

THE NATIONAL BOARD OF MEDICAL EXAMINERS® (NBME®)
LATIN AMERICA GRANTS PROGRAM

Proposal Preparation Checklist

DUE DATE FOR PROPOSALS: JANUARY 13, 2020 (5:00 PM EASTERN STANDARD TIME)

The following REQUIRED materials should be included with your proposal, IN THE FOLLOWING ORDER:

- A. The **Application Cover Sheet**
- B. A **Table of Contents** which labels each section of the proposal (including those in the Appendices) and the page number on which it can be found.
- C. **Proposal Abstract** (maximum one single-spaced page, in 12-point type with 2.5-cm margins) providing an overview of the proposed work.
- D. A **Proposal Narrative** should include the information listed below. This section of the application must be no more than 6 pages, single-spaced, in 12-point type with one-inch margins.
 1. **Rationale** for the proposed project, highlighting how it fulfills the goals of the program
 2. **Specific Goals and Objectives** for the project, including expected outcomes
 3. **Description of the Methodology** to be employed in the project, including:
 - A clear description of how any evaluations are to be developed, the groups to be tested, the timing of the administrations, and the scores that will be calculated, analyzed and reported
 - Involvement of NBME (if any) in faculty development or other activities
 - Project timeline, highlighting critical milestones
 4. **Sustainability and Impact on participating institutions and** in the region
- E. **Excel Project Budget Form** (Budget.xls): The budget form can be downloaded from <http://www.nbme.org/Global/LatinAmericaGrants.html>. This form should include summary information on expenditures for which NBME funds are requested. Once the budget is finalized, you should copy and paste this spreadsheet into your Budget Narrative.
- F. A **Budget Narrative** (maximum of two pages) should discuss how expenditures are related to conducting the proposed project and how resources will be shared among collaborating schools. Any internal support that participating schools will provide for project activities should also be described.
- G. **Table with Primary Qualifications of the Project Leader**, the leader of the project within each participating institution, and other key members of the project team (including consultants). This should highlight their experience in health professions education and in the methods to be employed in the project and the institutional roles that will enable them to see that project activities are carried out.
- H. **Documentation of the Lead Institution's non-profit status, Institutional Attestation Forms and accompanying materials for Each Participating Institution**

ELECTRONIC SUBMISSION OF PROPOSALS

- A. **Completeness:** Application materials must be assembled in the order specified above and emailed to NBMELAGrants@nbme.org as a single PDF file (preferred) or in Microsoft Word format **by January 13, 2020 at 5:00pm Eastern Standard Time.**
- B. **File Size:** Due to emailing restrictions/capacities and reviewers' ability to download files, your electronic file must not exceed **5 MB.**
- C. **Scanned documents/images:** Documentation requiring signatures (e.g., Letters of Support) and any other documentation submitted as part of the initial application process must also be included electronically; we recommend scanning these documents¹.
- D. **Sending your file:** Proposals must be emailed to NBMELAGrants@nbme.org either in PDF or Microsoft Word document format, not later than **January 13, 2020 at 5:00pm Eastern Standard Time.** Please include the last name of the Principle Investigator in the proposal file name and in the subject line of the email.

If you have questions about the submission process you may contact the NBME Latin American Grants Team: Email: NBMELAGrants@nbme.org.

¹ Scanning materials may increase the size of your file. In order to reduce the file size, we recommend scanning in black/white at a lower quality (with the following approximation): if scanning an item as an image, use 72 dpi.