

## Continuing Professional Development 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 office of CPD at University of Toronto. The grants are intended to build capacity in CPD scholarship and foster the development of a collaborative network of research and scholarship in CPD. The Research & Development Grants will support projects that directly relate to the planning, implementation, delivery and evaluation of continuing education for health professionals. The grants will also support projects that advance our knowledge and understanding in these areas. 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.

### Who is Eligible?

The Principal Investigator 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

### 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.

1. Executive Summary/Abstract: Summary of proposed project. (100 word limit)
2. Background and Rationale: 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. If a needs assessment has been done, please include a summary in this section. (500 word limit)
3. Objectives/Research questions (100 word limit)
4. Relevance to the goals of the grant and CPD mission statement: Description of how the proposed project meets the criteria of the grant and is working towards the fulfillment of the mission of CPD. (100 word limit)
5. Methodology: The stated methods and/or approaches for the development project, choices must be clearly rationalized (500 word limit)
6. Evaluation plan (250 word limit)

7. Anticipated Impact: A description of expected contributions to CPD educational programs or the state of knowledge in the field. (100 word limit)
8. Dissemination Plan: Brief description of your plans to present, publish or otherwise disseminate your project results.
9. Project Team and Feasibility: Please include a detailed description of the role and relevant qualifications of each member of the project team to ensure the feasibility and completion of the project. (250 word limit)
10. Timeline: Provide anticipated timelines with details of deliverables, time estimation and schedule for completion of the project (100 word limit)
11. Budget. Please provide a detailed budget. 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. Please list any other funding/contribution sources supporting the project, include resources provided in kind.

All applications require the Principal Investigator's and their Hospital Chief or Department Chair's signature.

### **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.

### **Adjudication Process**

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.

### **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. In the final report, teams are highly encouraged to also include the known and anticipated impact of the project on the careers of the PI as well as of collaborators.

**Checklist for Submission Requirements:**

- Completed application form with original signature of the Principal Investigator as well a 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 and all the above components via email to Vashty Hawkins at [vashty.hawkins@utoronto.ca](mailto:vashty.hawkins@utoronto.ca)

**Application Deadlines**

April 30, 2017

October 30, 2017

**Questions?**

Please contact Morag Paton, CPD Education Research Coordinator at [morag.paton@utoronto.ca](mailto:morag.paton@utoronto.ca) or 416-978-4619