ABOUT THE 2018 APPLICATION PROCESS

Follow the award-specific instructions included in this document to assist the submitter when completing the application process online. Be sure to complete all required tasks – such as the applicant information, an award narrative, outcomes appendix, letters of nominee verification, statement(s) of commercial support, and verification of disclosure to learners.

CLICK HERE to access the 2018 Awards Submission Site

Specific criteria for award eligibility and evaluation, as well as details regarding the content of your submission, can be found within this document. Overall eligibility requirements include:

✓ The nominator must be an Alliance member, and at least one of the primary individuals involved in the planning, development, and implementation of a nominated activity must be a member of the Alliance and listed as a nominee in the applicant information tasks.

✓ A nominated activity must have been initiated within the specified time period.

✓ Nominees, and employees of commercial interests supporting the nominated activity, cannot be a member of the Selection Panel for the award which they are applying.

✓ A nominated activity/project may not be nominated for any other Alliance award in the same year nor have previously received any other Alliance award.

✓ Only one application per nominee (person or organization) may be submitted per award category.

✓ Commercial supporters may not be listed as nominees.

Your award application must be received by Friday, October 27, 2017 at 11:59 p.m. ET, unless otherwise noted. Should you have any questions, please contact the Alliance at acehp@acehp.org.

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SPECIFIC ELIGIBILITY & EVALUATION CRITERIA FOR AWARD CATEGORIES

1. Alliance Award for Excellence in Educational Design

Educational interventions that support sustained improvements in clinician performance and in patient and population health do not occur by accident. They require continuous planning and assessment based in the learning sciences [1, 2]. Furthermore, they require intentional design of initiatives that involve stakeholders in all stages, including planning, teaching, learning, and measurement of impact [2, 3]. The Alliance identifies a set of learning competencies [4] essential to the practice of continuing education in the health professions in today’s healthcare environment.

This award recognizes initiatives which demonstrate excellence in integrating these and other educational design principles into the design (to include planning, evaluation, and continuous assessment of the impact) of interventions resulting in improvements in healthcare provider performance and in patient or population health. Sustainability, replicability, and/or scalability are important considerations of excellence, as are derivative works and scholarly output to disseminate and spread the impact to other settings and providers.

**Complete Online Application Contents**

To be considered complete, please make sure your application includes the following:

- Applicant Information;
- Award narrative & outcomes appendix; and
- Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

**Award Narrative & Outcomes Appendix.** The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:

- Include a description of the initiative limited to three pages, not including attachments (acceptable attachments listed below), and should include the following sections:
  - A brief introduction/summary of the initiative.
  - A description of the educational design and process (linking needs to gaps, to objectives, to educational format, to evaluation and assessment), and how that design involved stakeholders in all stages, including planning, teaching, learning and measurement of impact.
  - Target population(s) of the initiative and its components, and the number of people served, relative to the design of the initiative.
  - How the initiative and its various components are linked to the Alliance’s National Learning Competencies [4]
  - How the initiative was supported (to include financial and in-kind support).
  - A brief explanation of the initiative’s outcomes and a description of if the initiative measured and achieved the desired outcomes (additional outcomes allowed in the attachments). At the time of the application submission, the initiative must have been sufficiently developed to include a reporting on the measurable impact of the activity that is consistent with its design.
  - How the initiative (or its improvements) will or can be:
    - Sustained
    - Scaled to a larger group
    - Replicated by the nominee or other providers
  - Why this initiative should be considered as a model for excellence in educational design.
  - Lessons learned, limitations and opportunities for future initiative development.
- Attachments
  - REQUIRED: three (3) PAGE MAXIMUM: Documentation that the individual components described occurred (copies of promotional material, links to online components, photographs, etc.).
o REQUIRED: two (2) PAGE MAXIMUM: Summary of overall outcomes and how they are relate to the design of the initiative. Data linking desired changes to achieved outcomes. DO NOT INCLUDE pre-test/post-test/satisfaction data in your survey results.

o REQUIRED: one (1) PAGE MAXIMUM: Listing of the roles of each partner in the initiative, especially that of the nominee.

o REQUIRED: one (1) PAGE MAXIMUM THAT INCLUDES STATEMENTS INDICATING THE FOLLOWING:
  ▪ The accredited provider(s) must attest that all components complied with the ACCME’s Standards of Commercial Support™.
  ▪ Verification that nominees represent the organizations responsible for the initiative and its components will occur.
  ▪ Verification that the initiative has not been nominated for another Alliance award given at the same annual conference will be done.

  ▪ OPTIONAL: two (2) PAGE MAXIMUM: Nominees may submit up to two pages of attachments, which provide additional details related to the initiative to be considered by the award committee.

• Include the dates of the activity and clear linkages to the evaluation criteria;
• Be a maximum of twelve total pages (comprised of a narrative of no more than three pages; appendix of no more than nine pages), in PDF format with one-inch margins on all sides and no smaller than Arial 11-point font.

Evaluation Criteria. In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

• Accuracy and completeness of application;
• Description of educational design process linking needs to gaps, to measurable objectives, to educational format, and to evaluation and assessment.
• Description of target population;
• How the initiative and its components are linked to the Alliance’s National Learning Competencies;
• How the initiative (or its improvements) will or can be sustained, scaled to a larger group, and replicated by the nominee or other providers;
• Status as a model approach (i.e., an activity worthy of being replicated, or concept that can be utilized by others);
• Measurable outcome(s) that can be translated to an Annual Conference storyboard and/or publishable manuscript; and
• Lessons learned, limitations and opportunities for future initiative development.

Recognition. This award will be presented at the 2018 Annual Conference. Recipient will receive a plaque, one complimentary annual conference registration and the opportunity to present a poster and submit an Almanac article about the project. Additionally, recognition will be received in the Almanac April issue.

References:
2. The William Campbell Felch Award for Outstanding Research in Continuing Education

This award recognizes the best research project in the CE arena. It honors Dr. William Campbell Felch, Alliance founder and first executive vice president, architect of the *Almanac*, and past editor of the *Journal of Continuing Education in the Health Professions (JCEhp)*. Research will be evaluated on relevance to CE, regional or national implications, and usefulness of results to other CE providers. The CE research must have been initiated between January 1, 2015 and January 1, 2017.

**Complete Online Application Contents**

To be considered complete, please make sure your application includes the following:

- Applicant Information;
- Award narrative & outcomes appendix; and
- Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

**Award Narrative & Outcomes Appendix.** The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:

- Include a description and should include the following sections:
  - Identification and description of target audience.
  - Relevance to the CE field, which includes regional or national implications and results useful to CE providers. *
    - Describe why/how this research relates to or impacts the practice of CE.
    - Describe the scope of research (i.e., is it limited in locale, populations, clinical setting, are the results limited by or can they be applied beyond the research’s original scope).
    - Share how CE professionals can incorporate the research results (i.e., does it represent needs assessment, activity design effectiveness, adult learning implications).
    - Discuss lessons learned such as recommendations for next steps, needs assessment of something uncovered in the research, educational activities/initiatives needed, more research needed and why.
  - Potential for direct application or use by other CE providers.*
    - Describe why and/or how this research can be applied by other CE providers.
    - Include advice for other providers to replicate this model of research or how they can conduct their own study.
  - Focus on planning, research, development, or evaluation issues.
    - Explain the intended outcome that guided the design of this research project.
    - Share if the scope was expanded, enlarged or refined during the planning or development.
    - Describe if the outcomes matched the intended desired results.
    - Incorporate how this research project addresses the Alliance identified on the Face Page.
  - Demonstrates the significant contribution to advancement of theory or practice of CE.*
    - Describe the merits of this research towards advancements in CE.
    - Describe enhanced practices, the discovery of any meaning or consequence that can be indicated or suggested.
  - Description of research methodology and/or information on the validity of research methodology.
    - Consider including information on change in or impact on learners, statistics, references, evidence of a reasonable scientific approach or appropriate applied methods, and/or where the lessons will be applied.

- Include the dates of the activity and clear linkages to the evaluation criteria;
- Include an Outcomes Appendix that provides at least three months of data measuring impact and meaningful outcomes; and
- Be a maximum of six total pages (comprised of a narrative of no more than four pages; appendix of no more than two pages), in PDF format with one-inch margins on all sides and no smaller than Arial 11-
Evaluation Criteria. In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- Research will be evaluated on relevance to CE, regional or national implications, and usefulness of results to other CE providers;
- The CE research must have been initiated within the time specified each year by the Awards Committee;
- Identification and description of target audiences;
- Description of why the submitted collaboration is outstanding;
- Nature of the CE collaboration, including documentation/verification;
- Innovation and uniqueness of the activity or process;
- Significant contribution to CE;
- Impact of this collaboration, either actual or anticipated (number of people impacted, data on impact of activity, how healthcare was impacted and/or the potential for future impact);
- Status as model approach (i.e., a collaboration that is worthy of being replicated, or a concept that can be utilized by others);
- Measurable outcome that lends itself to a possible poster presentation at the annual conference and a publishable manuscript; and
- Published work will be considered if published, accepted, submitted or submission ready within the time requirements of this award.

Recognition. This award will be presented at the 2018 Annual Conference. Recipient will receive a plaque, one complimentary annual conference registration and the opportunity to present a poster and submit an Almanac article about the project. Additionally, recognition will be received in the Almanac April issue.

*Criteria is double weighted during review*
3. Innovation in CPD for the CE/CPD Professional and/or Enterprise

Given in honor of Rafael Sanchez, MD, dedicated physician, educator, and CME leader, this award recognizes outstanding innovation in continuing professional development (CPD). This can include groundbreaking original work, new methods or technologies, or application of existing knowledge in a way that improves quality and enhances. The award is intended to recognize innovative activities and initiatives developed to benefit CE/CPD professionals and the profession in general – rather than certified activities for health care professionals. The innovation must have been initiated between September 1, 2015 and March 15, 2017 if presenting outcomes data (and May 31, 2017, if not).

Complete Online Application Contents
To be considered complete, please make sure your application includes the following:
✓ Award applicant information;
✓ Award narrative & outcomes appendix; and
✓ Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

Award Narrative & Outcomes Appendix. The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:
• Include a description of the innovation and the following information:
  o Activity intended as CPD initiative for CE/CPD Professionals, which could include certified and non-certified activity for health care professionals (i.e., physicians, nurses, physician assistants or pharmacists).
    ▪ Describe the activity and intended target audience of CE/CPD professionals.
  o The innovation's purpose, clarity of goals and objectives, development and implementation
    ▪ Explain the intended outcome (i.e., knowledge, skills, and behaviors) that guided the design and delivery of the innovation.
    ▪ Describe what the efforts or actions of the activity were intended to accomplish.
    ▪ Consider how the innovation was expanded, enlarged or refined during development.
    ▪ Share the practical means (i.e., plans, procedures, actions) for accomplishing the innovation's purpose.
  o Outcomes and/or impact/benefit on change in continuing professional development
    ▪ Consider including the number/scope of people impacted; data on impact of the activity; how individual skills, organizational processes, etc. were impacted; and/or the potential for future impact.
  o Originality in the development/implementation of method, technology or application
    ▪ Describe how the development/implementation of this activity is innovation and/or should become a best practice.
  o Creativity/ingenuity/innovation/uniqueness
    ▪ Describe the merits or characteristics of this activity that transcend the traditional, are inventive or resourceful, skillful in conception or design
  o Significance for the field of continuing professional development
    ▪ Describe how the activity has furthered the field of CE/CPD or enhanced practices within the CE/CPD enterprise (meaning or consequence that might be indicated or suggested).
  o Applicability to others in the field
    ▪ Include advice for other providers to replicate this model
    ▪ Share what worked, what could be done differently, if other learning needs were identified, how your CE/CPD program was strengthened.
• Include the dates of the activity and clear linkages to the evaluation criteria;
• Include an Outcomes Appendix that provides at least three months of data measuring impact and meaningful outcomes (if applicable); and
• Be a maximum of six total pages (comprised of a narrative of no more than four pages; appendix of no more than two pages), in PDF formant with one-inch margins on all sides and no smaller than Arial 11-
Evaluation Criteria. In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- Description of the target audience(s) of the CPD initiative for CE/CPD professionals;
- Depiction of why the submitted award is outstanding and deserving of recognition;
- Purpose, clarity of goals and objectives, development, and implementation of the innovation;
- Outcomes and/or the impact/benefit on change in CPD;
- Originality in the use of method, technology, or application;
- Creativity/ingenuity/innovation/uniqueness;
- Significance to the field of continuing professional development; and
- Status as a model approach (i.e., an activity worthy of being replicated, or concept that can be utilized by others).

Recognition. This award will be presented at the 2018 Annual Conference. Recipient will receive a plaque, one complimentary annual conference registration and the opportunity to present a poster and submit an Almanac article about the project. Additionally, recognition will be received in the Almanac April issue.
4. Innovative Format Award

This award recognizes outstanding innovation in the delivery format for a certified or non-certified continuing education activity that does not meet the definition of any of the other award category. This can include but is not limited to a combined or curriculum activity, point of care learning, or a series other than Ground Rounds. The innovation must present outcomes data and have been initiated between January 1, 2015 and January 1, 2017.

Complete Online Application Contents

To be considered complete, please make sure your application includes the following:

✔ Award applicant information;
✔ Award narrative & outcomes appendix; and
✔ Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

Award Narrative & Outcomes Appendix. The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:

- Include the dates of the activity and clear linkages to the evaluation criteria;
- Include an Outcomes Appendix that provides at least three months of data measuring impact and meaningful outcomes; and
- Be a maximum of six total pages (comprised of a narrative of no more than four pages; appendix of no more than two pages), in PDF formant with one-inch margins on all sides and no smaller than Arial 11-point font.

Evaluation Criteria. In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- Identification and description of target audiences;
- Description of why the submitted activity meets this category and does not qualify in any other category;
- Nature of the CE learning format, including documentation/verification;
- Innovation and uniqueness of the activity or process;
- Significant contribution to CE or the patient; and
- Impact of this activity, how healthcare/team/patient was impacted and/or the potential for future impact).

Recognition. This award will be presented at the 2018 Annual Conference. Recipient will receive a plaque, one complimentary annual conference registration and the opportunity to present a poster and submit an Almanac article about the project. Additionally, recognition will be received in the Almanac April issue.
5. Outstanding Educational Collaboration

This award provides the Alliance with an opportunity to reward individuals and/or institutions for working jointly with others in an intellectual endeavor in the spirit of advancing the field of continuing education. It is intended that collaborative projects allow the CE community to address gaps in medical education and/or promote improvements in practice through an accelerated adoption of a new approach across more than one setting. The activity must have been initiated between September 1, 2015 and March 15, 2017.

Complete Online Application Contents

To be considered complete, please make sure your application includes the following:

- Award applicant information;
- Award narrative & outcomes appendix; and
- Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

Award Narrative & Outcomes Appendix. The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:

- Include a description of the innovation and the following information:
  - General Project Information
    - Describe the collaboration. Clearly describe the collaborative design, program content, processes, technology utilized, etc.
    - Identify the collaborating partners and the underlying driver for their combined effort. Provide detailed information regarding the responsibilities and contributions of each, why each contributor was necessary to the success of the collaboration, and approximate number of participants from each collaborating partner.
    - Highlight innovative features/elements that distinguish it from other projects. Describe why this activity transcends the traditional in collaboration and/or design, how it is inventive or novel.
  - Significant contribution to the field
    - Describe the merits or consequences of this collaboration towards advancements in CE, how it has furthered the field or enhanced practices.
    - Outline a well-defined scope. Include the number/scope of people impacted and data on impact of the activity; how health care was impacted; the potential for future impact; what worked, what would be done differently; and/or what other collaborations may develop.
  - Provide a description of the impact of the project.
    - For example, provide practical, quantifiable information, which addresses the significance of the collaboration in tangible terms.
    - Consider including:
      - A breakdown of results of participants by discipline (MD, DO, NP, PAs, etc.);
      - Lessons learned (e.g., drop off rates, cost/effectiveness ratio, feedback from faculty or collaborators, how were/will the lessons be applied to own setting); and/or
      - Recommendations for next steps (needs assessment of something uncovered in the activity, additional educational activities/initiative, collaborations/partnership, presentation or publication of results)
- Include the dates of the activity/collaboration and clear linkages to the evaluation criteria;
- Identify the collaborators and their roles;
- Include an Outcomes Appendix that provides at least three months of data measuring impact and meaningful outcomes; and
- Be a maximum of six total pages (comprised of a narrative of no more than four pages; appendix of no more than two pages), in PDF format with one-inch margins on all sides and no smaller than Arial 11-point font.
**Evaluation Criteria.** In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- General project information, including target audience, purpose and nature of collaboration, and clear process and metrics;
- Depiction of why the submitted collaboration is outstanding and deserving of recognition, including innovative elements, stated impact or defined reach, and creation of new model and/or structured approach;
- Knowledge transfer potential or practical application, including ability to replicate and/or apply key learning, contribution to the field, and meaningful insights that build on existing body of knowledge; and
- Outcomes, including description, succinct summary of results, and impactful display of data.

**Recognition.** This award will be presented at the 2018 Annual Conference. Recipient(s) will receive a plaque, one complimentary annual conference registration for each collaborating organization and the opportunity to present a poster and submit an *Almanac* article about the project. Additionally, recognition will be received in the *Almanac* April issue.
6. Outstanding CE Outcomes Assessment

The award honors excellence in the design and implementation of outcomes assessment in CEhp. Nominees will be evaluated for innovation as a single intervention or series of interventions, as well as design and methodology, format and implementation, and outcomes level – which is ideally at the patient level. The CE outcomes measurement must have been completed between September 1, 2015 and March 15, 2017. While it does not have to represent a certified CE activity, it should be related to the CE process.

Complete Online Application Contents
To be considered complete, please make sure your application includes the following:

- Award applicant information;
- Award narrative & outcomes appendix; and
- Confirmation that the activity’s target audience was comprised of health care professionals;
- Documentation that the CE provider awarded credits through a nationally or internationally recognized accrediting body (including accreditation/approval statement identifying target audience(s) and number of credits/contact hours/clock hours/CEUs given); and
- Verification statements that: 1) nominees represent the organizations referenced in the application, and 2) if applicable, commercial support was received in accordance with recognized standards (ACCME, ACPE, ANCC, Joint Accreditation, AdvaMed, PhRMA Code, OIG/FDA) and verification of disclosure to learners (page from brochure, syllabus, etc.).

Award Narrative & Outcomes Appendix. The narrative and appendix you prepare as part of your application must meet the following criteria for content and formatting:

- Include a short summary outlining objectives, describes methods, summarizes key points, and shares what makes this an outstanding activity or project worthy of being replicated or adapted for use by others;
- Include the dates of the CE outcomes research and clear linkages to the evaluation criteria;
- Note if the work is published, accepted, submitted, or submission-ready and to what publication(s);
- Include an Outcomes Appendix that provides at least three months of data measuring impact and meaningful outcomes; and
- Be a maximum of six total pages (comprised of a narrative of no more than four pages; appendix of no more than two pages), in PDF format with one-inch margins on all sides and no smaller than Arial 11-point font.

Evaluation Criteria. In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- Description of the target audience;
- Depiction of why the submitted activity is outstanding and deserving of recognition;
- Innovative CE outcomes assessment of a single or series of interventions: change that creates a new dimension of performance with a focus on outcomes rather than an activity description;
- Focus on design: methodology of the assessment;
- Format and implementation: targets learning domains (knowledge, attitudes, skills) and analyzes changes in learners (competence, performance, or patient outcomes) associated with participation in the educational intervention;
- Outcomes level: ideally at the patient level;
- Results of the outcomes assessment: linking of outcomes assessment to learning objectives and demonstration of measurable outcomes; and
- Status as a model approach (i.e., an activity worthy of being replicated, or concept that can be utilized by others).

Recognition. This award will be presented at the 2018 Annual Conference. Recipient(s) will receive one complimentary annual conference registration for each collaborating organization and the opportunity to present a poster. Additionally, recognition will be received in the Almanac April issue.
7. **Alliance Leadership Award**

This award acknowledges individuals who have demonstrated leadership characteristics in CE as a member of the Alliance, in the CE field, and within the workplace. Nominees will be evaluated on the significance of their contributions to CE, such as through research or translation of research into improvement practices, or through advocacy activities. To be eligible, nominees must be Alliance members for a minimum of five years, and contributions of the nominee must have occurred during the years of their Alliance membership.

**Complete Application Package Contents**

To be considered complete, please make sure your application includes the following:

- Award applicant information;
- One-page summary addressing evaluation criteria – regarding leadership demonstrated in the CE field, with the Alliance, and within your own organization;
- Biographical sketch or resume/CV (up to two pages); and
- One letter of reference.

**Evaluation Criteria.** In evaluating nominees in this category, the Selection Panel will consider a number of different aspects, including:

- Demonstration of leadership involvement or initiatives, contributions to the field of CE, actions that have positively affected CE, and research or advocacy in CE;
- Significance of contributions to the field of CE, such as CE-related research or translation of research into improvement practices, or governmental activity or advocacy;
- Demonstration of actions and/or attributes that have had a positive effect on the CE profession, such as mentoring or other contributions which require leadership; and
- Demonstration of serving as a role model for others, such as assisting those in subordinate or peer positions or as a team player.

**Recognition.** This award will be presented at the 2018 Annual Conference. Recipient will receive a plaque and one complimentary annual conference registration. Additionally, recognition will be received in the *Almanac* April issue.

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8. **Distinguished Member & Fellow Awards**

Recognizing active participation in Alliance programs and events, these awards of distinction affirm Alliance members’ commitment to advancing the organization’s goals and objectives. Eligibility for these awards is based upon a numeric scale, where points are accumulated from a wide variety of member participation categories. A minimum of 30 points are required for the Distinguished Member Award, while 60 points are needed for the Fellow Award. Current Distinguished Members who seek the Fellow Award may apply 30 of their previously-qualified points toward eligibility for Alliance Fellow. All nominees must be current Alliance members at both the time of nomination and award presentation.

**Alliance members applying for either of these awards will complete the following:**

1. Create an account on the 2018 Awards submission website.
2. In the awards submission website,
   a. Complete the Applicant Information, download and upload the Points Calculator Spreadsheet, and Submission Agreement tasks.
   b. Download the points calculator spreadsheet and input the number of points you have earned each year in each of the categories.
      i. If you are applying for a Fellow Award and have previously been named a Distinguished Member, your points only need to total a minimum of 30 that have been earned since the date of previous award. (Be sure to also add your name at the top of the spreadsheet.); and
   c. Upload the completed points calculator spreadsheet into the awards submission website.
3. Submit your completed online application by **Monday, October 27, 2017 by 11:59 p.m. Eastern.**
Submitting your Award Application:
As outlined in the Award Application Process document, be sure to follow the award-specific instructions when completing your online submission. Be sure to include all required materials – such as the completed application form, an award narrative, outcomes appendix, letters of nominee verification, statement(s) of commercial support, and verification of disclosure to learners. Submission must contain all of the required documentation in order to be eligible for review by the selection panel.

2018 Awards Submission Website

Deadline:
Remember, all award applications must be received by the Alliance no later than 11:59 p.m. Eastern on Friday, October 27, 2017.

Thank You!
Thank you for your submission. Selection panels will be convened following the deadline, and applicants can expect to receive notification of award decisions early December 2017.
Awards Program Tip Sheet

On the following pages, you’ll find things to consider when creating your 2018 Alliance Awards Program application(s) in the five competitive award categories.

Inside this Tip Sheet Document:

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ALLIANCE AWARD FOR EXCELLENCE IN EDUCATIONAL DESIGN

- Tip 1: Read the instructions carefully…and follow them
- Tip 2: Ensure your award meets all of the requirements
- Tip 3. Be clear and concise in your description (graphics can be helpful)
- Tip 4: Provide enough information for the awards committee to review…but not too much

WILLIAM CAMPBELL FELCH AWARD FOR OUTSTANDING RESEARCH IN CE

- Relevance to the CE field; regional or national implications and results useful to CME providers in other locales
  - Tip: Describe why/how this research relates to or impacts the practice of CE.
  - Tip: Describe the scope of research (i.e., is it limited in locale, populations, clinical setting, are the results limited by or can they be applied beyond the research’s original scope).
  - Tip: Share how CE professionals can incorporate the research results (i.e., does it represent needs assessment, activity design effectiveness, adult learning implications).
  - Tip: Discuss lessons learned such as recommendations for next steps, needs assessment of something uncovered in the research, educational activities/initiatives needed, more research needed and why.

- Potential for direct application or use by other CE providers
  - Tip: Describe why and/or how this research can be applied by other CE providers.
  - Tip: Include advice for other providers to replicate this model of research or how they can conduct their own study.

- Focus on planning, research, development, or evaluation issues

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• Demonstrably significant contribution to advancement of theory or practice of CE
  o Tip: Describe the merits of this research towards advancements in CE.
  o Tip: Describe enhanced practices, the discovery of any meaning or consequence that can be indicated or suggested.

• Description of research methodology and/or information on the validity of research methodology.
  o Tip: Consider including information on change in or impact on learners, statistics, references, evidence of a reasonable scientific approach or appropriate applied methods, and/or where the lessons will be applied.

AWARD FOR INNOVATION IN CONTINUING PROFESSIONAL DEVELOPMENT

• Activity intended as CPD initiative for CE/CPD Professionals and NOT a certified activity for health care professionals (i.e., physicians, nurses, physician assistants or pharmacists).
  o Tip: Describe the activity and intended target audience of CE/CPD professionals.
  o Tip: Be clear that this is NOT a certified activity for health care professionals (i.e., physicians, nurses, pharmacists).

• The innovation’s purpose, clarity of goals and objectives, development and implementation
  o Tip: Explain the intended outcome (i.e., knowledge, skills, and behaviors) that guided the design and delivery of the innovation.
  o Tip: Describe what the efforts or actions of the activity were intended to accomplish.
  o Tip: Consider how the innovation was expanded, enlarged or refined during development.
  o Tip: Share the practical means (i.e., plans, procedures, actions) for accomplishing the innovation’s purpose.

• Outcomes and/or impact/benefit on change in continuing professional development
  o Tip: Consider including the number/scope of people impacted; data on impact of the activity; how individual skills, organizational processes, etc. were impacted; and/or the potential for future impact.

• Originality in the use of method, technology or application
  o Tip: Describe why this activity is original (produced something fresh and creative) and/or should become a best practice.

• Creativity/ingenuity/innovation/uniqueness
  o Tip: Describe the merits or characteristics of this activity that transcend the traditional, are inventive or resourceful, skillful in conception or design

• Significance for the field of continuing professional development
  o Tip: Describe how the activity has furthered the field of CE/CPD or enhanced practices within the CE/CPD enterprise (meaning or consequence that might be indicated or suggested).

• Applicability to others in the field
  o Tip: Include advice for other providers to replicate this model
  o Tip: Share what worked, what could be done differently, if other learning needs were identified, how your CE/CPD program was strengthened.
AWARD FOR OUTSTANDING EDUCATIONAL COLLABORATION

- Nature of the collaboration, including documentation/verification
  - Tip: Describe the collaborative design, program content, processes, technology utilized, etc.
  - Tip: Identify the collaborating partners; provide detailed information regarding the responsibilities and contributions of each, why each contributor was necessary to the success of the collaboration, and approximate number of participants from each collaborating partner.

- Innovation and uniqueness of the activity or process.
  - Tip: Describe why this activity transcends the traditional in collaboration and/or design, how it is inventive or novel.

- Significant contribution to CE.
  - Tip: Describe the merits or consequences of this collaboration towards advancements in CE, how it has furthered the field or enhanced practices.

- Impact of this collaboration, either actual or anticipated.
  - Tip: Consider including the number/scope of people impacted; data on impact of the activity; how health care was impacted; the potential for future impact; what worked, what would be done differently; and/or what other collaborations may have developed.

- An Outcomes Appendix, of up to two pages, must be submitted.
  - Tip: For example, practically significant, quantified information about the importance of a finding, answers the question “how effective is the intervention”, how much change does the intervention cause.
  - Tip: Can the data show a change in or an impact on the intended audience? Consider including:
    - A breakdown of results of participants by discipline (MD, NP, PAs, etc.);
    - Lessons learned (e.g., drop off rates, cost/effectiveness ratio, feedback from faculty or collaborators, how were/will the lessons be applied to own setting); and/or
    - Recommendations for next steps (needs assessment of something uncovered in the activity, additional educational activities/initiative, collaborations/partnership, presentation or publication of results)

AWARD FOR OUTSTANDING CE OUTCOMES ASSESSMENT

- Innovative CE outcomes assessment of a single intervention or a series of interventions: change that creates a new dimension of performance with a focus on outcomes rather than an activity description.
  - Tip: Describe how the practice gap/learning need was identified and why the design for this assessment would best address the gap/need.
  - Tip: Discuss the process used to develop this activity as an example for developing effective educational interventions.

- Focus on design: methodology of the assessment.
  - Tip: Describe why this assessment is a creative and innovative approach (transcends the traditional).

- Format and implementation: targets learning domains (knowledge, attitudes, skills) and analyzes changes in learners (competence, performance, or patient outcomes) associated with participation in the educational intervention.
  - Tip: Explain the intended outcome that guided the design and delivery of the activity/assessment.
  - Tip: Share the practical means used for accomplishing the purpose of the assessment.
• Outcomes level: ideally at the patient level.
  o Tip: Describe what outcome level was intended and why and what outcome level was actually achieved and why.

• Results of the outcomes assessment: linking of outcomes assessment to learning objectives and demonstration of measurable outcomes.
  o Tip: Describe how the practice gap/learning need was identified and why the design for this assessment would best address the gap/need.
  o Tip: Share how developing relevant learning objectives impacted the design and implementation of the assessment and resulted in measurable outcomes.

• Model approach: the nominated activity should represent an approach that is worthy of being replicated by others, or a concept that can be utilized by others.
  o Tip: Describe things such as impact and advice for other providers to replicate this model.
  o Tip: Describe such things as practical steps, what worked, what could be done differently, if other learning needs were identified, how your CE program was strengthened.

• An Outcomes Appendix, of up to two pages, must be submitted with at least three months of data measuring meaningful outcomes.
  o Tip: For example, practically significant, quantified information about the importance of a finding, answers the question “how effective is the intervention”, how much change does the intervention cause.
  o Tip: Can the data show a change in or an impact on the learner? Consider including:
    ▪ A breakdown of results of participants by discipline (MD, NP, Pas, etc.)
    ▪ Lessons learned (eg, drop off rates, cost/effectiveness ratio, feedback from faculty or collaborators, how were/will the lessons learned be applied)
    ▪ Recommendations for next steps (needs assessment of something uncovered in the activity, additional educational activities/initiatives as a result, collaboration/partnership, presentation or publication of results)

ALLIANCE LEADERSHIP AWARD

• Tip 1: Describe the leadership the candidate has shown through involvement in ACEhp or educational initiatives the field of CE.
• Tip 2: Describe the significance of contributions to the field of CE, such as CE-related research, translation of research into improvement practices, or governmental activity or advocacy.
• Tip 3: Describe the actions and/or attributes of the candidates that have had a positive effect on the CE profession, such as mentoring or other contributions which require leadership.
• Tip 4: Describe how the candidate has serves as a role model for others, such as assisting those in subordinate or peer positions or as a team player.