Please review this document in full prior to submitting toolkit or curriculum content.

Thank you for considering sharing content on SGIM’s learning platform, GIMLearn! The GIMLearn Editorial Advisory Board has been working to build a platform and protocols that will allow for meaningful content and learning for all GIM professionals. We are looking for completed content – ready to be delivered.

GIMLearn Goals are to provide:

- Content and tools to advance career growth/career pathway in academic medicine
- A platform to share content in areas unique to generalists and SGIM members (e.g. health disparities, SDOH, health advocacy, anti-racism, primary care education)
- A mechanism to support the varied work of SGIM members (e.g. SRF, clinical educators at all levels, investigators, administrators)
- A vehicle for peer-reviewed scholarly work for generalists’ promotion and tenure
- Value to SGIM members

GIMLearn Submission Standards:

1. Content is evidence-based and demonstrates effectiveness for GIM professionals
2. Content is relevant and timely to GIM professionals
3. Content addresses a gap or need for GIM professionals, and/or align with SGIM’s Vision and Values
4. Content can be synchronous or asynchronous. Both must be fully developed, described and ready for production.
5. Submitted content is free from copyright infringement.

Curriculum content (Curriculum for Implementation by Educators): (can be either asynchronous or synchronous)

- **Toolkits:** Stand-alone content that teach educational topic or clinical skills.
- **Curriculum:** A curated series of educational content that can be used to teach/train others.
- **Module-based content:** One or more self-paced modules.
GOAL:
The GOAL of the content is education of the teaching faculty on the content for dissemination and delivery to their own learners or in their home institution.

TARGET AUDIENCE:
Target audience is educators.

KEY DATES:

Submissions:
Monday, May 1, 2023: GIMLearn Submission Site Opens
Tuesday, June 20, 2023: GIMLearn Submission Closes

Notifications & RSVP:
Monday, August 7, 2023: Notification emails
Monday, August 28, 2023: RSVP Deadline

For more information, contact lms@sgim.org

Submission Link:
https://sgimlearn.abstractcentral.com/
Only submissions from current SGIM members will be accepted. There is no submission fee for this inaugural call for content.

IMPORTANT:
- Once you initiate a submission, you cannot change its type.
- Each submission type has slightly different requirements and structure
- ScholarOne assigns a Control ID number to your submission – Keep track of this number and reference it in all correspondence.

Submission structure:
(what you will need to submit)

1. **Title of content.** (125 character limit) Do not use all caps.
2. **Abstract summary.** (500 character limit) Tell us why someone would be interested in this content and what they would gain by using or participating. This language will be used for promotion/marketing purposes.
3. **Description of Content.** (2500 character limit) Tell us about your content. For example, tell us what problem you are solving, what tools you are sharing, what is your pedagogical approach, what are the goals of the content, what is the delivery method and length of delivery, do you have a teaching guide, handouts or evaluations.
4. **Learning Objectives.** You are required to provide at least TWO Learning Objective. You can provide up to five. Be sure your objectives are SMART. [Click here to link to Blooms Taxonomy resource](https://www.learnercenterededucation.com/research/blooms-taxonomy).
   Each objective you provide will also require you to identify one of three Content Gaps:
   a. **Knowledge:** new information is required
   b. **Competence:** new strategies are required
5. **Educational Need**: (1000 character limit) Describe how individual will benefit from this content. Identify the current practice and how your content/intervention will address a gap in learning.

6. **Needs Assessment Source(s)**. We require you to identify at least ONE source that was used to determine the need for this content.

You will be asked to choose one of the following choices and provide the reference:

a. **Literature Review** (e.g. journal articles)

b. **Target Audience** (e.g. needs assessment, surveys, evaluation)

c. **Faculty/Expert consensus** (e.g. consensus of physicians, such as meeting minutes or summary of notes)

d. **Quality/Regulatory** (e.g. CMS, Joint Commission, AHRQ)

e. **Local Sources** (e.g. audit reports, chart reviews, unit-based dashboard)

7. **Target Audience**: Check all that apply

8. **Presentation Type**: Select the specific type of content that you are submitting.

   (a) Educational Toolkit; (b) Clinical Toolkit; (c) Teaching Guide; (d) Education Curriculum; € Module-based content. Then choose if you prefer to deliver (a) asynchronously; (b) synchronously; or (c) no preference.

9. **Category of Core Competencies**: You must identify at least 1 Core Category (Clinical Skills or Professional Development) and 1 sub-category. [Click here to view all GIMLearn Content Core Competencies](#).

10. **Outcome Measures of Content**: Describe the evidence gathered and used to determine that this content is effective to achieve its goals. [Click here to link to Kirkpatrick’s Framework](#). This can be satisfaction data, evaluation data, patient outcome data, etc. You do not have to upload this evidence but be prepared to provide this material upon request.

11. **Content**: This is where you upload and describe your content to be reviewed. One file upload is required. You can upload up to 5 files of content. This could include video, slide deck, toolkit, handouts, teaching guide, etc. Merged PDF documents will be accepted. Most file types accepted (recommend MP4, Word, Excel, PDF, PPT, etc).

12. **Co-Authors**: Please provide all co-authors/faculty. Click + Add Author button. First SEARCH our system for an author. (please try with one or more of the required fields – first name, last name, email) before you ADD a NEW Author.

   When you +Add an Author, an email will be send informing them that they have been added to the submission and requiring them to login to ScholarOne to complete their disclosure of relevant financial relationships PRIOR to the Submission Deadline (June 20th).

   ALL Authors are **required** to have **completed their relevant financial relationship disclosures** in order for the Submission to go into peer-review and be considered for selection.

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**Peer-Review:**

We recommend that you study the review rubrics prior to submitting content.

All submissions will be peer reviewed and scored based on GIMLearn Rubrics. [Click here to review GIMLearn Rubrics](#).

Following peer review, the GIMLearn Editorial Advisory Board will evaluate and make selections.

Content will only be reviewed/considered if all three requirements are met:

- Submitting author must be a current SGiM members,
- All Faculty/co-authors must have completed disclosures (prior to submission deadline)
Faculty/Authors:

The corresponding author is responsible for assuring that every added co-author has an updated ScholarOne account and completes their disclosures PRIOR to the Submission Deadline (June 20th). Submissions without complete disclosures on June 20th will be notified and given only 1 day to complete. A submission will not go to peer review if all disclosures are not completed, and therefore, will not be eligible for selection.