

University of Toronto, Faculty of Medicine

2017 Education Development Fund Application

A note: This version of the 2017 EDF Application is to help you work with your team members in developing the content. It is NOT considered to be an application. Applicants MUST submit their application using the online process. You will need to either write or copy and paste text into the online application form.

- Applications are due at NOON, February 15, 2017.
 - Applicants are advised to carefully read the instructions on the [EDF website](#).
 - Late or incomplete applications will neither be reviewed nor selected.
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Section 1: Project Team Information:

Please use this section to provide information related to your project team composition. This may include information about a single Principal Investigator or two Co-Principal Investigators, Collaborators, or Senior Advisors. We suggest you review the section on the EDF website titled Eligibility and Team Member Roles prior to completing this section.

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

1a) Project Lead(s): *[For the MS Word version of this application – please just copy and paste section 1A for a second Principal Investigator. The web version will ask you to select either one PI or two and the appropriate number of fields will appear]*

- Name of Principal Investigator: _____
- Home Academic Department: _____
- Principal Investigator Faculty Appointment Status: _____
- Telephone: _____
- Email: _____

- Principal Investigator Department Chair Name: _____
- Principal Investigator Department Chair Email Address: _____

- Principal Investigator Department Business Officer/Manager Name: _____
- Principal Investigator Department Business Officer/Manager Email Address: _____

- Title, date of funding and role in previously applied for and/or funded educational grants:
 1. _____
 2. _____
 3. _____

1b) Project Collaborator(s):

In the section below, please list your project collaborator(s) including First Name, Last Name, Department and Title.

- Collaborator 1: _____
- Collaborator 2: _____
- Collaborator 3: _____
- Collaborator 4: _____
- Collaborator 5: _____
- Collaborator 6: _____
- Collaborator 7: _____

- Collaborator 8: _____
- Collaborator 9: _____
- Collaborator 10: _____

1c) Project Senior Advisor(s)

In the section below, please list your project senior advisor(s) including First Name, Last Name, Department and Title.

- Senior Advisor 1: _____
- Senior Advisor 2: _____
- Senior Advisor 3: _____
- Senior Advisor 4: _____
- Senior Advisor 5: _____

Section 2: Project Outline:

2a) Project Title:

2b) Please indicate if this is an Innovation and Development Project OR a Research Project (please select one)

- Innovation and Development Project
 Research Project

2c) Is this a collaborative project?

- Yes
 No

2d) 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.

2e) 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).

2f) 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.

2g) Objective(s): *100 words maximum (5% weighting will be applied to this section)*

2h) 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)*

2i) 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.*

Section 3: Project Feasibility and Budget *(20% weighting will be applied to this section as a whole)*

Applicants are advised to carefully review the EDF website in order to complete this section.

3a) 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.*

3b) Excel Budget (template provided)

Complete and upload a separate Excel form (template provided) *to provide a detailed budget breakdown.*

3c) A project timeline/schedule (template provided)

Please complete and upload a separate project timeline (template provided) that contains details of deliverables, time estimation and project schedule.

Section 4: Additional Application Components (not weighted):

For more information about these components, please review the EDF website.

4a) Attestation Form(s):

Each Principal Investigator is required to complete, sign, and upload an attestation form on the provided template. In the case of Co-PIs, each Co-PI is required to sign their own attestation form.

4b) Department Chair's Endorsement:

Applications must upload a letter of support from the Faculty of Medicine Academic Department Chair (or the Vice-Chair Education if designated) of **each** Principal Investigator. The letter of support should outline the potential for meaningful incorporation and sustainability in the Faculty of Medicine education programs and the provision of support for the Project Leader to attend development sessions and complete the dissemination plan. Project endorsement from Hospital Clinical Departments, University or Hospital Division Chiefs, Medical Education Offices, Research Departments or Managers, will not be accepted.

At least one letter must also confirm that secured matched funding is in place. This letter should also confirm the source of the matching funds.

4c) Ethics:

Applicants must include and upload at the time of submission a formal letter or email notification from either a Hospital or the University of Toronto Research Ethics Board stating that ethics has been approved/the project is exempt or that it is pending. Applications will not be accepted or reviewed if ethics has not been formally initiated at the time of their application submission. Should your project be selected for funding, final ethics approval must be in place before funding is released. If you do not require ethics for your proposal, please indicate this in your submission via a formal letter from the REB noting the exemption.

4d) Reference List (Optional): Please provide and upload a list of supporting references up to a 1 page maximum (approximately 525-575 words single spaced).

Information:

Should you have any questions about the Fund or the Call for Applications please do not hesitate to contact The Office of the Education Vice-Deans, Morag Paton, Acting Project and Administrative Manager, edudeans@utoronto.ca, 416-946-8067

IMPORTANT:

You must press 'SUBMIT' at the end of the online application to ensure your application is successfully received.

Saving your application while in progress does not ensure it is received and/or complete.

Once your application is successfully submitted, you will have a chance to print the confirmation page.

Please ensure you print a copy of the confirmation page and application for your records.