

## Continuing Professional Development Advancement and Ideas Grants

Updated Sept 2021

### General Information:

We are pleased to once again be offering grant funding in support of CPD. The newly revised CPD Advancement and Ideas grants are intended to support research and scholarly activities focused on the continuing professional development of practicing healthcare professionals.

The 2021-22 grant program will accept proposals relevant to the [mission](#) of CPD at the University of Toronto and/or aligned with the following themes:

- Building a Resilient CPD System: focused on individual and/or organizational and/or structural models of achieving and sustaining wellness and resiliency within CPD programs and/or structures
- Building a Compassionate CPD System: focused on the development of compassion and compassionate care within CPD programs and/or structures.
- Building the Evidentiary Base for CPD: focused on leveraging and extending visions for CPD that have been previously articulated (e.g. [FMEC:CPD](#)), allowing for the exploration and extension of key theoretical underpinnings of CPD.

All grant applications must contribute to a fourth theme: building an equitable, diverse, inclusive, accessible, and/or socially just CPD system. All applicants will be asked how their proposals will contribute to this theme.

In addition, beginning in 2021-22, there will be two streams of the grant, the Advancing the Science of CPD grant and the CPD Ideas grant. Please see more details below.

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. Due to this strong focus on CPD, research and scholarly activities aimed at undergraduate, graduate, postgraduate or fellowship programs or learners are not eligible for funding through this grant.

The CPD Advancement and Ideas Grants support new discoveries in CPD. This could include areas around understanding CPD broadly (conceptual frameworks, theoretical underpinnings, links to better patient and community health outcomes), generating new areas of research or new discoveries in the field of CPD, all requiring strong research and/or evaluation questions to direct the investigation. 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.

An optional workshop will be held online on October 14, 2-4 PM EST (see more information below)

Applications will be due no later than **Monday, January 31<sup>st</sup>, 2022.**

### **What are the grants available?**

Grants will be available in two streams:

Stream 1: Advancing the Science of CPD: CPD will offer up to one grant per year that requires matching funds. This grant will be worth up to \$10,000 CAD (\$20,000 including the match). The matched funding can be in the form of a financial payment or as in-kind support. It is expected that those who are applying within this stream have a body of literature already in place and expect to take that knowledge and advance the work. This may be tied to an existing program of research, but this is not required.

Stream 2: CPD Ideas: CPD will offer up to three grants per year worth up to \$5000. These grants will not require a match. It is expected that those who are applying within this stream have an idea they wish to explore and need further funding to support that exploration.

The Principal Investigator can select only one stream under which to apply for a particular project, but there is no limit to applications from individuals provided the projects are different (for example, a PI can submit one project under the Advancing the Science of CPD stream and a different project under the CPD Ideas stream but cannot submit the same project under both streams).

Collaborators can be named on multiple grants in either stream (for example, a collaborator can be listed as a collaborator in two applications within the same stream provided they are not for the same project, or can be listed as a PI in one project and a collaborator in another within the same stream).

Please note that it is very unlikely that an individual PI will receive funding for projects they lead under both streams in the same year, we suggest that you select the right fit for your project and matching fund commitments. The adjudication committee reserves the right to consider an offer of funding in a different stream than which the applicant originally submitted.

### **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 Temerty 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 Advancement and Ideas Grant adjudication committee cannot be listed as a PI, co-PI, Co-I, or collaborator on a grant.

#### **CPD Advancement and Ideas Grants Proposal Requirements:**

		Advancing the Science	CPD Ideas
		*8 page maximum	*5 page maximum
Brief Project Information	Names, titles and affiliations of team members, preferred contact information, title of project, and stream to which you are applying (Advancing the Science or Ideas)	X	X
Background and Rationale:	A description of the area of exploration, including a discussion of 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.	X	X
Project Description/Conceptual Framework and Research Questions/Objectives	A detailed description of the planned project including a conceptual framework (if any), and research questions and/or project objectives	X	X
Relevance to the CPD mission statement and/or the theme of system resiliency, compassion or evidentiary base:	A description of how the proposed project meets the mission and/or themes	X	X
Relevance to the theme of building an equitable, diverse, inclusive,	A description of how the proposed project meets these criteria	X	X

accessible, and/or socially just CPD system			
Methodology	A detailed methodology, where the design and methods for the project should be clearly described and rationalized.	X	X
Quality Standards/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.	X	X
Anticipated Impact	<p>For Advancing the Science grants, please include a description of the expected contribution to the state of knowledge in the field, and an explanation of how this project fits into your program of research or builds on existing work.</p> <p>For the CPD Ideas grants, please include a description of expected contributions to CPD educational programs and your own developing capacity.</p>	X	X
Dissemination Plan	Brief description of your plans to present, publish or otherwise disseminate your results.	X	X
Project Team and Feasibility	A description of the role and relevant qualifications of each member of the project team, specifically describing what each person will contribute.	X	X
Timeline	A list of anticipated timelines with details of deliverables, time estimation and schedule for completion of the project	X	X
Budget	A detailed budget aligned with your stream selection. Funds requested must be adequately justified. <a href="#"><u>See budget guidelines document</u></a> . Please list any other funding/contribution sources supporting the project, include resources provided in-kind. (This document does not count within the required page limit.)	X	X

Matching Funds	<p>Matching Funds (if applying for the Advancing the Science stream): The source of the matching funds must be identified during the application process with a letter of confirmation from the source. Matching funds could be sourced through organizations or institutions, including academic departments, hospital divisions, extra departmental units (EDUs), or research centres. A letter or email confirming the source of the matching funds or in-kind contributions is required. This should be attached to your application or sent to the CPD Education Research Coordinator, <a href="mailto:morag.paton@utoronto.ca">morag.paton@utoronto.ca</a> prior to the application deadline.</p> <p>(This document does not count within the required page limit.)</p>	X	
Appendices	<p>A list of references, standardized questionnaire samples, interview protocol or other evaluation instruments can be added up to a maximum of 10 pages. (This document does not count within the required page limit.)</p>	X	X

### **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 peer-review committee with representation from the Temerty Faculty of Medicine and with expertise in CPD. Funding decisions will be based on the merit of each project and with the intention to allocate funding to support multiple projects.

### **Project Timeline and Report Requirements:**

Funding is expected to begin on June 1, 2022.

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 a half 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.

### **Application Deadline and Process:**

**January 31, 2022 (midnight)** submitted as (preferably) a single PDF file emailed to the Education and Research Coordinator, Morag Paton, at [morag.paton@utoronto.ca](mailto:morag.paton@utoronto.ca). Please pay attention to the stated page limits of 8 pages for the Advancing the Science grants and 5 pages for the Ideas grants (plus documentation listed that do not count towards those limits).

### **Workshop & additional support**

UofT CPD will be holding an online workshop for interested applicants to outline the two streams, eligibility, themes, application requirements and to introduce CPD scholarship ‘basics’ and additional consultation opportunities.

This workshop will be held online on Thursday October 14<sup>th</sup>, 2021 from 2-4 PM. This session will be recorded and will be made available for those who cannot attend live. Please register for the workshop [here](#).

Attendance is not mandatory.

Consultation is available through the CPD Research and Scholarship Office. Please contact Morag Paton ([morag.paton@utoronto.ca](mailto:morag.paton@utoronto.ca)) with a brief description of your needs and to request a consult.

### **Questions?**

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