**Continuing Professional Development Research & Development Grant**

**Faculty of Medicine, University of Toronto**

**Please note this is a working form built to facilitate individuals and teams drafting applications. Applications are to be completed** [**ONLINE**](https://survey.ca1.qualtrics.com/jfe/form/SV_8i861aNxt6Y14oZ) **only.**

**Applicant Information**

**Name of Project Lead**

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**Primary Academic Appointment of Primary Lead (rank/status)**

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**Department / Division of Project Lead**

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**Name of Primary Contact (if different from project lead)**

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**Primary Contact Information**

**Email Address**

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**Verify Email Address**

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

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**Collaborator Information**

**(Names and Departmental Affiliation)**

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**Project Title**

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**Please select the type of project:**

* Innovation and Development
* Research
* Program Evaluation

**Executive Summary/Abstract** (100 word limit)

Summary of proposed project

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**Background and Rationale** (500 word limit)

A description of the area of exploration, including the 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.

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**For Innovation and Development ONLY - Project Description** (250 word limit)

Please provide a brief description of what you plan on innovating/developing.

**For Research Project ONLY - Conceptual Framework and Research Questions**(250 word limit)

Please provide a brief description of your conceptual framework and research questions

**For Program Evaluation ONLY –Project Description and** **Objectives** (250 word limit)

 Please provide a brief description about the program you wish to evaluate and the objectives of your evaluation project.

**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.

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**Methodology** (750 word limit)

For Innovation/Development ONLY – Methodology for developing and implementing the innovation or program (material, product, resource)

For Research ONLY - Hypothesis or research question and Methods (study population or search strategy, study design, sample size, data collection, data analysis)

For Program Evaluation ONLY– Evaluation question(s) and Methods (study population, design, sample size if relevant, data collection, data analysis)

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**Quality Standards** (250 word limit)

For Innovation/Development ONLY - Describe how you will assess the impact of the innovation/development

For Research ONLY - Describe the steps taken to ensure the quality and/or trustworthiness of the research project

For Program Evaluation ONLY - Describe the steps taken to ensure the quality and/or trustworthiness of the evaluation project.

**Anticipated Impact** (100 word limit)

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

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**Dissemination Plan** (100 word limit)

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

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**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.

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**Timeline** (100 word limit)

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

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**Reference List**

Include a detailed reference list as necessary

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**Additional Documents Required:**

**Budget** – Applicants must provide or upload a budget document. 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.

**Letter of Confirmation -** Applicants must upload a brief letter 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. This letter or email can be addressed either to the Primary Applicant or the CPD Research and Development Grant Adjudication Committee.

**Optional Documents:**

**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.

**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**