

CPD Innovation & Research Grant (IRG) Adjudication Committee Guidelines

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

RESPONSIBILITIES

The Committee will:

- Review and advise on applications submitted for the CPD IRG;
- Attend an annual adjudication meeting in February each year;
- Advise on goals of the CPD IRG with regard to wider priorities at the Schulich School of Medicine & Dentistry;
- Provide feedback on CPD IRG 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

- **March:** Applications close
- **Early April:** Committee members send applications for adjudication
- **Late April:** Application review by Adjudicators
- **Early May:** Adjudication Committee meeting held
- **Mid May:** Applicants notified of status of submission

CONFLICTS OF INTEREST

In the event of a conflict of interest between a CPD IRG 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.