

Scholarly Project Funding Terms of Reference

This document outlines the conditions, guidelines, and procedures for trainee-initiated scholarly projects within the HoPingKong Centre. The Centre offers a strong collaborative approach to promoting educational scholarship, with a focus on projects that foster excellence in practice-based education and that help further the science of medical education.

The Centre's mission is to serve as an "incubator" for innovative, practice-oriented programs in medical education, to provide support for senior trainees in academic General Internal Medicine, and to recruit and retain staff in high level GIM consulting practice.

The Centre promotes scholarship in curriculum development, education research, education in quality improvement, and innovations in models of care. Current areas of interest and exploration include, but are not limited to:

- Outpatient Hypertension
- Complex GIM Care Models
- Digital-based Education
- Narrative and Humanities-based Education

Financial Support and Applicant Eligibility

The Centre has an annual budget to support trainee-led research projects which are supervised or co-supervised by a core member* of the Centre

- Funding in the form of expense reimbursement
- All expenses must be pre-approved and included in the proposed project budget
- Expenses above and beyond approved budget will be the responsibility of the individual
- Supervisor/co-supervisor with existing operating funds may be expected to provide matched funding
- Trainees are encouraged to apply for additional external funding

Expectations

- Minimum of one supervisor/co-supervisor must be a core member of the Centre
- Supported scholarly projects must be relevant to the Centre's mission, and align with one or more areas of interest
- Clearly defined scholarly outputs (i.e., papers or programs) with academic merit
- Work-in-progress presented at the Centre's Education Rounds
- Acknowledgement of support within academic outputs, and involvement of core member as co-author

Eligible Expenses

Expenses eligible for reimbursement include, but are not limited to:

- Study participant honorariums

- Evaluation, assessment, and survey tools
- Transcription services
- Conference poster printing
- Conference attendance and travel related expenses (for presenting author)

Resources

- Mentorship within the field of medical education and quality improvement for clinician teachers, educators, and clinicians in quality and innovation
- Skilled structured support for research question and method development
- Opportunity to present research in progress, gain feedback and brainstorm with the larger Centre group of educators

Process

Applications are submitted electronically to the Centre administrator and will be reviewed by the Centre's Executive Committee. Supervisor/co-supervisor existing sources of operating/other funding will be considered.

Funding

- Number of projects awarded based on available funds
- Individual projects may be approved, and expenses reimbursed, up to \$1500
- Call for applications twice per academic year (Sept/Oct and Mar/Apr)
- Funds which are not awarded in Sept/Oct may be rolled over to Mar/Apr
- Funding may not be carried over the following academic year

**Please refer to Centre Membership Terms of Reference*

Submission Details

Application Criteria

Please include the following in your application (up to 3 pages):

- Project title
- Trainee name, training program and level
- Identify Centre member(s) and collaborators
- Project in relation to the Centre's mission, and how the project would align with one or more of the Centre's areas of interest
- Proposal including background/rationale, methodology, budget, anticipated outcomes, expected deliverables/plans for dissemination, and references
- List any additional funding applications and status, and where applicable, list any supervisor or co-supervisor funding

Call for Applications: October and April

For additional details, please contact Sarah.Meilach@uhn.ca