



Center for the History of Family Medicine Oral History Research Grant Guidelines

Purpose

- To encourage involvement by researchers, family physicians, medical students, and family medicine residents to document the history of family medicine in the United States.
- To advance the understanding and appreciation of the history of family medicine in the United States through oral history interviews.
- To increase the Center for the History of Family Medicine's collection of oral histories related to family medicine.

The Grant/Award

Up to \$3,000 will be awarded yearly to one project. Our objective is to expand our oral history collections on family medicine by supporting serious research that uses oral history as a principal source and offers fresh perspectives on a subject area within the field.

Grantees may use the funds for expenses related to oral history interviews, including travel, lodging expenses, and incidental research expenses. Funds may also be used for equipment or technology purchases, but not stipends. Reconciliation of funds will be required after project completion. 80% of awarded funds will be distributed after the Letter of Acceptance is signed, and the remaining 20% will be distributed upon receipt of the oral history and report form.

Eligibility

Applicants may be researchers, AAFP State Chapters, physicians, students, residents, historians, scholars, educators, and other health professionals. Eligible organizations must have 501(c)(3) or 501(c)(6) status. Non-US citizens are eligible but should contact the Center regarding visas and other required paperwork before applying. Interviews in languages other than English are not eligible for the grant.

Application Requirements

1. Project abstract (maximum length: 150 words)
2. Project description (maximum length: 1000 words) including Scope of Research and list of Potential Interviewees with an explanation of why they are relevant to the project
3. Proposed Timeline (maximum length: 500 words)
4. Current Curriculum Vitae or resume
5. Budget Worksheet

Evaluation Guidelines for Oral History Research Grant

Applications will be evaluated:

- on the significance of the research;
- on providing a fresh approach to the subject;
- for its potential to advance family medicine history;
- on the clarity, originality, and precision of the project proposal;
- on the potential for successful completion of the project within the grant period based on the applicant's experience conducting oral history research and potential for successfully contacting the interviewees who have agreed to participate in the project; and
- on the proposed budget



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Judging Process

Judging will be conducted by reviewers recruited by the Center. The panel of judges should consist of 3-5 members of the Board of Curators, historians, and scholars. Each application will be scored independently. Scores will be averaged, and the highest-scoring application will be recommended by the judges for funding to the Board of Curators. The Board of Curators will submit their recommendation to the AAFP Foundation Board of Trustees for final approval of the selected grantees. Please note that the judging panel may not find any applications that meet the criteria for the grant award.

NOTE: Up to a maximum of \$3,000 will be available each year to be awarded to one project.

Grant Recipients

Grant recipients must complete and submit the following documents and information to CHFM and the AAFP Foundation upon award notification:

- Letter of Acceptance
- W9
- Headshot (for use in social media and other promotions)
- A brief 2-3 sentence bio
- Oral History Release Forms (signed by each of the interviewees)
- Deed of Gift Form (transferring copyright of project deliverables to CHFM)

Upon receipt of the above documents, 80% of the awarded funds will be distributed. The remaining 20% will be distributed at the end of the project once the recording, transcripts, and grant report form, including budget reconciliation, have been submitted. Any unused awarded funds must be returned or subtracted from the remaining 20%.

All grantees will agree to follow the principles of the [Oral History Association](#). Oral history submissions must include transcription. The Center will have ownership of the oral history recordings. In addition, grantees will agree to deposit recordings and transcripts created under the grant to the Center through a secured cloud storage file transfer using one of the following file formats:

- Audio Recordings: WAV, AIFF, FLAC
- Video Recordings: MPEG-2, MPEG-4, MP4

Key Dates

- Application period opens July 1 and closes September 15.
- Awards will be announced the last week of November.
- Project should be completed within the proposed timeline; reasonable extensions may be granted with CHFM approval.
- Report form completed and submitted along with oral history within 30 days of project completion.

Questions

For questions, and to ensure the projects fall within the Center's collecting scope, applicants are encouraged to reach out to the Center for the History of Family Medicine's Manager before applying. NOTE: Eligible applicants who were not selected for the grant are welcome to apply again the following year, provided they still meet all eligibility criteria listed above.