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

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

* **Only projects that have been approved by the Western Research Ethics Board (REB) will be considered**
* Components A and B, and appendices, must be submitted separately. Forms are available on the CPD Digital 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 Digital IRG Application” in the subject line.

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| **Component** | **Title** | **Description** |
| A | Form A | Contact Information and Signatures  *\*attach as a separate PDF document from the below components when submitting the application\** |
| B | Form B (Cover Page & Abstract) | Include the project title, duration, start date, and amount of funds requested. Abstract must be a **maximum of 300 words.** See Form available on CPD Digital IRG Website.  *\*attach as a separate PDF document from the below components when submitting the application\** |
| C | Letter of Approval from Research Ethics Board (REB) or REB number for applications under review (if applicable). | Include a copy of the Letter of Approval (or REB number for applications under review) for your research project (if applicable) |
| D | 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. |
| E | Project Objectives / Research Questions | Explain what the project is hoping to achieve or the questions it will aim to answer. |
| F | Impact & Relevance | Description of how the proposed project meets the criteria of the grant.  Include a description of expected contributions to the field of CPD, or to CPD educational programs.  Include a description of the type and extent of student involvement in the project. |
| G | Methodology | *Research:* The design and methods for the project should be clearly described and rationalized.  *Innovation:* The implementation methods for the project should be clearly described and rationalized. |
| H | 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. |
| I | Dissemination Plan | Brief description of your plans to present, publish or disseminate your project results. |
| J | 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. |
| K | Timeline | Provide anticipated timelines with details of deliverables, time estimation and schedule for completion of the project. |
| L | Budget | Itemized use of funds, including budget justification. Use the CPD Digital IRG Budget Form for guidance. |
| M | References / Bibliography | Maximum 30 references |

**Appendices**

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| 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) |