



American Academy of Family Physicians Foundation

## 2022 Family Medicine Cares Resident Service Award

### GUIDELINES

Residents, do you have a great idea for a service project that would benefit the health care of underserved patients in your community? We can help! Up to two FMC-RSA awards will be presented annually.

#### Description of Service Project:

The Family Medicine Cares Resident Service Award (FMC-RSA) is available to first- and/or second-year family medicine residents who design a resourceful service project that addresses an unmet health care need in his/her community. The 12-month project must fulfill the following requirements: 1) the resident must partner with an organization that provides health care (e.g., free clinic, health department) to enhance services; 2) the project must address health disparities of the underserved in their community; 3) the project should have an enduring benefit to the patients and the community that will continue after the 12-month project period; and 4) the resident must present results at the AAFP's 2023 National Conference of Family Medicine Residents and Medical Students.

Projects that can be continued or replicated by other family medicine residents in the future are also encouraged.

NOTE: It may be helpful to obtain input from the clinic's staff when designing the project.

**Eligibility:** All first-year and second-year Family Medicine Residents who are members of the American Academy of Family Physicians (AAFP) are eligible to apply. All applicants must still be residents when the project period ends.

**Project Period:** June 1, 2022 to May 31, 2023

#### How to Apply:

- Complete Family Medicine Cares Resident Service Award application online.
- Upload the following with application:
  - Description of the Project in PDF
  - Copy of your curriculum vitae (CV) or resumé in PDF.
  - Budget Worksheet in PDF
  - Letters of Recommendation of Support in PDF
    - The letters must be written on your behalf by the following:
      - **Residency Director:** In support of you and your service project.

- **Director of the health facility where project will take place:** In support of you and your service project.
- **Mentor:** A letter of support agreeing to assist you with your project should you receive the award.

For each letter, it must include the following:

- Be on letterhead with name, title, email and telephone number;
  - Include a date; AND
  - Have a valid signature
- The deadline to submit materials is Monday, March 15, 2022, 7 pm Central Time

**Award:** Up to two Resident Service Awards will be provided annually.

The award will total \$16,500 and contain the following elements:

- 1) A \$10,000 award will be provided to the resident for the service project. This funding is to be **used by the resident only for direct costs related to the project**, and may include:
  - Medical supplies, e.g., diabetes testing
  - Equipment rental or purchase
  - Software purchase or lease
  - Patient education materials
  - Communication expenses, e.g., postage, printing, office supplies
  - Patient incentives/reimbursement
  - Mileage/transportation, e.g., resident mileage, patient reimbursement
  - Personnel not employed by free clinic or health care facility, e.g., patient educators, substance abuse or peer counselors
- 2) \$5,000 award will be provided to the partner organization where the service project is implemented. Use of these funds may be, but are not required to be, connected to the resident service project.
- 3) A \$500 stipend will be given to the Family Medicine Residency (FMR) program to celebrate and recognize the resident who wins the Family Medicine Cares Resident Service Award.
- 4) A \$1,000 travel award reimbursement will be provided to the resident to attend and present results at the 2022 National Conference of Family Medicine Residents and Medical Students (NC). National Conference registration fee will be waived for speakers.

**Reporting Requirements for Resident and Clinic:** Reporting forms will be provided.

- 1) Resident is required to submit:
  - a. Interim/Financial Report (due December 1, 2022);
  - b. Final Written Report and Financial Reconciliation (due July 1, 2023);
  - c. National Conference Reconciliation (due by August 15, 2023) and
  - d. End of Project Survey (due August 30, 2023).
- 2) Partner organization that provides healthcare, where the project is implemented, is required to submit:
  - a. End of Project Survey (due July 1, 2023)

**Presentation Requirement for Resident:** The resident must attend the 2023 National Conference (NC) in Kansas City, MO to present results and findings. Registration fees for the NC are waived for speakers, and a travel award reimbursement up to \$1,000 will be provided. If the resident is not able to attend National Conference to present their project, the resident is to create a video describing the project and its outcomes that will be shown at the National Conference Family Medicine Cares session.

**Letters of Recommendation/Support:** Letters are part of the Application Packet and must be on letterhead with a valid signature and submitted by the March 15, 2022 application deadline.

- Letter of recommendation from the resident's Residency Director
- Letter of recommendation & support from the director of the organization where the project will be implemented
- One letter from the mentor (clinic director or other physician) agreeing to assist with the project should the award be granted

**Award Announcement:** Recipients will be announced by end of May 2022.

**Dissemination of Award:**

The \$10,000 award for the resident, paid to the FMR and distributed through the residency, will be distributed in two payments:

- \$9,000 will be provided at the start of the project
- \$1,000 will be provided after receipt of the final report

The \$5,000 award for the organization that provides health care and where the project will be implemented will be distributed to the health care organization at the start of the project.

The \$500 stipend for the FMR will be distributed to the Residency at the start of the project and is to celebrate and recognize the resident who wins the FMC RSA.

The \$1,000 travel award reimbursement will be provided directly to the resident upon submission of receipts to be reimbursed. The amount will cover expenses up to \$1,000.

**Questions:** Contact Veronica Roberts or call 913-906-6239.