

**EDUCATION DEVELOPMENT FUND**

**Internal Application for Department of Family & Community Medicine Matching Funds 2022-23**

**Submission Instructions:**

* Please email this document, the budget template and project timeline to the Office of Education Scholarship at [dfcm.edscholarship@utoronto.ca](mailto:dfcm.edscholarship@utoronto.ca) before **November 25, 2022, 11:59pm.**
* Pay careful attention to PART VI: NOTE ON ETHICS when you consider timelines for this application.
* If your project involves curriculum implementation and/or innovation, you must submit an email, with this application form, from the DFCM program director or division head, or appropriate education lead (e.g. MD Program Associate Dean), indicating that they support your project.
* All information about the Education Development Fund. including details about eligibility, can be found on the [Temerty Faculty of Medicine’s EDF website](https://medicine.utoronto.ca/about-faculty-medicine/education-vice-deans-education-development-fund): <https://temertymedicine.utoronto.ca/education-development-fund-edf>

Information about the DFCM’s internal process can be found on the [DFCM website](http://www.dfcm.utoronto.ca/education-development-fund-internal): <https://www.dfcm.utoronto.ca/education-development-fund-dfcm-internal-process>

This internal application is modelled on the Temerty Faculty of Medicine’s EDF application.

* Contact the OES at [dfcm.edscholarship@utoronto.ca](mailto:dfcm.edscholarship@utoronto.ca) for questions related to the application process

**PART I: PROJECT TEAM INFORMATION**

*Please refer to the section on Eligibility and Team Member Roles on the Temerty Faculty of Medicine’s EDF website*

*IMPORTANT*

* *Faculty members who serve in senior administrative or research positions (Vice Chairs, Program, Curriculum and Course Directors, Clerkship, Pre Clerkship Directors, Research Directors and those considered to be Senior Education Scientists and Consultants) may only be listed as "Senior Advisors".*
* *Those who are listed as being compensated as project managers, research assistants completing transcription and analysis, or for providing consultation services within the project budget may not be listed on the project team.*

Applications may be submitted with either a single Principal Investigator (PI) or with two Co-Principal Investigators. Please select the appropriate option.

1. Number of Principal Investigators:  1 Principal Investigator  2 Principal Investigators

*Please copy and paste more boxes as necessary depending on the size of your project team.*

2. Principal Investigator:

|  |  |
| --- | --- |
| Name: |  |
| Home Department: |  |
| Principal Investigator Faculty Appointment Status: |  |
| Telephone: |  |
| Email: |  |

3. Co-Principal Investigator:

|  |  |
| --- | --- |
| Name: |  |
| Home Department: |  |
| Co-Principal Investigator Department Chair: |  |
| Co-Principal Investigator Faculty Appointment Status: |  |
| Telephone: |  |
| Email: |  |

4. Senior Advisor:

|  |  |
| --- | --- |
| Name: |  |
| Administrative Designation: |  |
| Home Department: |  |
| Faculty Appointment Status: |  |

5. Please list all project collaborators:

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Last Name: | Department: | Title: |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |
| **9.** |  |  |  |
| **10.** |  |  |  |

**PART II: PREVIOUS EDUCATION GRANT FUNDING**

*Please refer to the section on Eligibility & Team Member Roles in the Temerty Faculty of Medicine’s EDF website*

1. Please list all previous or existing Education Grant Funding for PI or Co-PIs

|  |
| --- |
|  |

**PART III: PROJECT OUTLINE**

*Please refer to the Temerty Faculty of Medicine’s EDF website.*

1. What is the title of your Project?

2.What type of Project is this? Please check one. 3**.** Is this a Collaborative Project? Please check one.

**Innovation** **and** **Development Yes**

**Research No**

4. Executive Summary:

*Project Abstract with 100 word limit. (5% weighting will be applied to this section).*

*Summary of proposed project and its relevance to the goals of the Education Development Fund and the broader Faculty of Medicine Strategic plan.*

5. Background:

*1/2 page maximum – approximately 275-300 words (single spaced) (10% weighting will be applied to this section)*

*The institutional context surrounding the project; a literature review and summary of the current state of knowledge regarding this topic; and a description of the relevant work of the applicant(s), (if applicable).*

6. Rationale and perceived educational gap or need:

*1 page maximum – approximately 525-575 words (single spaced) (20% weighting will be applied to this section)*

*Description of the impetus for proposed project, clear demonstration or statement of current practice (i.e. environmental scan) the gap or need identified, and detail of perceived value of project outcome.*

7. Objective(s):

*100 words maximum (5% weighting will be applied to this section)*

8. Project Description:

*1 page maximum - approximately 525-575 words (single spaced) (20% weighting will be applied to this section)*

*Descriptions for the different project types should include the following:*

*INNOVATION AND DEVELOPMENT project: Methodology for developing the innovation (material, product, resource), implementation plan and evaluation approach*

*OR*

*RESEARCH project: Hypothesis or research question and Methods (study population, study design, sample size, data collection, data analysis)*

9. Outcomes leading to Integration and Impact:

*1 page maximum approximately 525-575 words (single spaced) (20% weighting will be applied to this section)*

*Description of the potential for enhancement of existing or future programs including: enhancement of professional competencies; implementation strategy; plan for project sustainability; dissemination plan or knowledge translation strategy.*

**PART IV: PROJECT FEASIBILITY AND BUDGET**

*(20% weighting will be applied to this section)*

*Please refer to the Budgets section on the Temerty Faculty of Medicine’s EDF website*

1. In the space below, please provide the following information related to project feasibility and budget:

*1/2 page maximum – approximately 275-300 words (single spaced).*

* *Description of the team including roles and responsibilities of team members*
* *Description of resources available and required (financial, expertise, technology)*
* *Disclosure of intended vendors with appropriate quotes if feasible*

2. Completed EDF budget Template

*The EDF budget criteria can be found here:* [*https://temertymedicine.utoronto.ca/education-development-fund-edf*](https://temertymedicine.utoronto.ca/education-development-fund-edf)

*The EDF budget must be submitted in spreadsheet format, using the template found at:* [*https://www.dfcm.utoronto.ca/education-development-fund-dfcm-internal-process*](https://www.dfcm.utoronto.ca/education-development-fund-dfcm-internal-process)

*Please complete this template and attach it when you submit this application to the Office of Education Scholarship.*

3. Completed Project timeline/schedule Template

*The timeline should contain details of deliverables, time estimation and a project schedule, a template can be found at* [*https://www.dfcm.utoronto.ca/education-development-fund-dfcm-internal-process*](https://www.dfcm.utoronto.ca/education-development-fund-dfcm-internal-process)

**PART V: REFERENCE LIST (optional)**

1. Please provide a list of supporting references.

*1 page maximum approximately 525-575 words (single spaced)*

**PART VI: NOTE ON ETHICS**

Applications going forward for the Departmental matching funds are not required to have ethics in place by the internal deadline; however, an official notification that REB application is approved/exempt/pending must accompany your final application to the Temerty Faculty of Medicine in mid-February. More details about REB submission can be found on the [DFCM website](http://www.dfcm.utoronto.ca/funding-resources-education-scholarship) and we advise that you begin this process as soon as possible.