

**CPD Research and Development Grant
Faculty of Medicine, University of Toronto**

Applicant Information

Name of Project Lead

Primary Academic Appointment of Primary Lead (rank/status)

Department / Division of Project Lead

Name of Primary Contact (if different from project lead)

Primary Contact Information

Email Address

Verify Email Address

Co-Applicant Names(s) and Departmental Affiliation(s)

Collaborator Information

(Names and Departmental Affiliation)

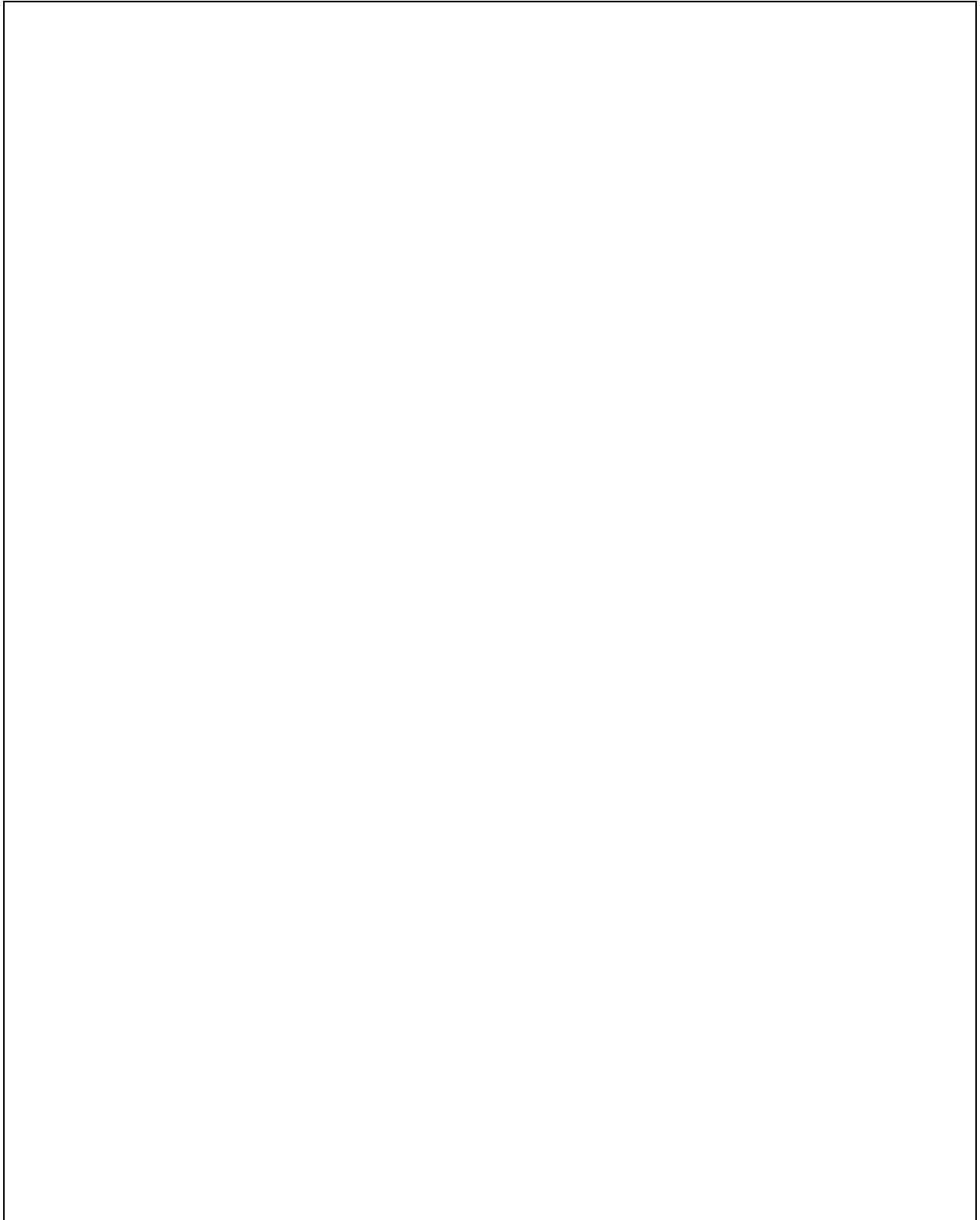
Project Title

Executive Summary – Abstract (100 word limit)

Summary of proposed project

Background and Rationale (500 word limit)

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.



Objectives / Research questions (100 word limit)

Relevance to the goals of the grant and the CPD mission statement (100 word limit)

Description of how the proposed project meets the criteria of the grant and is working toward the fulfillment of the mission of CPD.

Methodology (500 word limit)

Describe the stated research methods and/or approaches for a development project. Choices must be clearly rationalized.

Evaluation Plan (250 word limit)

Anticipated Impact (100 word limit)

Include description of expected contributions to CPD educational programs or the state of knowledge in the field

Dissemination Plan

Check or complete all that apply

- Presentation(s)**
Include descriptions of where you aim to present your work

- Publication(s):**
Include description of where you aim to publish your work

- Other:**
Please describe

Project Team and Feasibility (250 word limit)

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

Timeline (100 word limit)

Provide anticipated timelines with details of deliverables, time estimation and schedule for completion of the project

Budget (maximum 1 page)

Provide a detailed budget. Please either enter text below or email a copy (Excel, Word, or PDF) of your proposed budget. Funds requested must be adequately justified. The request must not exceed \$5000. 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, including resources provided in kind.

Reference List (maximum 1 page)

Include a detailed reference list as necessary

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The following signatures are required to process this application:

Principal Investigator	Division Chief or Department Chair

Submission Checklist

- Completed application form with original signature of the Principal Investigator as well as a signature of the Division Chief or Department Chair
- Letter or email notification from University of Toronto or Hospital Research Ethics Board (REB) stating that ethics has been approved, the project is exempt, or that review is pending.
- Appendices as they relate to the project, i.e. samples of the standardized questionnaires (maximum 2 questionnaires), interview protocol or other evaluation or instruments. Maximum 10 pages.

Please submit completed and signed application form and other relevant details to Vashty Hawkins at vashty.hawkins@utoronto.ca.

For questions related to the grant or application, please contact Morag Paton, Education Research Coordinator, Continuing Professional Development at morag.paton@utoronto.ca or 416-978-4619