing animals at MCW. Obtain approval through IACUC prior to the award commencing.
4. Ensure the student completes the online CITI course in human subjects protection and/or the online course in the humane use of animals in research, as applicable to the project.

### Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA privacy rules are federal regulations protecting the confidentiality of information used in clinical practice, research, and operations of health care facilities. The privacy rules apply to the use or disclosure of protected health information for research purposes and require a number of actions and documentation. Funded projects must comply with all HIPAA requirements.



## IACUC and IRB Award Submission

The MCW eBridge system (eBridge) allows researchers to submit, track, report, and archive research activities involving human and animal research conducted at MCW. eBridge enables effective management of federal and local regulatory requirements for IRB and IACUC by monitoring the flow of information and the associated activities and tasks for all submissions. eBridge optimizes the review process for researchers and committees, delivering a complete electronic based solution from submission through approval.

For further information regarding IRB and IACUC submissions through eBridge, visit:  
<http://ebridge.mcw.edu>.

## Proposal Protection/Intellectual Property

Your proposal will be considered by AHW staff and oversight bodies as part of the review process. These oversight bodies include the AHW Research and Education Advisory Committee (REAC), the MCW Consortium on Public and Community Health, and the MCW Board of Trustees.

AHW operates in accordance with standards consistent with Wisconsin's Open Meetings and Open Records Laws. Documents are generally considered by AHW governing bodies in open public meetings and become public record that may be subject to release. Prior to funding decisions being made, information contained in your application will not be shared outside the established RFA review process. If your project is funded, information contained in the application is subject to release. An Intellectual Property Agreement may be required for inventions, discoveries or copyrightable material developed as a result of a project.

## Marketing & Publicity Requirements

### Award Announcement

All announcements related to the award of AHW funds are embargoed (i.e. not for dissemination outside of project partners) until the date set by AHW. In most cases, AHW will prepare its own press release or other announcement to publicize funding awards and announce awards on its own dissemination channels, which may include the AHW website, electronic newsletter, and/or additional avenues such as social media.

### Press Releases and/or Media Opportunities

News releases regarding the receipt of your AHW funding award are embargoed until the date set by AHW. Subsequent news releases about your project's activities do not need to adhere to an embargo or be reviewed by AHW. Exceptions to this guideline include announcements or press releases related to major events, information releases, or other announcements in which you seek AHW's collaboration on the announcement. Please contact your AHW Program Manager with any questions.

If you are contacted by a reporter during the period of your award, AHW encourages you to share the news and impact of your work! If reporters have specific questions about AHW or why your project was funded, please direct those inquiries to AHW Communications at [sdeering@mcw.edu](mailto:sdeering@mcw.edu) or (414) 955-4753.

In press releases and/or other media opportunities, acknowledge AHW as the project funder with the following clause:

“This [project, program, conference, research, report, etc. (choose one)] is funded [in part or wholly (choose one)] by the Advancing a Healthier Wisconsin Endowment.”

## Sample Statement of Intent to Serve as an AHW Preceptor

*Eligible MCW Principal Investigators of current AHW Research and Education Program (REP)-funded projects that will be active, at least in part, between the end of May and August 2020 are invited to submit the following Statement of Intent to apply to serve as a preceptor online at AHW’s website. **The deadline for submission is September 30, 2019 by 5:00 pm CST.***

### MCW Principal Investigator Information

MCW Principal Investigator Name:

Email Address:

Phone Number (including area code):

MCW Department:

MCW Division / Center (if applicable):

MCW Department Administrator Name:

Email Address:

Phone Number (including area code):

Department Chair Name:

### Project Description

Title of current AHW-funded project:

Project number of current AHW-funded project:

### AHW Five-Year Plan Emphasis Areas

**AHW Focus Areas:** AHW recognizes that the health issues threatening Wisconsin’s residents and communities are complex, interrelated, and multi-faceted. While AHW supports partners in responding to emerging health needs and opportunities, the bulk of its portfolio is focused around three health areas.

#### Primary

Please select one (1) primary AHW focus area that the majority of the proposed student research experience aims to impact:

Improving Heart Health

Advancing cardiovascular health by seeking solutions across genetic and biologic factors, health behaviors and the socioeconomic conditions that lead to poor heart health outcomes

Supporting Healthy Minds

Advancing brain and behavioral health by seeking solutions across brain conditions, diseases and injuries, as well as the emotions, behaviors and biology of mental wellness and substance use

Dismantling Cancer

Advancing improvements in cancer by seeking solutions that improve understanding, prevention, and survival in the fight against cancer and its causes

Other, please describe:

*Secondary*

If applicable, select all additional focus areas that the proposed student research experience will impact:

Improving Heart Health

Supporting Healthy Minds

Dismantling Cancer

Other, please describe:

Please describe how the proposed student research experience addresses each of the selected AHW focus areas. If other, describe how the proposed work aligns with MCW School of Medicine research priorities. (up to 2,000 characters, including spaces)

**AHW Determinants of Health:** AHW recognizes that determinants of health are the contributing and risk factors that lead to increased risk for disease, disability, and death within each focus area. While there are many different definitions of determinants of health, AHW is guided by three broad categories of determinants.

*Primary*

Please select one (1) primary AHW category of determinant that the majority of the proposed student research experience aims to impact:

Biological and genetic factors

Including areas such as: genetic makeup (chromosomal, single-gene); physical body structure (age, weight); and bodily function (blood pressure, biochemical function)

Health behaviors and health care factors

Including areas such as: diet, physical activity, alcohol/tobacco and other drug use, sexual activity; policies that impact individual and population health; and health services, such as access to and quality of care

Social, economic and environmental factors

Including areas such as: availability of resources to meet daily needs, such as living wage and healthy foods; social supports and interactions; public safety; exposure to toxic substances and physical hazards; social norms and attitudes, such as discrimination; exposure to crime, violence and social disorder; quality schools; and housing, homes and neighborhoods

*Secondary*

If applicable, select all additional categories of determinants that the proposed student research experience will impact:

Biological and genetic factors

Health behaviors and health care factors

Social, economic and environmental factors

Please describe how the proposed student research experience addresses each of the selected determinant of health areas. (up to 2,000 characters, including spaces)

## Narrative

Please describe the proposed expanded research project scope, including existing knowledge gaps that could be filled by expanding the scope of the current research and how the proposed student research experience relates to the current AHW-funded project. (approximately 4,000 characters, including spaces)

Please describe how you will mentor the student, both directly related to the student research experience as well as any opportunities to expose the student to additional learning during the engagement period. (approximately 2,000 characters, including spaces)

Please describe anticipated project-specific supplies that may be required, costing up to the available \$500, to support the student research experience. Costs must include funds to print the student poster through MCW Libraries (estimated at \$25-50/poster). (approximately 2,000 characters, including spaces)