**Resource Subcommittee:**

***Request for Medical Education Funding***

If you want to explore funding for a new program or activity, especially those with larger expenses (generally greater than $5000) or involving curricular change or external resources, you should consider submitting a proposal to the Resource Committee. This body of faculty and administrators will review proposals and consider whether or not the school can and should support a particular expense. Examples of funding requests for the Resource Committee include things like a contract for a Step 1 preparation resource, ACLS books for every student, or online access to a virtual patient library.

There will be two submission dates for proposals:

|  |  |
| --- | --- |
| **Submission Date** | **Decision Date** |
| January 1 | February 1 |
| July 1 | August 1 |

All submissions should be sent to the Associate Dean of the Office of Medical Education. It is strongly recommended that requesters communicate with OMED in advance of a submission to discuss the process, and to see if there are other sources of funding that might be considered.

Submissions should include:

* a **specific delineation** of what is being requested by whom, including:
  + what department(s) and individual(s) are requesting the resource
  + what course/clerkship(s) would be employing the resource, and how it would be used specifically in the curriculum
* a **rationale** for the program, including:
  + a justification of why a gap exists in our current curriculum, and how this will fill that gap
  + a clear discussion of which curricular program objectives would be supported by this
  + an explanation of why this proposal is better than alternate approaches to addressing the situation (e.g., why a particular company is better than its competitors, or why a simulation is superior to a clinical experience)
  + a list of at least five medical students who support this resource/expense
* an overall **budget**, including:
  + an estimate of all costs
  + a justification for the expenses
  + an explanation of how costs are kept to a minimum, or can be covered by other funding sources
* suggested **outcome measure(s)** with data to be reported back to the subcommittee later

The Resource Committee will ask you to come to a meeting during the weeks after the submission to present your proposal formally.