

Faculty Development Mini Fellowships Application Guidelines

OBJECTIVE Faculty Development Mini Fellowships are career development grants of up to \$5,000 designed so faculty members can take advantage of professional development opportunities to acquire new skills and knowledge. A limited number of competitive fellowships are available each year. Fellowships can be of two types:

1. Those with additional funds provided by the applicant's department/division or other acceptable funding source, including research grants. These additional funds need not equal the amount of funds requested, and at the department's discretion, may cover direct or indirect costs.
2. Those with a faculty-wide benefit, rather than a department/division-specific benefit, for which the Dean's Office will provide the additional funds.

The following will **NOT** be supported:

- attendance at annual specialty specific meetings;
- financial support for sabbatical leaves or year-long fellowships;
- graduate studies (e.g. MSc, MEd);
- reimbursement for faculty development activities that have taken place before the competition deadline;
- loss of clinical earnings (priority is to support direct costs);
- research projects.

CRITERIA Priority will be given to applications that clearly demonstrate anticipated benefit to the individual, the sponsoring department/division or agency, and the School. Evidence should include, but not be limited to:

- Enhancement of the individual faculty member's ability in one of the following: research, teaching or administration; each of these areas is of equal value;
- Innovation and/or acquisition of new abilities ;
- Provision of the widest benefit to the School, which may include undergraduate medical or dental students, graduate students, postgraduate medical residents, research opportunities, etc;
- Demonstration of need and expected outcome;
- Identification of the method of assessing outcome and benefit both to the applicant and to the department/division after the fellowship is completed.

If an application covers more than one individual, please provide clear rationale. The Committee normally considers only one submission per faculty member per competition.

GRANTS Up to \$5000, excluding additional funds. Departments/divisions within the School, research institutes, provincial or national foundations and agencies such as the Royal College of Physicians and Surgeons, the College of Family Physicians of Canada, research grants, etc., are all acceptable sources of additional funds.

APPLICATION Mini Fellowship applications must include:

- an outline of the proposed fellowship using the attached template (max 3 pgs);
- a summary CV (max 2 pgs);
- a letter of support.

Email the application and attachments as a single PDF to ellen.brown@schulich.uwo.ca.

Upon completion of the fellowship, applicants must submit of a brief report to the Chair, Faculty Development Mini Fellowships Awards Selection Committee, and complete an online expense claim to obtain fellowship funds.

COMPETITIONS Held twice per year, spring and fall, depending on availability of resources. The application submission deadline will be announced eight weeks prior to the upcoming competition.

ADJUDICATION By the Faculty Development Mini Fellowships Awards Selection Committee. The Committee is cross-disciplinary and includes student representatives. Please write for a diverse audience.

Faculty Development Mini Fellowships Application Template

DEADLINE: 8:00 A.M. MONDAY, OCTOBER 20, 2014

APPLICATION (MAXIMUM 3-PAGES, 12 PT FONT)

Applicant Name:

Dept/Division:

Mailing Address:

Phone:

Email:

Course or Workshop Title:

Fellowship Objectives:

Dates/Timeline (fellowships should normally be completed within 12 months):

Expected Benefits:

Methods of Post Fellowship Evaluation:

Budget (detail associated costs, e.g. tuition, travel, using Western mileage and per diem rates; reflect additional funds provided by department):

ATTACHMENTS

1. CV: maximum 2-pages, highlighting information relevant to the support of this application
2. Letter of Support from Department/Division* Head or other sponsoring agency, including:
 - a. An outline of the importance of the project to the unit or the School;
 - b. A commitment to provide additional funds, including a specified amount. *For applications not sponsored by a Department/Division, there must be a clear indication and rationale to justify the application in the absence of additional funds.*
3. For Courses & Workshops:
 - a. Include the course or workshop website
 - b. Append the prospectus identifying the areas especially appropriate for your professional development, and what you will be bringing back to Schulich. Explain why you are asking for this course and why in this location.
 - c. If you are planning to visit a lab or centre, please attach a letter of acceptance from the lab or centre.

**For DME and Windsor Program faculty: In lieu of letters of support from the head of the department/division, letters of support may be requested from the Associate Dean - Windsor Program, Assistant Dean - DME or Academic Director, as appropriate.*

SUBMISSION

Save the completed application and attachments as a **single PDF**. Email to ellen.brown@schulich.uwo.ca on or by **8:00 a.m. Monday, October 20, 2014**.
