



MEMORANDUM

TO: All Faculty Members, Schulich School of Medicine & Dentistry

FROM: Dr. Jatinder Takhar
Continuing Professional Development

DATE: January 2012

RE: **Spring 2012 Faculty Development Mini Fellowship Fund**

Attached are the guidelines and application instructions for the Faculty Development Mini Fellowship Program. All members of faculty are eligible to apply. Additional funds have been set aside and are protected for initiatives from SWOMEN faculty members.

Please review the attached guidelines and consider submitting an application with the requested supporting documentation. Examples of successful grant applications are on file in the Continuing Professional Development Office for reference. The deadline for the current competition is:

Friday, March 23, 2012

Please email the application and all supporting documentation *in a single PDF file* to:

meghan.edmiston@schulich.uwo.ca

If you have any questions about the process, please contact Meghan Edmiston at meghan.edmiston@schulich.uwo.ca or 519-661-2111 x88929.

Continuing Professional Development
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Schulich School of Medicine & Dentistry
Faculty Development Mini Fellowships - Guidelines for Application

Objective: *Faculty Development Mini Fellowships* are career development grants of up to \$5000 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 candidate'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 that have a faculty wide rather than department/division specific benefit for which the Dean's Office will provide the additional funds.

The following will not normally 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 which include enough information to clearly demonstrate the anticipated benefit to the individual, the work of the Schulich School of Medicine & Dentistry, and the sponsoring department, division or agency. Evidence of anticipated benefit should include but not be limited to:

- 1) 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.
- 2) innovation and/or the acquisition of new abilities
- 3) provide the widest benefit to the Schulich School of Medicine & Dentistry, which may include undergraduate medical or dental students, graduate students, postgraduate medical residents, research opportunities, etc.
- 4) demonstrate the need and expected outcome
- 5) identify the method of assessing outcome and benefit both to the applicant and to the Faculty after the fellowship is completed

If there is one application that covers more than one individual, please provide clear rationale. The committee will normally consider only one submission from a faculty member per competition.

Awards: Up to \$5000, excluding the additional funds. Departments/divisions within the Schulich School of Medicine & Dentistry, 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: Please email the application and all the attachments *in a single PDF file* to meghan.edmiston@schulich.uwo.ca. The application must include an outline of the proposed fellowship *using the attached template* (12 point font, maximum 3 pages, excluding the CV and letter of support).

Upon completion of the fellowship, a brief report must be submitted to the Chair of the Awards Selection Committee.

Competitions: Competitions will be held twice per year, spring and fall, depending on the availability of resources. Deadline for submission of applications will be announced eight weeks prior to the competition.

Adjudication: by the Mini Fellowships Awards Selection Committee

**Faculty Development Mini Fellowship
Application Form Template 2012**

(Note: Please use a maximum of 3 pages in total for this template, 12 point font)

1. Name of Applicant:

2. Department:

3. Mailing Address:

4. Phone:

5. Email:

6. Fellowship Objectives:

7. Timeline (fellowships should normally be completed within 12 months):

8. Expected Benefits:

9. Methods of Evaluation:

10. Budget detailing associated costs (e.g. tuition, travel) using UWO mileage and per diem rates:

Attachments:

1. A maximum two-page summary CV highlighting information relevant to the support of this application.
2. An informative letter of support from the head of the department/division* or other sponsoring agency which must outline the importance of the project to the unit or the school and a commitment to provide additional funds, including a specified amount. For those applications which are 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. If you are planning to attend a course/workshop, please include the course website or 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. If you are planning to visit a lab or centre, please attach a letter of acceptance from the lab or centre.

*For SWOMEN 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, SWOMEN, or Academic Director as appropriate.