

# Continuing Professional Development Research & Development Grant

Updated August 2019

## General Information:

Grants up to a maximum of \$5,000 are awarded to fund research relevant to the [mission](#) of CPD at University of Toronto. The grants are intended to support research and scholarly activities focused on the continuing professional development of practicing healthcare professionals. Continuing professional development (CPD) encompasses varied educational and developmental activities which licensed, practicing healthcare professionals undertake to maintain and enhance their knowledge, skills, performance and relationships in the provision of health care.

Research and scholarly activities aimed at undergraduate, graduate, postgraduate or fellowship programs or learners are not eligible for funding through this grant.

The CPD Research & Development Grants support projects that directly relate to the planning, implementation, and delivery of continuing education for health professionals (education innovation and development), the evaluation of those projects (program evaluation) or projects that generate new knowledge in these areas (research projects). Collaboration amongst health professions is encouraged. Projects that seek to evaluate a CPD program should demonstrate relevance to other CPD programs and this connection should be explicitly stated in the application.

## Who is Eligible?

The Principal Investigator must:

- Hold a primary faculty appointment as a full-time or part-time faculty 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. Status-only faculty can act as a PI on a grant. 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 year-end and project-end reports and seek opportunities for further dissemination

## Who is Not Eligible?

- Current PIs and Co-PIs of CPD Research and Development Grant funded projects are ineligible to apply for funding. PIs and Co-PIs can apply for funding for a new project only after all project requirements are completed, and at minimum, 2 years after their initial funding began. Individuals who sit on the CPD Research and Development Grant adjudication committee cannot be listed as a PI, co-PI or collaborator on a grant.

### **CPD Research and Development Proposal Requirements:**

A clear, concise description of the research and/or education innovation and development and/or program evaluation 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 design and methods for the project should be clearly described and rationalized. (750 word limit)
6. Evaluation plan: 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. (250 word limit)
7. Anticipated Impact: A description of how this project is expected to contribute 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. (100 word limit)
9. Project Team and Feasibility: 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. (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. See [budget guidelines](#). The fund is not meant for supplemental funding of pre-existing grants. 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 or Division Chief or Department Chair's signature.

### **Ethics Approval:**

Funded projects must have formal ethics approval and/or formal ethics exemption from either a Hospital or the University of Toronto Ethics Board (REB) prior to funds being released. REB approval must be obtained within six months from award notice. Projects that do not meet this deadline will be considered as abandoned and the funding will not be awarded.

### **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. 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 [online](#) with required uploaded material including:
  - Budget (either copy and pasted into the application site or uploaded as a separate document)
  - A brief letter of confirmation (or email) from the Primary Applicant's Faculty of Medicine's Academic Department Chair (or the Vice-Chair Education if designated) or their Hospital or Division Chief confirming their awareness of this grant application.
  - 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)

### **Application Deadline:**

October 30, 2019 (midnight)

### **Questions?**

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