

## 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](#). 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  
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**