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It is the responsibility of the principal applicant to complete all sections of this application and submit all documentation as one pdf file by 2359 hours on the specific deadline date. Separate documents will not be accepted. Submit any questions and the application to cpd@schulich.uwo.ca with the subject line “Mini Fellowship Application’. Personal information provided in the application will be used solely for the purposes of adjudication and treated in accordance with Western University’s [Guidelines on Access to Information and Protection of Privacy](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp123.pdf), and [Schulich School of Medicine &](https://www.schulich.uwo.ca/continuingprofessionaldevelopment/docs/policy1.4.1_protectionofprivacy_cpd.pdf) [Dentistry (SSMD), Continuing Professional Development Privacy Policy.](https://www.schulich.uwo.ca/continuingprofessionaldevelopment/docs/policy1.4.1_protectionofprivacy_cpd.pdf)

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| Application Date: |
| **Principal Applicant** |
| Name: |
| Department (and Division where applicable): |
| Rank (e.g. Professor, Asst. Professor, etc.): |
| Telephone: | Email: |
| **Co-Applicants** (*If the project has multiple co-applicants, include information for all co-applicants by adding new rows below.* |
| Name(s): |
| Department(s)/Division(s)/Unit(s): |
| Rank(s) (e.g. Professor, Assistant. Professor, etc.): |
| Telephone: | Email: |
| **Course/Program Description** |
| Course/Program Title: |
| Course/Program Dates: |
| Delivery Mode (check all that apply): in-person virtual synchronous virtual asynchronous  |

**Schulich School of Medicine & Dentistry, Western University**

Continuing Professional Development,

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| **Required Application Components** |
| 1. Anticipated Benefits. Explain how the course/program will benefit the applicant’s roles in their department/division, **and** benefit other faculty members/departments/divisions and the Schulich Medicine & Dentistry community at large. Items to include are noted in the “Criteria” section of the Faculty Development Mini Fellowship Guidelines.*(one page maximum, Arial, size 11 font)* |
| 1. Anticipated Outcomes. The anticipated outcomes of the program must be described and must include benefit to SSMD in one, or more of the following roles/responsibilities
	* teaching
	* education scholarship
	* research
	* leadership
	* administration
	* other outcomes pertaining to SSMD roles and responsibilities (please described in detail)

(one page maximum, Arial, size 11 font) |
| 3. Course prospectus/program agenda/web link, or letter of acceptance for site visits, as applicable. |
| 4. Alignment with [Schulich School of Medicine & Dentistry](https://www.schulich.uwo.ca/strategicplan2021/) strategic priorities.*(one page maximum, Arial, size 11 font)* |
| 5. Rationale for including multiple faculty members in one application, if applicable. |
| 6. Budget | CDN $ |
| a. Registration/tuition fee |  |
| **b. Financial support from department/division/sponsoring unit** |  |
| c. Mini Fellowship grant requested |  |
| 1. Signed Letter of Sponsorship (on letterhead) from the head of the department/division or sponsoring unit, or Associate Dean Windsor Campus, or Assistant Dean, Distributed Education. specifying:
	1. the importance of the project to the unit or School, AND
	2. the amount of additional funding\* which will be provided by the department/ division or sponsoring unit.
	3. Where there is no additional funding provided, a clear explanation of this gap must be included. Non-financial support must also be included which may include, but is not limited to…
		* protected time to complete program
		* ‘in-kind’ supports
		* knowledge translation supports
		* other supports (please described in detail)

**\*\*\*Non-sponsored applications MUST include a clear indication and rationale to justify the application in the absence of additional funds and/or additional supports. \*\*\*** |

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| 8. Curriculum Vitae highlighting information relevant to this application.*(two page maximum, Arial, size 11 font)* |
| 9. Knowledge / Skill Dissemination Plan with a timeline that describes how the applicant will disseminate knowledge or skills gained through participation in the mini fellowship, to other SSMD faculty members. The funds must be used, and the course/program completed within one year of the mini fellowship grant acceptance letter date. The subsequent implementation of at least one action that will be of benefit to the other SSMD faculty members community (e.g., create a workshop or asynchronous module, present rounds, develop a course, etc.) is to be completed within a maximum of two years of the mini fellowship grant acceptance letter date.(one page maximum, Arial, size 11 font) |