

## Continuing Professional Development Innovation & Research Grant (CPD IRG) Application Checklist

All of the below items must be included for a complete application.

- Components A and B, and appendices, must be submitted separately. Forms are available on the CPD IRG Website.
- Components C – K must be written in 4-pages maximum, Arial font, 12-point font size minimum, 1-inch margins)
- Submit components C – L as a single PDF document

Submit all required components and appendices to [cpd@schulich.uwo.ca](mailto:cpd@schulich.uwo.ca) with “CPD IRG Application” in the subject line.

Component	Title	Description
A	Form A	Contact Information and Signatures  <i>*attach as a separate PDF document from the below components when submitting the application*</i>
B	Form B (Cover Page & Abstract)	Include the project title, duration, start date, and amount of funds requested. Abstract must be a <b>maximum of 300 words</b> . See Form available on CPD IRG Website.  <i>*attach as a separate PDF document from the below components when submitting the application*</i>
C	Background & Rationale	A description of area of exploration, including discussion of current state of knowledge about the work proposed, existing scholarship in the field and gaps in knowledge. If a needs assessment has been done, please include a summary in this section.
D	Project Objectives / Research Questions	Explain what the project is hoping to achieve or the questions it will aim to answer.
E	Impact & Relevance	Description of how the proposed project meets the criteria of the grant, and it is working toward the fulfillment of the strategic directions of CPD.  Include a description of expected contributions to the field of CPD, or to CPD educational programs.
F	Methodology	<i>Research:</i> The design and methods for the project should be clearly described and rationalized. <i>Innovation:</i> The implementation methods for the project should be clearly described and rationalized.

G	Data Analysis / Evaluation Plan	A description of how the research or innovation will be analyzed / evaluated. If you are developing a new program, describe how you will assess its impact. If you are doing a research project, please describe how you will assess its success in meeting its goals.
H	Dissemination Plan	Brief description of your plans to present, publish or disseminate your project results.
I	Project Team and Feasibility	Please include a detailed description of the role and relevant qualifications of each member of the project team, specifically describing what each person will contribute.
J	Timeline	Provide anticipated timelines with details of deliverables, time estimation and schedule for completion of the project.
K	Budget	Itemized use of funds, including budget justification. Use the CPD IRG Budget Form for guidance.
L	References / Bibliography	Maximum 30 references

### Appendices

M	Letter of Approval from Research Ethics Board (REB) or REB number for applications under review (if applicable).
N	Copy of research instruments, if available.
O	Letter of support from your Division or Department Chair.
P	CV highlighting accomplishments relevant to the proposal (2 page maximum)