



Dissertation Research Assistance Awards Application Guidelines

AHIMA Foundation
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Dissertation Research Assistance Awards

Statement of Philosophy and Purpose

The Dissertation Research Assistance Awards have been established to encourage and financially assist students pursuing a PhD in areas relevant to health information management (HIM). Funding is provided to off-set the costs of doing the dissertation research.

Categories of eligible expenses include, collecting/analyzing data for the thesis, such as the following: printing and mailing of questionnaires; fees paid to subjects involved in the research project; fees paid for the transcription of research material from tapes; travel necessary to administer questionnaires, to interview subjects, or to do research at libraries and sites away from the campus; and unusual items of equipment or supplies. If the design and methods required for the research require some special equipment such requests will be considered. Upon occasion, if a laptop computer is needed for the conduct of the research, up to \$1000 will be allocated for the purchase of a computer.

Ineligible expense include: Course registration, living expenses or salary, travel to and from your home to the University; routine and/or minor supplies; and costs associated with activities that occur after the research has been completed (e.g., editing, typing, word-processing, proof-reading, photocopying, binding or graphics for the dissertation, etc.), course or dissertation registration fees.

Funds are provided through the AHIMA Foundation.

Eligibility

To qualify for an award under this program the student (principal investigator) must be enrolled in an accredited doctoral degree program in an area related to HIM (e.g., computer science, business management, education, public health, health policy) and must be an active or student member of AHIMA Foundation. All requirements for the doctoral degree, other than the dissertation, must be completed by the award date. Applicants must be officially "accepted to candidacy" meaning that the dissertation proposal has been approved by the Dissertation Committee and registered with the graduate school, school, or department.

Funding Guidelines

Only one application may be submitted per doctoral candidate in response to this announcement.

Proposal Deadline and Submission

Proposals shall be submitted using the online application form found at the AHIMA Foundation Website: <http://www.ahimafoundation.org/Scholarships/Dissertation.aspx>

There are two application deadlines each year. Award notifications will take place within eight weeks of the application deadline.

Special Requirement for Resubmission

In cases where the proposal is requested to be resubmitted, the applicant must include specifics regarding how the deficiencies cited in the original application have been addressed. Applicants who are asked to resubmit proposals may do so at any time within 60 days of notification to resubmit. If the application is not resubmitted in 60 days, it will be assumed that the student is no longer interested in seeking funding. It is not necessary to wait for the next regular application deadline for a resubmission.

Contact Information

For additional information, contact Carol Nielsen 312-233-1175 or by email: carol.nielsen@ahima.foundation.org

Application Procedures

The Application is submitted online by filling out web forms and by uploading documents. The final application will be assembled for review by the AHIMA Foundation staff.

The following elements make up the complete application:

GENERAL INFORMATION: This is a web form.

Name:	Susan Doe
Email:	Susan.doe@kek.edu
Address:	112 East Sunset Drive, My Town, Illinois 60601
Phone:	645-443-9494
Applicant is:	Primary Investigator
Notes:	I am applying for dissertation assistance. <div style="text-align: right;"> <input type="button" value="Add a Note"/> <input type="button" value="Save Changes"/> </div>

REQUEST: This is a web form. The last field provides a place to upload the proposal.

Proposal Type:	Dissertation Assistance
Project Title:	Electronic Health Record Adoption in Large Academic Medical Centers
Research Priority Supported:	Explore the potential of the electronic health record to revolutionize the way in which health information is created, utilized, exchanged and maintained to maximize clinical utility, including outcomes such as quality of care and patient safety and translating those successes to other agencies adopting the same EHR
Proposed Research Period:	7/1/2008 to 12/1/2009
Purpose:	The purpose of this research project is to explore what difficulties large academic medical centers encountered in implementing electronic health records systems.

	The focus will be on what type of training was provided and how quickly the various employees in the organization felt comfortable in using the system.
View Proposal:	http://www.ahimafoundation.org/Scholarships/Dissertation.aspx

Attachments: Provide these documents as uploads.

Curriculum Vitae:	Provide a complete CV. Upload document here.
Budget Summary:	The budget summary must be provided in the template provided. Upload document here.
Budget Justification:	The budget justification provides the details on how the figures in the budget summary were arrived at. A complete justification is expected. Upload document here.
Supporting Documents	An official letter from the School, Department, or Graduate School must be provided indicating that you have been accepted to candidacy. Upload document here.

Guidance on the Proposal Content

The proposal should be no more than ten pages. It will require succinct writing. The following sections should be included:

1. A cover page with the name of the proposal, the principal investigators name and contact information, the name of the faculty advisor, and the School or Department and University that is granting the degree. An executive summary of the dissertation should be provided in no more than 200 words.
2. Purpose/Hypothesis including a statement of need and objectives of the research
3. Methodology including Research Design, Research Methods, and Specific Aims
4. Organizational Strategy for conducting the research and timeline
5. Evaluation

Proposal Review

Because we respect and rely on the academic integrity of the institution where you are enrolled for your Ph.D. program the proposal review will primarily be a review of the budget and a review of whether the request coincides with the planned research activities.

A goal of AHIMA Foundation is to encourage HIM professionals to pursue a Ph.D. With this in mind, if there are a large number of requests for funding, the Committee may request that a budget be reduced to allow for others to receive funding.

Members of the AHIMA Foundation Scholarship and Dissertation Review Committee will review each proposal submitted. Upon completion of the review, the AHIMA Foundation Scholarship

and Dissertation Review Committee will make one of the following recommendations:

1. Approve with funding
2. Approve without funding (resubmission encouraged)
3. Disapprove

The staff of the will notify the applicant of approval or disapproval within eight weeks following the deadline date for submission of grant applications. The grantee shall agree to the publication of announcement of the grant award. Grant funds will be released after completion of a signed funding agreement.

Reporting

The award recipient shall submit a progress report to the designated AHIMA Foundation staff liaison at the project's midpoint and a final report within six weeks of the acceptance of the dissertation. The mid-term progress report shall be no more than three pages long.

The midterm report should include a review of the accomplishments to date and an explanation of any deviations from the proposed timetable. The expenditures to carry out the research should be reported by indicating what money has been spent to date. It will be reported on the template included in this document. Any changes from the planned expenses should be explained in the report. The award recipient agrees to report any circumstances that preclude adhering to the proposed schedule or that constitute any significant change from the application as originally approved.

The final report shall be a copy of the abstract that was included in the accepted, a short (no more than ½ page) biographical sketch (to use for publicity) and a final account of the expenditure of award money shall be prepared and submitted on the budget form. Any unused funds shall be returned to AHIMA Foundation.

Attachments

Curriculum Vitae

Budget Request Template

Budget Justification Template

Technical Review of Dissertation Research Applications

Curriculum Vitae

Use a standard CV format that includes the following information.

Name and Contact Information

Education: (College and university. Give dates of graduation and degrees received. If a student, list expected date of graduation and degree to be received.):

Experience: Include present position and title if you are employed in addition to being a student. Limit description of types of responsibilities to no more than three sentences for each position.

Research Skills:

Presentations:

Publications:

Grants and Fellowships:

Awards and Honors:

Dissertation Research Support Award Budget Request

Name of Principal Investigator	
Category of Expenses	Totals Requested in Each Category
Travel	\$1678.00
Questionnaire Preparation	\$45.00
Questionnaire Mailing	\$45.00
Software	\$639.00
Acquisition of Data Sets	
Special Equipment— Name what the equipment is	\$50.00
Subject Compensation	\$450.00
Statistical Consultation	
Other Categories of Expense: List and Explain	
Total Requested	\$2907.00

I certify that I have not applied to other agencies or foundations for funding to cover the costs listed above.

Signature of Applicant (Principal Investigator)

Date

**Dissertation Research Assistance Award
Budget Justification**

For each category of expense indicated on the budget summary page, provide a brief statement justifying the expense in the context of the proposal and how or why the expense relates to the work required. Applications without sufficient justification will be returned.

Name of Principal Investigator	
Category of Expenses	
Travel	<p>I will need to travel to three locations to conduct interviews. Two locations are about 200 miles from my house and I plan to drive. The other location for data collection will require me to fly. Gas for 2 roundtrips @ 400 miles total @ \$.50.5 per mile. (Total \$404.00)Two nights in a motel @ \$75.00 per night. (\$150.00) Meals for two days @ \$40/day. (Total \$80.00) Total for Driving Trips: \$784.00</p> <p>For trip by airplane: Airfare will be \$350. Parking at the airport will be \$25, Hotel for one night \$75.00, Meals for one day \$40.00</p> <p>Total for Airplane trip: \$490.00</p> <p>Total Requested = \$1678.00</p>
Questionnaire Preparation	<p>Quantitative Survey—Photocopying—45 sets of 10 pages each. Total: \$45.00</p>
Questionnaire Mailing	<p>After the interview, I will leave a questionnaire for each person to answer after I leave. Postage for interviewees to mail questionnaire back to me after the interviews has taken place--\$1.00 per packet. Total: \$45.00</p>
Software	<p>I will need to buy SPSS statistical package to analyze the quantitative portion of the interviews. Total: \$639.00</p>
Acquisition of Data Sets	

<p>Special Equipment— Name what the equipment is</p>	<p>I will need a tape recorder to be sure that I capture all the information in each interview.</p> <p>Total: \$50.00</p>
<p>Subject Compensation</p>	<p>I plan to conduct fifteen interviews at each site—3 sites. I will reward the persons who participate in the interviews with gift cards to Target for \$10.00 each. The interviews will take approximately 30 minutes each.</p> <p>45 interviews @ \$10.00 each</p> <p>Total: \$450.00</p>
<p>Statistical Consultation</p>	
<p>Other:</p>	
<p>Total Requested</p>	<p>\$2907.00</p>