

## Faculty Development Mini Fellowships

### Application Guidelines (January 2019 Update)

#### OBJECTIVE

Faculty Development Mini Fellowships are career development grants available to Schulich School of Medicine & Dentistry faculty members, to enable them to take advantage of professional development opportunities to acquire new skills and knowledge.

A limited number of competitive fellowships are available each year.

Mini Fellowships **do not support**:

- Attendance at annual or specialty-specific meetings or conferences
- Financial support for sabbatical leaves or year-long fellowships
- Graduate studies (e.g. MSc, MEd)
- Faculty development activities that commence before the competition submission deadline
- Loss of clinical earnings
- Research projects
- Decanal team members
- Department Chairs or Chair/Chiefs

#### CRITERIA

Priority will be given to applications which:

1. Clearly demonstrate anticipated benefit to the applicant, their department/division, and Schulich Medicine & Dentistry,
2. Are supported by additional funds from the applicant's department/division or Schulich Medicine & Dentistry, and
3. Align with the [strategic priorities of Schulich Medicine & Dentistry](#)

Evidence of anticipated benefit should include but not be limited to:

- Enhancement of the applicant's ability in research, teaching or administration; each of these areas is of equal value
- Innovation and/or acquisition of new abilities
- Provision of the widest benefit to Schulich Medicine & Dentistry, which may include undergraduate medical or dental students, graduate students, postgraduate medical residents, research opportunities, Continuing Professional Development (CPD), etc.
- Demonstration of need and expected outcome
- Identification of the method of assessing outcome and benefit both to the applicant and to the Faculty after the fellowship is completed

If an application covers more than one faculty member, please provide clear rationale. The committee will normally consider only one submission from a faculty member per competition.

## COMPETITIONS

Competitions are held semi-annually in spring and fall, subject to the availability of resources. Application deadline will be announced not less than eight weeks prior to the competition.

## AWARDS

*Up to \$5000, excluding additional funding.* Acceptable sources of additional funds include:

- departments/divisions within Schulich Medicine & Dentistry
- research institutes
- research grants
- provincial or national foundations and agencies (ie: Royal College of Physicians and Surgeons, College of Family Physicians of Canada)

## ADJUDICATION

Applications will be reviewed by the Mini Fellowships Awards Selection Committee. The committee is cross-disciplinary and includes student representatives, so please write for a diverse audience.

## FUNDED APPLICATIONS

Successful applicants will be required to:

- submit a post-MF report to the Chair of the Awards Selection Committee
- share their MF experience with Schulich CPD for MF promotion purposes
- Disseminate new skills acquired, or knowledge gained, through the MF to Schulich Faculty

## SUPPORTING DOCUMENTS - REQUIRED

1. *Course prospectus or program agenda* identifying areas relevant to this application. Please also include a *web link or letter of acceptance* if you are planning to visit a lab or centre.
2. *Signed letter of support (on letterhead)* from the head of the department/division<sup>i</sup> or sponsoring agency, specifying:
  - a. the importance of the project to the unit or School, AND
  - b. the amount of additional funding\* which will be provided by the department/division or sponsoring agency.

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

3. *Curriculum vitae (maximum two 2 pages)* highlighting information relevant to this application.
4. *Knowledge / Skill Dissemination Plan* that explains a feasible methodology to share knowledge acquired, or skills gained, through participation in the MF to Schulich Faculty.

## ONLINE APPLICATION

[https://www.schulich.uwo.ca/continuingprofessionaldevelopment/teaching\\_and\\_learning\\_resources/faculty\\_development\\_mini\\_fellowships\\_online\\_application.html](https://www.schulich.uwo.ca/continuingprofessionaldevelopment/teaching_and_learning_resources/faculty_development_mini_fellowships_online_application.html)

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<sup>i</sup> Distributed and Windsor Campus faculty may request letters of support from the Associate Dean Windsor Campus, Assistant Dean Rural & Regional Community Engagement, or Regional Academic Director