**Continuing Professional Development Research & 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** (750 word limit)

The design and methods for the project should be clearly described and rationalized.

|  |
| --- |
|  |

**Methodology** (continued) – 750 word limit total

|  |
| --- |
|  |

**Evaluation Plan** (250 word limit)

A description of how the project or innovation will be evaluated. If you are developing a new program, describe how you will assess its impact. If you are doing a research project please describe how you will assess its success in meeting its goals.

|  |
| --- |
|  |

**Anticipated Impact** (100 word limit)

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

|  |
| --- |
|  |

**Dissemination Plan** (100 word limit)

Brief description of your plans to present, publish or otherwise disseminate your project results.

|  |
| --- |
|  |

**Project Team and Feasibility** (250 word limit)

Please include a detailed description of the role and relevant qualifications of each member of the project team, specifically describing what each person will contribute.

|  |
| --- |
|  |

**Timeline** (100 word limit)

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

|  |
| --- |
|  |

**Budget** (maximum 1 page)

Please provide a detailed budget. Funds requested must be adequately justified. The request must not exceed $5,000. See [posted budget guidelines](https://www.cpd.utoronto.ca/wp-content/uploads/2016/07/CPD-Research-and-Development-Grant-Budget-Guidelines.pdf). 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.

|  |
| --- |
|  |

**Reference List** (maximum 1 page)

Include a detailed reference list as necessary

|  |
| --- |
|  |

**The following signatures are required to process this application:**

either electronic signatures or signed, scanned in and emailed original signatures are acceptable.

|  |  |
| --- | --- |
| Principal Investigator | Division Chief or Department Chair |
|  |  |
| Name: | Name: |
| Title: | Title: |

**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**](mailto: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**](mailto:morag.paton@utoronto.ca) **or 416-978-4619**