**Centre for Studies in Family Medicine Research Committee**

**DOCUMENT 3:**

**RESIDENTS SUBMITTING AN APPLICATION FOR DEPARTMENT RESEARCH TRUST FUNDS**

The purpose of this document is to assist the Centre for Studies in Family Medicine\_Research Committee (CSFM\_RC) in achieving its mandate to foster, facilitate, and coordinate research by members of the Department of Family Medicine. Residents of the Department of Family Medicine can apply to the Research Trust Fund for resident project funding.

Limited research funds are available: (a) to encourage new projects/activities likely to lead to further research and external funding, or (b) to support the completion of an existing project.

Completed projects will not be considered for funding.

The process of submitting, reviewing, and implementing proposals includes submission directly to the Centre for Studies in Family Medicine\_Research Committee through Maureen Kennedy. The Chair or his/her delegate will arrange for review of the project and relay any necessary suggestions for modification, ultimately recommending or not recommending the proposal to the Centre for Studies in Family Medicine\_Research Committee. Relevance to Family Medicine, appropriate methodology, and judged capacity to complete the proposed work will be important criteria in review. If recommended by the Centre for Studies in Family Medicine\_Research Committee, the Chair will present the proposal to the Departmental Committee for final approval. The applicant will be informed by the Chair of the Centre for Studies in Family Medicine\_Research Committee.

Once approved, funds for the proposal are accessed through the submission of original receipts/invoices to Jody Moon of the Department of Family Medicine.

Allowable expenses are transcription or translation costs, printing of surveys, letter of consent, and other materials relevant to survey distribution, postage for survey mailings, brochure printing for QI project implementation, costs to register for online survey distribution, compensation for study participation, and refreshments for focus groups.

**Maximum funding for residents:** $1000

A maximum of $300 on equipment is allowed per application. Equipment purchased must be returned to the department (example of allowable equipment: digital recorders).

Expenses that are NOT allowed:

1) No travel expenses (mileage, transportation costs, accommodation, or conference registration)

2) Hiring of individuals to work on the study

**Funding Timelines:** Applications can be submitted at any time during the year. There are three review cycles each year.

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| Approved at March CSFM\_RC (3rd Wed of March) and Departmental meetings (4th Wed of Mar.) | Approved at May CSFM\_RC (3rd Wed of May) and Departmental meetings (4th Wed of May) | Approved at November CSFM\_RC (3rd Wed of November) and Departmental meetings (4th Wed of November) |