



Production-Ready Content Submission Information

Please review this document in full prior to submitting content.

Submission Site Opens:	December 4, 2024
Submission Site Deadline:	February 10, 2025 (at 11:59pm ET)
Notification Date:	March 31, 2025

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.

Production-Ready content is content that is fully described, developed and uploaded for peer-review. This could include zoom recordings or voice-over PowerPoint, videos, slide deck, surveys, quizzes (with answer key), handouts, facilitator guide, etc. Most file types accepted (recommend MP4, Word, PDF, PPT, Excel). Send questions to GIMLearn@SGIM.org.

GIMLearn Goals:

- Content and tools to advance career growth/career pathway in academic medicine
- Library of content in areas unique to generalists and SGIM members (e.g. health disparities, SDOH, DEI, health advocacy, anti-racism, medical education, research)
- A vehicle for peer-reviewed scholarly work for promotion and tenure
- Value to SGIM members

GIMLearn Submission Standards:

- Content is evidence-based and demonstrates effectiveness for GIM professionals
- Content is relevant and timely to GIM professionals
- Content addresses a gap or need for GIM professionals and/or aligns with SGIM’s Vision and Values
- Content is free from copyright infringement
- Content must be fully described, developed and ready to be put into production.

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Peer-Review/Selection:

All submissions will be peer-reviewed by the GIMLearn Editorial Advisory Board and scored based on the Review Rubrics. [Click here to review the Review Rubrics](#). ***We recommend that you review the rubrics prior to submitting your content.***

Following peer review, the GIMLearn Editorial Advisory Board will evaluate and make selections. Content will only be reviewed/selected if the following requirements are met:

- Complete production-ready content is submitted by the **deadline (February 10, 2024)** (see above for definition of production-ready)
- Provide all authors must have completed disclosure forms. (link to form and instructions for uploading are below)

Submission Link:

<https://sgim.secure-platform.com/site/organizations/main/submissions/details/109177>

- There is no submission fee for this call.
- You will need to sign in with your [SGIM.org](#) profile (same one used for SGIM membership or event registration). If you do not have a profile, it is free to create one!
- If you encounter challenges logging in please reach out to info@sgim.org for assistance.

Submission Focus Areas:

The GIMLearn Editorial Advisory Board is looking for content in two main areas:

(Priority will be given to these areas, but you are able to submit other content areas)

1. Career Transitions and/or Leadership

General Internists have multiple professional identities and transitions in their career. Transitions can include starting residency or fellowship, entering independent practice, become a leader locally or in a national organization, stepping away from leadership roles, and retirement. Successful submissions in this category will relate either to distinctive challenges at these transitions or the need to learn new skills and new approaches to “old” problems at these transitions.

Examples might include how to:

- Phase down a clinical practice
- Pivot to a new career interest of focus
- Create a mentorship program for emerging leaders
- ‘Teach’ precepting skills to new attendings
- Define or shape your professional identity
- Apply for grants
- Tailor language for advocacy
- Grow in leadership positions within professional societies, like SGIM

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2. Designing for Asynchronous Learning:

GIMLearn considers asynchronous materials as all material that an individual studies on their own or adapts to use in teaching others, either asynchronously or synchronously. Creating content for asynchronous learning environments is a skill distinct from other media. Successful submissions in this category will be based in principles of adult learning theory and/or build on established principles of asynchronous learning instructional design.

Examples might include how to:

- Adapt existing synchronous activities (e.g workshops, webinar) to the asynchronous environment
- Incorporate novel technology to enhance or augment presented materials
- Create a high-quality facilitators guide

Submission Checklist (what you will need to submit):

1. **Title of content.** (*125-character limit**) Do not use all caps. ***character limit includes spaces**
2. **Abstract Summary.** (*500-character limit*) Tell us why someone would be interested in this content and what they would gain by participating. This language may be used for promotion/marketing purposes.
3. **Description of Content.** (*2,500-character limit*) Tell us about content plan, purpose and structure. For example, what problem are you solving, what are the goals of the content, what is your pedagogical approach, what is the agenda or plan for content flow, are you including surveys, quizzes, handouts, facilitator guide, etc.
4. **Learning Objectives.** You are required to provide at least TWO Learning Objectives. Be sure your objectives are SMART. [Click here view Blooms Taxonomy resource.](#)

Each objective must also identify one of three gaps:

- a. **Knowledge** (new information is required)
- b. **Competence** (new strategies are required), or
- c. **Performance** (how new information or new strategies are put into practice).

For example: 1. Participants will be able to define Blooms Taxonomy. (Knowledge)

5. **Target Audience.** Check all that apply.
 - Students
 - Residents
 - Fellows

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- GIM Faculty
- Allied Health Professionals
- Others (identify in your description)

6. Educational Need

- Identify Current Practice(s).** (*500-character limit*) Describe the current practice that your content addresses.
- Identify Ideal Practice(s).** (*500-character limit*) Describe the Ideal Practice. (if your content was implemented, what would the ideal outcome or practice look like)
- Describe the Practice Gap(s).** (*500-character limit*) Describe the Practice Gap (what is needed to get from the Current Practice and the Ideal Practice)
- Needs Assessment(s).** (*500-character limit*) Identify at least one source that was used to identify the need for this content. Please provide the source citation or information. You do not have to upload your source(s) but be prepared to provide upon request.

For example:

- Literature Review
 - Target Audience
 - Faculty/Expert Consensus
 - Quality/Regulatory
 - Local Sources
- Outcome Measures of Content.** Describe the evidence gathered and used to determine that this content is effective to achieve its goals. 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. [Click here to link to Kirkpatrick's Framework.](#)

- Core Competencies.** You must select at least one Core Competency, either Clinical Skills Competencies and/or Professional Development Competencies. [Click here to view GIMLearn Core Competencies List.](#)

- Co-Authors.** You will be required to complete two items:

a).List all authors/co-authors:

For each author/co-author you will need

- Full Name
- Credentials/Degrees (e.g. MD, MPH)
- Current Title and Organization
- Email address

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b). One PDF of all author/co-authors disclosure. ***Every author/co-author must complete a Relevant Financial Relationships Form*** in order for the submission to be peer-reviewed and be considered for selection in GIMLearn.

The **submitting author is responsible** to collect all forms and **upload as one PDF** in the submission form. **[CLICK HERE FOR BLANK FINANCIAL RELATIONSHIP FORM](#)**. Follow instructions carefully.

The following sections must be completed:

- Name of Individual,
- Title of Continuing Education,
- Individual's Role in the Education,
- If you have disclosures within the last 24 months, enter the Name of the Ineligible Company, Enter the Nature of the Financial Relationship, and check if the Relationship has ended, **OR**
If you have no disclosures within the last 24 months, please click the associated check box
- Enter the Date you completed this form.

9. Production-Ready Content Upload. This is where you will upload production-ready content. A minimum of one uploaded file is required. You can upload up to 5 files of content. Each upload has a maximum of 2 GB (2,000MB). Merged PDF documents will be accepted. Most file types are accepted (recommend MP4, Word, PDF, PPT, Excel). This could include zoom recording, voice-over PowerPoint, video, slide deck, handouts, surveys, quizzes (with answer key), facilitator guide, etc.)

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