



CPD Research & Development Grant

General Information

The CPD Research & Development Grant competition is held twice annually. Grants up to a maximum of \$5,000 are awarded to fund CPD research relevant to the [mission of the CPD](#) at University of Toronto. The grants are intended to build capacity in CPD scholarship and provide faculty exposure to research methodology. The Research & Development Grants will support projects that directly relate to the planning, implementation, delivery and evaluation of continuing education for health professionals. Projects can be either an educational innovation or education research project and collaboration amongst health professions is encouraged. These funds may be used as pilot funding for further research in the area, however, projects must not have received funding from another source to support the same work. Funding is for a period of two years or less.

CPD Research and Development Proposal Requirements

A clear, concise description of the research and/or educational development initiative should be provided including specific detail of its scholarly component.

- **Executive Summary - Abstract:** Summary of proposed project and its relevance to the goals of the grant and CPD mission for the Faculty of Medicine
- **Background and Introduction:** A description of area of exploration, including discussion of current state of knowledge about the work proposed, existing scholarship in the field and gaps in knowledge.
- **Rationale, Goals and Objectives:** Include a brief description of the problem including educational gap or need, goals and list of project objectives.
- **Methodology:** The stated methods and approaches for the development project, evaluation and implementation plan. Methodological choices should be clearly rationalized.
- **Expected Outcomes and Knowledge Translation Plan:** A description of expected contributions to CPD educational programs and plans for dissemination of scholarly work. We encourage applicants to consider how their initiatives can support CPD.
- **Feasibility:** A description of the role of each member of the project team and resources at their disposal to ensure the feasibility and completion of the project.
- **Timeline:** Provide anticipated timelines with details of deliverables, time estimation and schedule for completion of the project
- **Budget:** The funds requested must be adequately justified. The request must not exceed \$5,000. The fund is not meant for supplemental funding of pre-existing grants, for acquisition of equipment, or for travel to scientific meetings.

Projects will be reviewed by a small peer-review committee with representation from the Faculty of Medicine. Funding decisions will be based on the merit of each project with priorities as indicated under general information. External review ordinarily will not be sought.

Ethics Approval

Applicants **must** include at the time of submission a formal letter or email notification from either a Hospital or the University of Toronto Research Ethics Board(REB) stating that ethics has been approved/the project is exempt or that it is pending. Applications will not be accepted or reviewed if ethics has not been formally initiated at the time of application submission. Should your project be selected for funding, final ethics approval must be in place before funding is released. REB approval must be obtained within six months from award notice. If you do not require ethics for your proposal, please indicate this in your submission via a formal letter from the REB noting the exemption.

Project Timeline and Report Requirements

A **1 year report** is required at the end of the funding year. Formal written reports will record the work done to date, include a summary of budgetary expenditures, describe progress towards and barriers to implementation, and include a plan for dissemination/knowledge translation. **All funds, other than costs related to project dissemination, are expected to be disbursed by the end of the first year and all costs, including dissemination costs are to be disbursed by the end of the second year.** Any unused funding is to be returned to CPD.

A **final project** report is due upon the completion of the project (within 2 years of the original funding date). This report must contain details regarding final budget expenditures which will outline any unused funds or overages, status of knowledge dissemination, implementation and planned future related work. Project teams are highly encouraged to also include perceived impact of the project on the PI's career and the perceived impact of the project on collaborators.

Who is Eligible?

The Project Lead must:

- Hold a primary faculty appointment as a full-time clinical or part-time member of a department within the University of Toronto's Faculty of Medicine. Members of any academic rank (lecturer, assistant professor, associate professor or full professor) are eligible to apply. Adjunct clinical faculty members can act as a collaborator on a grant held by a full-time or part-time faculty member.
- Be a faculty member engaged (or engaging) in educational activities related to the mission of the CPD at the University of Toronto.
- Agree to take responsibility for the overall project design, development, budgetary oversight and completion.
- Agree to provide mid- and year-end reports and seek opportunities for further dissemination

Checklist for Submission Requirements

- Completed application form with original signature of the Principal Investigator as well as signature of the Division Chief or Department Chair
- Letter or email notification from Hospital or the University of Toronto Research Ethics Board (REB) stating that ethics has been approved/the project is exempt or that it is pending
- Appendices as these relate to the project i.e. samples of the standardized questionnaires (maximum 2 questionnaires), interview protocol or other evaluation or instruments (maximum 10 pages)
- Submit the application form via email to Vashty Hawkins at vashty.hawkins@utoronto.ca

Application Deadlines

- April 30, 2017
- October 30, 2017