

## CPD Faculty Development Mini Fellowship Guidelines

### OBJECTIVE

At Western University, Schulich School of Medicine & Dentistry (SSMD), *faculty development* refers to activities offered to assist faculty to develop and improve their SSMD roles and responsibilities. These activities advance knowledge, skills, and behaviours related to teaching, education scholarship, research, leadership, and administration.

CPD Faculty Development Mini Fellowships are career development grants available to Western University, SSMD faculty members from London, Windsor Campus, and the Distributed Education Academies. These grants enable faculty to engage in professional development opportunities to enhance their academic roles, for the benefit of the applicant and, through a required dissemination plan, to other SSMD faculty members. Resources are available through the CPD Office to successful applicants to assist them in developing an educational activity to aid in their dissemination plan.

A limited number of competitive fellowships are available each year which are intended to support the payment of program/course tuition/registration fees.

CPD Faculty Development Mini Fellowships **do not support**

- attendance at annual or specialty-specific meetings, or conferences including medical education trips, cruises, and tours
- continuing medical or dental education for the purpose of updating clinical skills
- travel, accommodations, meals, and other incidental expenses associated with faculty development initiatives
- financial support for sabbatical leaves or year-long fellowships
- faculty development activities that commence before the competition submission deadline
- loss of clinical earnings
- research projects
- Decanal team members
- Department Chair/Chiefs

### CRITERIA

Evidence of anticipated benefit should include, but are not limited to

- enhancement of the applicant's abilities in teaching, education scholarship, leadership, and administration
- innovation and/or acquisition of new abilities
- provision of the widest benefit to SSMD faculty members. This could include faculty members at any or all SSMD sites
- demonstration of need and expected outcome
- a commitment to at least one action that will be of benefit to other SSMD faculty members (e.g., create a workshop or asynchronous module, present rounds, develop a course, etc.)

- identification of a method of assessing benefits and outcomes both to the applicant and to other SSMD faculty members 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. A maximum of \$5000 may be allocated per application regardless of the number of faculty members included.

*Priority* will be given to applications which

- clearly demonstrate anticipated benefit to the applicant's roles in their department/division, **and other** SSMD faculty members
- are supported by **additional funds** from a non-commercial source such as the applicant's academic department/division, hospital, or other healthcare organizations
- align with the [strategic priorities of Schulich School of Medicine & Dentistry](#).
- provide a knowledge/skill dissemination plan with a timeline that describes how the applicant will disseminate knowledge or skills gained through participation in the mini fellowship, to other SSMD faculty members. The funds must be used, and the course/program completed within one year of the mini fellowship grant acceptance letter date. The subsequent implementation of at least one action that will be of benefit to SSMD faculty members (e.g., create a workshop or asynchronous module, present rounds, develop a course, etc.) is to be completed within a maximum of two years of the mini fellowship grant acceptance letter date.

## COMPETITIONS

Starting 2024, the program will be run annually. The number and value of awards will be dependent on availability of resources. The next competition runs from 2024 08 15 to 2024 10 15.

## AWARDS

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

- departments/divisions within SSMD
- hospitals or healthcare organization
- 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

The CPD Faculty Development Mini Fellowships Awards Adjudication Committee will review applications. The committee includes representation from across SSMD and student representatives. Where possible, all applications will be reviewed by all committee members.

## FUNDED APPLICATIONS

Successful applicants will be required to

- disseminate new skills acquired, or knowledge gained, through the mini fellowship to other faculty members,
- share their mini fellowship experience with SSMD CPD for promotion purposes, and
- submit a post-mini fellowship report to the Chair of the Awards Adjudication 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 SSMD faculty members. The report will also include a description of how the applicant's commitment to action was completed (maximum two 2 pages, Arial, size 11 font).
- To be reimbursed, faculty members must submit the receipts for their approved program on or before the date specified in their letter of acceptance. Late submissions will not be reimbursed.

## APPLICATION COMPONENTS - REQUIRED

1. Anticipated Benefits explanation including the items as noted in the **CRITERIA** section noted above.
2. Anticipated Outcomes The anticipated outcomes of the course/program must be described and may include, but are not limited to, knowledge, skills, and behaviours related to teaching, education scholarship, research, leadership, and administration. Please described in detail the outcomes anticipated for the successful applicants, as well as other SSMD faculty member.
3. Course prospectus or program agenda, with a web link, identifying areas relevant to this application, and the anticipated timeframe for the course/program. Also include a web link, or letter of acceptance if you are planning to visit a laboratory or center.
4. Alignment with SSMD strategic priorities
5. Rationale for including multiple faculty members in one application, if applicable
6. Budget including anticipated total cost of tuition/registration fees, sponsored funding, and, requested mini fellowship amount. The CPD Mini Fellowship program **only** funds tuition/registration fees. It does not support other expenses that might be associated with the faculty development activity such as equipment, technology, travel, accommodation, other fees, etc.
7. 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 and SSMD, AND
  - b. the amount of additional funding to 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, or Assistant Dean, Distributed Education.

8. Curriculum Vitae (maximum two 2 pages, Arial, size 11 font) highlighting information relevant to this application.
9. Knowledge / Skill Dissemination Plan with a timeline that describes how the applicant will disseminate knowledge or skills gained through participation in the mini fellowship, to other SSMD faculty members. The funds must be used, and the course/program completed within one year of the mini fellowship grant acceptance letter date. The subsequent implementation of at least one action that will be of benefit to the other SSMD faculty members community (e.g., create a workshop or asynchronous module, present rounds, develop a course,

etc.) is to be completed within a maximum of two years of the mini fellowship grant acceptance letter date.

## **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 2024 10 15 at 2359 hours. Separate documents will not be accepted. Late applications will not be accepted.

Personal information provided in the application will be used solely for the purpose of adjudication and will be treated in accordance with Western University's [Guidelines on Access to Information and Protection of Privacy, and Schulich School of Medicine & Dentistry \(SSMD\), Continuing Professional Development Privacy Policy](#). Submit any questions and the application to [cpd@schulich.uwo.ca](mailto: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 Awards & Grants website](#).