Frequently Asked Questions (FAQs)
Applying for an AAIM Innovation Grant

Q. Am I eligible to apply for the AAIM Innovation Grants Program?
A. Principal Investigators of an Innovation Grants project must be Alliance members. Contact (703) 341-4540 or memberservices@im.org to check membership status.

Q. What level of funding does the Innovation Grants Program offer?
A. Single institution awards offer $2,500 and multi-institution awards offer $5,000.

Q. What is the application process?
A. The first step in the application process is to submit a letter of intent (LoI). An LoI should include the following:

- project title,
- the type of grant (single or multi-institutional),
- a brief scope of the project,
- and a proposed outcome.

If the LoI is scored highly by reviewers, consisting of members from the Innovation Grants Subcommittee of the AAIM Research Committee, the applicant will be invited to submit a full grant application. A full grant application should provide a detailed breakdown of the project including implementation, evaluation, use of evidence, dissemination plan, and a budget.

Q. Are resources available to help me write the full grant application?
A. If invited to submit a full grant application, the applicant can choose to be paired with a project coach, who will help guide candidates develop their full grant proposals, provide feedback on refining outcome measures, and assist in budget development. The subcommittee will review and score the full grant applications and determine those who shall be grant recipients. There are also several podcasts on the AAIM website to assist you with creating outcomes and developing a budget: https://www.im.org/resources/innovation-grants

Q. When will the call for LoIs open?
A. The call for prospective applicants to submit their LoIs will occur during the week of August 19, 2019. An announcement will appear in AAIM Connection and through social media channels.
Q. What are the themes that should best fit my project?

A. Below are examples of themes in which the innovation grants program receives the most submissions. If your project does not match one of these themes, applicants can select other and declare the theme most relevant to their application.

- Resilience, Burnout, Health and Well-Being
- Mentoring
- Teaching and Learning
- Health Care Disparities
- Community Engagement
- High Value Care
- Quality and Safety
- Population Health
- Learning and Working Environment
- Business of Medicine
- Diversity and Inclusion

Q. How long will it take for my LoI to be reviewed? How will it be evaluated?

A. The review process will typically take six weeks from the date in which the call for LoI closes. The Innovation Grants Subcommittee of the AAIM Research Committee uses a grading rubric to assess the LoIs. Considerations include level of innovation, alignment with innovation grant themes, impact and outcomes, and multidisciplinary or interdisciplinary collaboration.

Q. How will I know if my application is selected to move to the next round?

A. All applicants will receive an email notification of their application status. Applicants may request feedback provided by reviewers. Full grant applications must be completed in full and submitted to be considered. The review process for the full grant applications will take about six weeks.

Q. How do I submit a full application?

A. Applicants invited to submit a full grant application will receive an email notification with a link to complete their application.

Q. What are the budget guidelines?

A. Allowable expenses include consultants, software, course materials, marketing, food and beverage. Travel expenses should be less than 25% of the total budget.

Unallowable expenses include direct salary support, computer equipment, alcohol, institutional overhead costs and travel that is greater than 25% of the total budget.
Q. How will my application be evaluated?
A. As with the LoI, full grant applications are assessed using a grading rubric.

Q. What are the expectations for award recipients?
A. Grantees are expected to provide a progress report within the first six months of the project and an outcomes report 12 months from when they receive their funding. Grantees must also submit their project as an abstract, poster, or workshop at an AAIM conference. If a grantee’s project is not completed within the 12-month timeframe, the grantee must submit a formal request for a no-cost extension to the AAIM Innovation Grants Administrator. Unspent funds greater than $100 must be returned to the Alliance.

Contact innovationgrants@im.org or (703) 341-4541 with additional questions.