Faculty Development Mini Fellowship Guidelines

OBJECTIVE

Faculty Development Mini Fellowships are career development grants available to Schulich School of Medicine & Dentistry, Western University faculty members from London, Windsor Campus, and Distributed Education Academies. These grants enable faculty to engage in professional development opportunities to 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. MBA, MEd)
- faculty development activities that commence before the competition submission deadline
- loss of clinical earnings
- research projects
- decanal team members
- Department Chair/Chiefs

CRITERIA

Priority will be given to applications which

- clearly demonstrate anticipated benefit to the applicant’s roles in their department/division, and Schulich Medicine & Dentistry,
- are supported by additional funds from the applicant’s department/division or Schulich Medicine & Dentistry, and
- align with the strategic priorities of Schulich School of Medicine & Dentistry. Note: a new strategic plan is under development and expected to be launched Fall 2021. Faculty should refer to the new strategic plan if it is available at time of application.

Evidence of anticipated benefit should include but are 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 School of Medicine & Dentistry, which may include undergraduate medical or dental students, graduate students, postgraduate medical residents, research opportunities, Continuing Professional Development (CPD), Windsor Campus, Distributed Academies, 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 upon completion of the fellowship
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; 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 faculty of Schulich School of Medicine & Dentistry,
- share their Mini Fellowship experience with Schulich School of Medicine & Dentistry CPD for Mini Fellowship promotion purposes, and
- 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. Anticipated Benefits explanation including the items as noted in the CRITERIA section noted above.
2. Course prospectus or program agenda identifying areas relevant to this application. Also include a web link, or letter of acceptance if you are planning to visit a laboratory or center.
3. Alignment with Schulich School of Medicine & Dentistry strategic priorities
4. Rationale for including multiple faculty members in one application, if applicable
5. Budget including anticipated total cost, requested mini fellowship amount, and sponsored funding.
6. Signed Letter of Sponsorship (on letterhead) from the head of the department/division or sponsoring unit, 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 unit

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

7. Curriculum Vitae (maximum two 2 pages, Arial, size 11 font) highlighting information relevant to this application.

8. 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 School of Medicine & Dentistry faculty members.

APPLICATION SUBMISSION

It is the responsibility of the principal applicant to complete all sections of the application and submit all documentation as one pdf file by 2359 hours on Sunday, November 7th, 2021. Separate documents will not be accepted. Late applications will not be accepted.

Personal information provided in the application will be used solely for the purposes of adjudication and treated in accordance with Schulich School of Medicine & Dentistry, Continuing Professional Development Privacy Policy.

Submit any questions and the application to cpd@schulich.uwo.ca with the subject line “Mini Fellowship Application’. Use the Faculty Development Mini Fellowship Application Template which is also available on the CPD website.