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 dissemination

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 Fellowships 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/division1 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, subject line: Mini Fellowship Fall 2019 Application" by November 12, 2019.

1 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