

CPD Digital Innovation & Research Grant (DIRG) Adjudication Committee Guidelines

The Continuing Professional Development (CPD) Digital Innovation & Research Grant (DIRG) Adjudication Committee (hereafter referred to as “the Committee”) adjudicates applications for the CPD DIRG and provides guidance to CPD with regard to CPD DIRG guidelines, purpose and scope.

RESPONSIBILITIES

The Committee will:

- Review and advise on applications submitted for the CPD DIRG;
- Attend an annual adjudication meeting in April each year;
- Provide feedback on CPD DIRG Guidelines and process for adjudication, as required.

Each application will have two primary reviewers; however, all adjudication committee members will vote after adjudication.

MEMBERSHIP

- Associate Dean, CPD (Committee Chair)
- Representative from the Centre for Education Research & Innovation (CERI)
- Distributed Education Representative
- Basic Medical Science Representative
- Dental Faculty Representative
- Medical Faculty Representative
- Project Coordinator, CPD (Committee Organizer)

MEMBERSHIP RIGHTS & PRIVILEGES

Membership will be held for three (3) years, renewable once. If a Committee member is unable to attend the adjudication committee meeting, they may still score the applications and send comments to the Committee Organizer for review at the Adjudication Committee meeting.

SCHEDULE / TIMELINE

- **Early March:** Applications close
- **Mid March:** Committee members sent applications and assignments for adjudication
- **Mid April:** Adjudication Committee meeting held (in person or virtually)
- **Late May:** Applicants notified of status of submission

CONFLICTS OF INTEREST

In the event of a conflict of interest between a CPD DIRG applicant and a Committee member, the conflict of interest must be disclosed by the committee member as early as possible. A Committee member may be asked to not review an application dependent on the conflict of interest.