Call for Applications:
D&I Training, Conference, and Publication Awards

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Purpose

A key objective of the UC San Diego DISC is to support D&I training, mentorship and research advancement of our DISC community. The UC San Diego DISC will offer **D&I Training, Conference, and Publication Awards** for a limited number of awardees pursuing D&I education and/or research advancement opportunities. These awards (up to $1,000 each) are intended to support costs related to D&I training and dissemination including (but not limited to) participation in D&I conferences, courses or workshops and publication/presentation expenses.

Eligibility

To be eligible for funding, you must meet each of these requirements:

1) Be a current UC San Diego DISC Member or Investigator. Join [here](#).
2) Provide documentation of an allowable expense(s) (e.g., D&I conference fees, training fees, travel expenses, publication and/or dissemination of D&I product expenses) reimbursable incurred between August 2020 to September 2021.
3) Have not received a D&I Training, Conference, and Publication Award in the current funding cycle (August 2020-September 2021).

Applications will be reviewed on a rolling basis. A limited number of awards will be available each year.

- Award requests can be made up to $1,000.
- Awards may not be spent on food, alcohol, or entertainment/leisure.
- Funding to partially reimburse expenses is allowable.

Example Proposals for the **D&I Training, Conference, and Publication Awards**

- Partial or full reimbursement for open-access publication processing charges to D&I Journal (e.g. *Implementation Science, Implementation Science Communications*). Must show evidence of pending publication.
- D&I conference registration fee (e.g., Academy Health Annual Conference on the Science of Dissemination and Implementation).
- Academic conference fee with presentation (e.g. poster, panel, oral abstract, etc.) of D&I material.
- Participation in a D&I training or workshop opportunity (e.g., Institute for Implementation Science Scholars, Washington University in St. Louis)
- D&I graduate course training/certification tuition reimbursement (e.g., ACCORDS D&I Graduate Certificate, UCSF Graduate Certificate)
How to Apply

The proposal will be submitted through Qualtrics and includes four sections:

1. Professional background information.
2. Upload current curriculum vitae or resume.
3. Background Statement: 1-page description of the background context for the training or dissemination opportunity and how the proposed opportunity will advance the UC San Diego DISC Mission.
   a. If you are applying for conference or meeting coverage, please provide a detailed description of the meeting, your proposed level of involvement, the accepted abstract or presentation, and verification of acceptance. Note, for trainings and workshops without presentation opportunities, you may submit for reimbursement without documentation of a presentation. Please describe 1) how you plan to participate, 2) the knowledge and/or skills gained, and 3) how participation and/or presentation will support your D&I science career development and/or dissemination of your work to your intended audience. Please also describe why this conference cannot be covered by other available funds.
   b. If you are applying for article processing charges (i.e., publication coverage), please describe 1) your publication concentration with emphasis on D&I science and where you are in the publication process, 2) how this publication will support the dissemination of your work to your intended audience, and 3) how the proposed D&I award will support your D&I career advancement or professional development. Note also that UC San Diego libraries have agreements with select publishers and journals that may support full APC costs, or a portion thereof. If the DISC member is not affiliated with UC San Diego, they should check with their home institution. Please also describe why this publication cannot be covered by other available funds including UC San Diego library resources.

4. Budget Justification
   a. 1-page brief budget justification. A budget that lists the specific items requested for funding and that justifies those expenses.
Application Timeline

Application deadline: Rolling basis. Decisions will be returned in approximately 4-6 weeks.

1. Complete application survey describing D&I training opportunity or dissemination product and why this is important for D&I research and career advancement.
2. Within one week, the application will be reviewed by the UC San Diego DISC Coordinator to ensure eligibility.
3. Within 3-5 weeks, the application will be reviewed by UC San Diego DISC Award Review Team for scoring and decision.
4. Within four weeks, applicants will be informed of the decision via email.
5. UC San Diego DISC will request appropriate forms or required paperwork, e.g., estimated expenses, conference purchase receipt, airfare receipt, and hotel receipt or publication submission.
6. Awardee will attend the event or submit a manuscript for publication. Awardee saves associated receipts and/or confirmation of attendance (typically conference brochure)
7. Final package of receipts and documentation submitted to UC San Diego DISC.
8. UC San Diego DISC issues payment after the event.

Questions: please contact UC San Diego DISC with questions at disc@health.ucsd.edu
Evaluation Criteria

Grading criteria depends if the nature of the proposal is 1) for publication dissemination or 2) training activity (e.g., conference presentation/participation, attending a D&I training event). Each score is out of 20 total points.

**IF PROPOSAL IS FOR COVERAGE OF PUBLICATION:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissemination</td>
<td>Applicant fully describes how the publication and accepting journal will support the dissemination of their work to the intended audience</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>D&amp;I Science</td>
<td>Applicant fully describes how the publication has relevance to D&amp;I science</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Applicant successfully demonstrates the relationship between the applicant’s professional development and the proposed publication</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Advancing DISC Mission</td>
<td>Applicant describes how this publication aligns with and/or advances the DISC mission</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
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</table>
**IF PROPOSAL IS FOR CONFERENCE OR TRAINING PARTICIPATION:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
<th>Score</th>
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<tbody>
<tr>
<td>Professional Development</td>
<td>Applicant fully describes how this training activity will support their D&amp;I science professional development</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>Applicant fully describes specific skills or knowledge that will be gained from participating in the training event and how this will apply to their work</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Financial Need</td>
<td>Applicant makes a compelling case for how the identified training event offers a unique training experience and the cost cannot be covered by other available funds.</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Quality Experience</td>
<td>Applicant fully describes how the training event provides a high-quality research training opportunity for D&amp;I researchers, practitioners or community partners.</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
</tr>
<tr>
<td>Active Meeting Participation</td>
<td>Applicant describes level of planned active participation including roles as a presenter, panelist, discussant, participant in workshop, etc.</td>
<td>1 Strongly Disagree to 5 Strongly Agree</td>
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