******

***IPSS-INSPIRE Pediatric Simulation Fellowship***

***Project, Budget, and Mentorship Document***

# Goal

To build future leaders in pediatric simulation.

# Mission and Vision

The International Pediatric Simulation Society (IPSS) and the International Network for Simulation-based Pediatric Innovation, Research, and Education (INSPIRE) promote multi-disciplinary simulation and simulation scholarship in all healthcare subspecialties that treat infants and children. IPSS is a global community of pediatricians, neonatologists, pediatric nurses, educators, and other allied health professionals from over 30 countries, all dedicated to improving the care of infants and children worldwide through multi-disciplinary simulation-based education, training, and research. INSPIRE is an international community of simulation experts, clinicians, educators, investigators, statisticians, human factors researchers, and psychologists who share a common mission of improving the lives of children through healthcare simulation-based research, scholarship, and innovation. The IPSS-INSPIRE Pediatric Simulation Fellowship was created to support early career investigators in simulation, exposing them to simulation related experiences and mentorship to broaden horizons, and promote excellence in education and investigative research.

# Overview

An IPSS-INSPIRE Pediatric Simulation Fellow is based at a home institution where most of its simulation activities are conducted. The duration of the fellowship is 2 years. Each fellow will be assigned at least two simulation mentors and one local mentor to expand and enrich the learning experience. Mentors will work together during the course of the fellowship. Applications to the fellowship must be complete and include all items listed on the application checklist. Applications will be reviewed by the IPSS-INSPIRE Pediatric Simulation Fellowship Committee. If accepted into the fellowship, the scholarly project idea will be presented at an INSPIRE meeting in the form of an initial ALERT presentation during the INSPIRE Virtual meeting. ALERT presentations are brief 5-minute presentations followed by a round table discussion that serves as a platform to network as well as an opportunity to receive high quality feedback from simulation leaders on the project before launching it. The fellow will also submit a logbook and present a progress report at the Mentor-Mentor Fellowship Committee meeting which occurs every other month.

Completion of the fellowship is contingent on presenting your research at an IPSSW meeting and the submission of the complete logbook, summary of learnings, scholarly research project, and reflection.

As part of the IPSS-INSPIRE Pediatric Simulation Fellowship, the fellows will meet every other month using an online meeting platform for networking and to exchange experiences.

# Funding

Due to generous donations to INSPIRE, funding for the fellowship expenses. Funding can be used for the scholarly project, career development, and travel related expenses, provided that the expense can clearly be associated with the fellow’s career development in pediatric simulation scholarship. Applicants must complete all application documents. Project proposal and budget should describe how this will directly contribute to the completion of the fellow’s research project and their development as a pediatric simulation scholar.

Up to $5,000 can be requested per fellow. Funds not used by the applicant before the end of the fellowship will revert to INSPIRE. Application for funding must be submitted along with the primary application. Modifications to the request and distribution of funds will be considered on a case- by-case basis.

# Fellow Application and Approval Process

1. Gather and complete all IPSS-INSPIRE Pediatric Simulation Fellowship Application documents
2. Submit application via Oxford Abstracts using the link on the INSPIRE website or email before the application deadline. [CLICK HERE](https://app.oxfordabstracts.com/stages/76966/submitter)
3. IPSS-INSPIRE Pediatric Simulation Fellowship Committee will review all applications.
4. IPSS-INSPIRE Pediatric Simulation Fellowship Committee will notify all candidates with results before the end of April.
5. The fellowship will begin in July and conclude two years later at the annual IPSSW meeting.

# Application Documents Included Below:

All areas of the Fellowship application packet on the following pages must be completed before submitting application via [Oxford Abstracts](https://app.oxfordabstracts.com/stages/76966/submitter). Please reference the Fellowship Application checklist to ensure that all documents are included before submitting via Survey Monkey.

* 1. Motivational Statement (see Page 3)
  2. Project Proposal (see page 4)
  3. Funding Request (see pages 5-6)
  4. Individualized Development Plan (IDP) (see page 7-8)
  5. Mentorship Agreement (see page 9)

# Motivational Statement

# The motivational statement is a one page description describing why you wish to engage in the fellowship. Please describe your career goals, the impact you wish to make in your local area of practice, and how you intend to use the fellowship to achieve this. It is also helpful if you integrate your research project into this description.

***Project Proposal***

***Research Questions/ Aims/ Hypotheses***

If your research project is quantitative in design (i.e., using numbers and statistics as outcomes), please state your specific hypotheses and aims. If your research project is qualitative in design (i.e., surveys, analysis of written or spoken words, etc.), please state your primary research question.

***Background: (500-1000 words)***

Include a succinct overview of the field to be studied, including what is known about the topic, what remains to be explored, and in particular, describe how and why the proposed research will advance understanding in the field or bridge gaps in knowledge. Of note, the background literature should include any supporting theoretical or conceptual framework if dictated by the specific research areas.

***Methods:***

In general, describe the methods that will be used to achieve the specific aims listed above. It is important to list and discuss proposed inclusion and exclusion criteria of subjects, outcome measures that are well defined, statistical methods, anticipated sample size, data collection and management. Be as specific as possible without unnecessary detail.

Study design: pre-and post-intervention assessment of the number of in-situ programs as well as pre- and post-intervention assessment of the enrolled instructors.

***Project timeline:***

List important sequential steps in the timeline to successfully complete the proposed scholarly project at the end of the 2-year fellowship. As a side note: This will include a quarterly project update on the Mentor-Mentee Fellowship virtual meetings every other month.

***Discussion:***

This should include anticipated benefits to the subjects (if any) and how the knowledge acquired during the study could be transferred to future training or patient care. Project limitations and contingency planning should be included as well. Finally, describe the impact your study will have on the advancement of simulation-based research or healthcare delivery.

|  |  |  |
| --- | --- | --- |
| Name |  | |
| PROJECT BUDGET (NOTE, INDIRECT COSTS/F&A CANNOT BE COVERED) | | Years of Fellowship |

* + 1. LIST PERSONNEL COSTS BELOW (BOTH INSTITUTIONAL AND CONSULTANT)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | ROLE ON PROJECT | Cal.  Mnths | Acad.  Mnths | Summer  Mnths | | INST.BASE SALARY | SALARY REQUESTED | FRINGE BENEFITS | | TOTAL |
|  | \_\_\_\_\_ |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
|  |  |  |  |  | |  |  |  | |  |
| **SUBTOTALS** | | | | | | |  |  | |  |
| EQUIPMENT COSTS (*Itemize)* | | | | | | | | | |  |
| SUPPLY COSTS (*Itemize by category)* | | | | | | | | | |  |
| TRAVEL COSTS | | | | | | | | | |  |
| OTHER EXPENSES (*Itemize by category)* | | | | | | | | | |  |
| CONSORTIUM/CONTRACTUAL COSTS | | | | | DIRECT COSTS | | | |  | |
| **TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** | | | | | | | | | **$** |  |

**Budget Justification:**

In this section, please describe (in paragraph form) why the items in the budget were included. This description should be tied directly to the goals outlined in your motivational statement and to your project. Importantly, no indirect costs can be covered by this award.

**Mentee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Site Mentor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Identify Personal and Institutional Long Term Goals for Simulation**  *(Expand boxes as needed)* | |
| *Why did you decide to apply to be an IPSS-INSPIRE Pediatric Simulation fellow?* |  |
| *What do you personally hope to accomplish in your career?* |  |
| *Identify in a single sentence the focus of your IPSS-INSPIRE Pediatric Simulation fellowship.* |  |
| *List other goals discussed with local mentor* |  |

# Areas of Focus: Definition

The following five areas of focus generally describe the areas where Fellows direct their efforts to successfully accomplish their personal, career and local simulation program/center organizational goals. For each goal, the applicant should define a timeline when the goal is planned to be achieved.

1. **Teaching—Excellence in Education**

Student and/or resident teaching, student advising, CME/curriculum teaching /involvement, new course development, etc.

1. **Research/Creative Activity—Leadership in Innovative Research**

Conducting Simulation research, presentations and publications, funding and grant support and application, copyrights, patents, editing, and peer review.

1. **Personal Development**

Faculty Development activities, leadership programs, CME training, participation in professional academic associations or societies.

1. **Networking**

Developing professional contacts, consulting in one’s field, expanding network contacts, utilizing additional mentors in specific areas of focus.

1. **Additional Goals**

To be defined in concordance with Mentor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Areas of Focus*** | | *Goal(s)* | *Resources, collaborators, and time commitment needed to achieve goal(s)* | *Identify barriers to achieve new goal(s)* |
| *1* | *Teaching* |  |  |  |
| *2* | *Research and Research Related Activities* |  |  |  |
| *3* | *Self-Development* |  |  |  |
| *4* | *Networking* |  |  |  |
| *6* | *Additional Goals* |  |  |  |

***Local Mentorship Agreement***

A successful mentee/mentor relationship requires a commitment on the part of both partners.

The following agreement provides a starting framework for the partnership between the IPSS-INPSPIRE Pediatric Simulation Fellow and the local mentor. Each party should keep a copy of this agreement and make every effort to fulfill the terms of the agreement.

**Local Mentor: (Examples of possible local mentors: local hospital department division head, (need not be simulation expert), local simulationist, if any.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IPSS-INSPIRE Fellowship Candidate:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentee goals:** The mentee should establish with the mentor at least three professional development or personal growth goals. Goals should be specific, measurable, attainable, relevant and have a defined time frame.

GOAL # 1:

GOAL # 2:

GOAL # 3:

**CONTACT AGREEMENT**

The duration of the formal mentoring program is 24 months. Mentors are encouraged to continue the relationship on a voluntary basis. Contacts with mentee may be in person, by internet or by telephone. Mentee/mentor should allow enough time during a contact for discussion of goals, as well as questions from the mentee concerning their professional and/or personal development.

The Mentee and Mentor agree to meet at least once a month for 24 months. The Mentee and Mentor agree to provide the IPSS-INSPIRE Pediatric Simulation Fellowship Committee with feedback once per quarter at a minimum. Mentee and Mentor to complete a final evaluation of the experience at the end of the fellowship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature and Date Mentee Signature and Date