

## Faculty Development Mini Fellowship - GUIDELINES

Updated September 5, 2019

### 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 which will enhance their roles as teachers, researchers, and administrators.

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's roles in 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 School of Medicine & Dentistry](#)

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

- Enhancement of the applicant's ability in teaching, research, 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 department/division/Schulich School of Medicine & Dentistry after the fellowship is completed

If an application covers more than one faculty member, a clear rationale for the inclusion of multiple faculty members within one application must be provided. The committee will normally consider only one submission per faculty member, per competition.

## COMPETITIONS

Competitions are held semi-annually in spring and fall, subject to the availability of resources. Application deadlines 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 School of Medicine & Dentistry
- research institutes
- research grants
- provincial or national foundations and agencies (i.e.: 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:

- disseminate new skills acquired, or knowledge gained, through the Mini Fellowship to Schulich Faculty
- share their Mini Fellowship experience with Schulich CPD for Mini Fellowship promotion purposes
- submit a post-Mini Fellowship report to the Chair of the Awards Selection Committee which includes a reflection of the learning experiences of the faculty member, and evidence of implementation and/or dissemination of new skills and/knowledge gained to other faculty members.

## APPLICATION COMPONENTS - REQUIRED

1. *Explanation of the anticipated benefit (maximum one page, Arial, size 11 font).* Items to include are explained on page one of these guidelines, under the CRITERIA section.
2. *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 laboratory or center.
3. *Budget* including anticipated total cost, requested mini fellowship amount, and associated costs (see [template](#)).
4. *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.*

5. *Curriculum vitae (maximum two 2 pages)* highlighting information relevant to this application.
6. *Knowledge / Skill Dissemination Plan (maximum one page, Arial, size 11 font)* that explains a feasible methodology to disseminate knowledge acquired, or skills gained, through participation in the Mini Fellowship to Schulich Faculty.

## APPLICATION SUBMISSION

Submit all application components (listed above) in a single PDF file to [cpd@schulich.uwo.ca](mailto:cpd@schulich.uwo.ca), subject line: Mini Fellowship Spring 2020 Application" by March 27, 2020.

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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