Dean’s Fund for Scientific Advancement
2022 Pedagogy Award RFA

Application Deadline: June 6, 2022 (11:59 PM)

Submission requirements: All applications should be submitted through the Harvard University Funding Portal (HUFP). See below for more information on submission via HUFP. Contact regarding questions: Elizabeth Sylvester at esylvester@hsph.harvard.edu or visit the Frequently Asked Questions section of our website.

In 2022, we are partnering with the Office of Education to pilot the Pedagogy Award as its own mechanism, distinct from the Acceleration Award. While the Pedagogy Award remains part of the DFSA internal funding program, we recognize its unique nature and structure. We hope as a separate program, the Pedagogy Award will enable pedagogical innovations to improve the quality of teaching and learning at the Harvard Chan School.

OVERVIEW AND GOALS OF THE PEDAGOGY AWARD

The Public Health Pedagogy Award is intended to improve the quality of teaching and learning at the School through local innovations that can transfer to other contexts either by being a model for other parts of the School or by being scaled after a successful pilot. The goal is to provide one-time support for the development of an educational intervention that can be integrated into our educational programs and/or be developed sufficiently that it can gain additional funding from other support mechanisms. If possible, proposals should capitalize on the strengths of an interdisciplinary approach and demonstrate how the pedagogical innovation will improve the quality of teaching and learning at all levels and advance public health education School-wide. Demonstration of collaboration is encouraged across departments, units, and even schools, but is not required; it will, however, enhance an application.

There are two award categories within the Public Health Pedagogy category:

1. Development Awards for up to $15K
   Development Awards are meant for individual faculty, instructional teams, or collaborations between faculty to develop a new solution for an educational problem toward improving the quality of teaching and learning in a particular course or domain at the School. Applicants should state the teaching and learning problem they intend to solve, the new development they propose to address the problem, and how the work involved with the award could be a model for others or be scaled after being developed and piloted.

2. Enhancement Awards for up to $25K
   Enhancement Awards are meant for departments, degree programs, or other educational programs to make a significant enhancement to their current teaching and learning activities, for example engaging in a curriculum review and renewal, creating a new pedagogical training initiative, etc. Applicants should state the impact the project would have, the process and steps they propose to make the enhancement, and how the work involved with the award could be a model for others or be scaled after being developed and piloted.

AWARD AMOUNT AND DURATION
Pedagogy awards will be made for up to $15,000 (direct cost) for Development Awards and up to $25,000 (direct cost) for Enhancement Awards; all projects are designed to be completed in a 12-month project period. An automatic 6-month no-cost extension will be granted if needed, after which no additional extensions will be allowed.

ELIGIBILITY
Principal investigators must be:
• Primary Harvard Chan School faculty whose appointment is based at the Harvard Chan School. Co-investigators or team members may include individuals with any academic appointment.
• Collaboration is encouraged across departments, units, and even schools.
• Demonstration of such collaborations will enhance an application but is not required.

SUBMISSION PROCESS
Proposals are to be submitted through the Harvard University Funding Portal (HUFP). If you are using the application portal for the first time, you must complete a short registration process (see below). Please note, you can search for awards without logging in but you must be registered and logged in with your Harvard Key to submit an application. There is an option to assign a proxy for proposal submission but your grant manager cannot use your Harvard Key to submit your application. Please see below for more information on registering for an account and assigning a proxy.

Registering your HUFP Account: Select “Log-in” in the top right corner of the HUFP webpage, which will bring you to a log-in page with two options. Select the "with Harvard Key" icon, which will prompt you to enter your Harvard Key. You will be led through a short three-question registration process. Once registered, you will be able to log in with your Harvard Key to submit applications.

Assigning a Proxy for Submission: Before beginning an application, both the proxy and the PI must register for individual accounts in HUFP using their Harvard Key credentials. Once the proxy and the PI are registered, the proxy can begin an application on behalf of the PI. The Proxy will indicate that they are a proxy applicant and will be asked to locate their PI in HUFP. Proxies should never “Add User” in HUFP. Once this is done, both the PI and the proxy will be able to access and edit the application.

PROPOSAL CONTENT AND PAGE LIMITS
You must complete all sections within the application portal before submitting your application. The sections within the application portal are as follows:
  1. Applicant Information
  2. Collaborators
  3. Project Information: In this section, you must complete a 200-word abstract and upload the following documents as a single PDF:
     a. Project Proposal: Maximum of 3 pages of text, not including items b. – d. listed below. Figures and references are allowable in addition to this page limit. No other appendix material will be accepted.
        o Within the project proposal, please describe any key challenges that may arise during this project and how you will manage them.
     b. Biosketch: Current NIH Biosketch for each participating investigator.
     c. Budget Request: Budget estimates should be submitted on NIH PHS 398 detailed budget form with major divisions of funds (personnel, equipment, etc.). Salary support for PIs, co-investigators, and program personnel is allowable commensurate with their effort. The full amount of the award may be used for direct costs. PLEASE NOTE: Indirect costs, including indirect costs on sub-contracts, cannot be charged to internally funded awards.
     d. Budget Justification
  4. Electronic Signature

REVIEW PROCESS AND CRITERIA
Proposals will be reviewed by a standing committee of educational experts. Reviewers will evaluate applications based on the following criteria:

a. Overall Impact: The likelihood for the project to exert a sustained improvement in the quality of education, teaching, and learning at the Harvard Chan School, in consideration of the review criteria below. Overall impact may be gauged in terms of the likelihood that the work will be integrated into existing educational structures and continue when the individuals who apply for the award work are no longer involved.

b. Innovative Solution for a well-defined Education Problem: The extent to which the application seeks to develop a novel and/or well-designed approach to an education problem that can be articulated clearly and that will
generalize across other domains. Reliance on the scientific basis for educational best practices is strongly encouraged.

c. **Feasibility:** The extent to which the application demonstrates that implementation is achievable within an 18-month timeframe.

d. **Transfers or Scales:** The extent to which the project has the potential to be a model for other parts of the School or could be scaled up School-wide to benefit teaching and learning at all levels.

e. **Cross-Unit Approach and Collaboration:** The extent to which the application crosses departments or units and helps to build a collaborative community of practice around teaching and learning at the School.

Other Considerations:
- Successful applications will make a compelling case that articulates the pedagogical need to be addressed and specific goals/impact to be achieved with the aid of the grant.
- Measurable results must be achievable within an 18-month timeframe.
- Project goals should emphasize not only the significance and innovation of the project, but also demonstrate how an interdisciplinary approach will maximize the potential impact of the work – the potential to create or establish entirely new and improved pedagogical approaches.
- Particular attention will be given to pedagogical approaches that can be used as a model.

Additional Budget Guidelines:
- **Subcontracts:** External collaboration beyond Harvard is permitted in cases where there is a clear scientific rationale for why the work needs to be done externally. A letter describing the subcontractor’s commitment to the work outlined in the proposal and the scope of their contribution should be submitted at the time of application. All other paperwork needed to set up the subcontract can be submitted when the project is funded.
- **Outside spending/salary support:** Funds may be used for project-related expenses at other Harvard Schools, though they cannot provide salary support for faculty outside of the Harvard Chan School whose salaries are already fully covered by institutional funds.
- **Indirect costs:** Indirect costs should not be included. The full award should be used to support direct project costs.

**REPORTING**
- A final report will be due 30 calendar days after the end of the 18-month funding period that summarizes the impact of the project and progress towards broader dissemination of knowledge. A final report template will be sent to awardees one-month prior to the close of the award.

**ADDITIONAL TERMS OF THE AWARD**
- Should the PI leave the Harvard Chan School, the remainder of the award will be forfeited (i.e., may not be transferred to another institution).

If you have any questions regarding this award, please contact Elizabeth Sylvester at esylvester@hsph.harvard.edu.