



Request for Proposal

The Rho Chi Society

National Office, Room 2826, 1007 East Huron Street, Ann Arbor, MI 48104-1628

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The Rho Chi Society is a 501(c)3 able to provide grant funds that align with its mission and vision (rhochi.org). This Request for Proposals aligns with The Rho Chi Society's Strategic Goal 2 to instill habits of critical inquiry and analysis and its Strategic Initiative #3 to expand efforts to instill habits of critical inquiry and analysis to advance pharmacy. We offer this granting mechanism to faculty members (*not chapters*) at colleges and schools of pharmacy. The Rho Chi Society National Office, under the leadership of EVP Karen Farris, will administer the granting process and the funds, and a team will be used to evaluate submitted applications.

We know that many of our chapters and their members across the country provide tutoring and academic support for peers, and we seek to understand the impact of this work. The general research question is: *what is the structure, quantity/reach, and impact of tutoring services provided to peers by members of The Rho Chi Society?* Tutoring in schools/colleges of pharmacy by Rho Chi members may occur, either through programs offered by the school/college or by Rho Chi chapters. Please include both approaches so that we can understand the impact of Rho Chi members at the college/school and chapter levels. Some definitions may include:

- **Supplemental Instruction (SI):** Chapters often have members who create slide decks and review materials for historically difficult courses.
- **Academic Coaching vs. Tutoring:** Some chapters distinguish between tutoring (subject-specific) and "academic coaching," which serves more as a mentorship for study methods.
- **Asynchronous Support:** Chapters develop "Survival Guides" (P1 and P2 tips/tricks) and maintain online databases of study materials (e.g., in Dropbox folders) for future cohorts.
- **Specialized Workshops:** Programs like "Exam Review Kahoots," "Tutoring Workshops," or "OTC Bowls" are common methods of peer-led instruction.

Proposals are expected to provide a national perspective that incorporate numerous forms of tutoring. Proposals using a research and/or evaluative approach with quantitative or mixed methods will be accepted. Proposals that only use qualitative approaches will not be reviewed. We recommend a framework such as RE-AIM or the CDC Program Evaluation Framework, for example, to answer the research question/s. The PI of the successful proposal may work with the National Office to determine sampling approaches and/or to obtain chapter contact information. Results from this work will be shared with our Rho Chi chapters, and it is anticipated that models or approaches may be identified as best practices.

Timeframe: The duration of the grant is 24 months. The submission deadline is January 11, 2027, 5pm Eastern, and the expected start date is July 1, 2027. The awardee will be notified by May 14, 2027.

Eligibility: The award will be distributed to a single school/college of pharmacy, and the Principal Investigator (PI) will be a faculty member at that school/college. Groups comprised of several types of schools/colleges are acceptable, but a single PI must be named. The PI is expected to have at least a three-year record of accomplished research and scholarship. Preference will be given to applications where the PI is a Rho Chi member, and membership may be attained through initiation during school/college or as a faculty member.

IRB: A review and/or an institutional waiver of human subjects research is required before the work can begin.

Letter of Intent: A letter of intent is requested by November 1, 2026. The LOI should be no more than two single spaced pages and include: PI, co-investigators, schools/colleges involved, general approach to answer the research question/s, and total budget requested. Please submit to rhochisociety@umich.edu by 5pm Eastern on November 1, 2026. Please note that LOIs are for planning purposes only, and applications will not receive approval, feedback, or an invitation to proceed based on LOI submission.

Application: The application front pages are below. The science/evaluation portion of the proposal should be no more than 6 pages which are 1.15 to 1.5-spaced with no less than 0.5 inch margins and Arial 11 font, excluding references. We expect proposals to contain background information/literature about tutoring and learning, aims/objectives, framework, and methods or approach, and timeline. References are not included in the 6-page limit.

Supporting Documentation: The following are also required but not included in the page total. An abstract of 350 words should be provided. Assurances of the research environment should be described in the table below. The NIH biosketches or similar (up to 5 pages) for key personnel such as the PI and other co-investigators (not individuals hired by the grant such as research assistants) should be provided.

Budget & Justification: The maximum budget is \$88,000 over 24 months. Direct cost may not exceed \$80,000, and 10% indirect costs to a maximum of \$8,000 may be included. It is anticipated that budgets will be about \$40,000 each year, but alternatives are acceptable. Anticipated budget costs include personnel, supplies, data collection incentives, and publication costs, for example. Justification for costs must be provided. No travel expenses are allowed. The budget and justification are not included in the page count.

PDF Submission: The entire packet, including front pages, abstract, science, environmental assurances, NIH biosketch/similar of all investigators, and budget and justification must be submitted in one PDF to rhochisociety@umich.edu by January 11, 2027, 5pm Eastern.

Coordination with the National Office: The national office has limited data available regarding the tutoring activities of individual chapters. PIs/Teams can inquire about these data and their use can be part of proposals; however, a successful proposal will likely utilize data from other sources as well.

When awarded, representative/s from the National Office will attend quarterly meetings in year 1 with the PI and/or study team to understand the progress of the grant and to provide support such as chapter contacts. Up to two meetings in year 2 will occur as needed.

Data: The PI can retain the original data, and it must also be shared with the National Office. A Memorandum of Understanding (MOU) will be created between the National Office and the awardee's university.

Dissemination: Four products are expected from the PI/research team: (1) A report summarizing grant progress is required at 12 months of work; (2) A 30-minute presentation of the major findings provided via webinar for Rho Chi members within 4 months of the grant end date; (3) A final, written report to the National office within 4 months of the grant end date; and (4) A peer-reviewed publication. The National Office reserves the right to publish the findings if the PI has not submitted the publication within one year of submitting the final report. Publication costs can be included in the budget. It is anticipated that best practices may be determined and varying models can be described for other schools/colleges to consider.

Conflict of Interest: All schools/colleges with Rho Chi chapters are eligible to apply. The University of Michigan (UM) is the home of the National Office, and, as such, it is *not* eligible to receive this award. Investigators from UM can serve as co-investigators with in-kind salary support on a collaborative application awarded to another school/college. Regional councillors of The Rho Chi Society are eligible to apply, but national officers are not eligible to apply.