

## Art of the Possible (AOP) Education Scholarship Grant Program DRAFT APPLICATION

Deadline: Friday, February 17, 2025, 11:59 pm

Questions? contact Karelle Pickersgill at [Dfcm.edscholarship@utoronto.ca](mailto:Dfcm.edscholarship@utoronto.ca)  
Please email your completed application to [dfcm.edscholarship@utoronto.ca](mailto:dfcm.edscholarship@utoronto.ca)

### IMPORTANT:

- 1) AOP applicants are required to schedule a consultation with the Office of Education Scholarship (OES) before submitting this draft application. Contact us at [dfcm.edscholarship@utoronto.ca](mailto:dfcm.edscholarship@utoronto.ca).
- 2) Your Departmental Program Director or Division Head's written support must be submitted with the draft application form.
- 3) The OES will review all draft applications, provide feedback and further consultation for those who will be submitting a final application, and notify those who will not be going forward for final submission.
- 4) All principal and co-principal investigators will be required to submit their CV with the *final* application.

## Principal Investigator Information

### 1) Name of Principal Investigator

Please note that the principal investigator:

- is expected to be the primary contact for this project
- must hold a primary faculty appointment with the DFCM as a full-time or part-time clinical member of the Temerty Faculty of Medicine and be engaged in DFCM educational activities (teaching or the development and delivery of our educational programs). Members of any academic rank (lecturer, assistant professor, associate professor or full professor) are eligible to apply. Adjunct faculty may only participate as collaborators.

### 2) Title of Project

### 3) Principal Investigator's DFCM Site Affiliation

### 4) Principal Investigator's primary academic rank and status:

Rank:

- ☐ Lecturer
- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Full Professor

Status:

- ☐ Part-time
- ☐ Full-time

### 5) Principal Investigator's email address

## Project Team Information

**1) Co-Principal Investigator names(s) & DFCM site affiliations(s), if applicable**

- *must hold a primary faculty appointment with the DFCM as a full-time or part-time clinical member of the Temerty Faculty of Medicine and be engaged in DFCM educational activities (teaching or the development and delivery of our educational programs). Members of any academic rank (lecturer, assistant professor, associate professor or full professor) are eligible to apply. Adjunct faculty may only participate as collaborators.*

**2) Collaborator Name(s) & Department Affiliation(s)**

- *Any individual who will contribute to the work of the project team may be included as a collaborator; however, only DFCM faculty are eligible to be principal or co-principal investigators.*
- *Exceptions:*
  - *Residents may be included as collaborators. Please note that an AOP proposal may include a DFCM resident project as a component of the overall proposal, with the understanding that the faculty member is the named principal investigator of the overall project.*
  - *Those who are being compensated for providing services within the project budget may not be listed on the project team (e.g. research assistants, consultants).*
- *Office of Education Scholarship faculty may be included only as collaborators or senior advisors.*

**3) Senior Advisor Name(s) & Department Affiliation(s) if applicable**

- *Office of Education Scholarship faculty may be included only as collaborators or senior advisors. Please do not add consultants or mentors to the project team unless you have their consent to do so.*

## **Project Information**

**1) Please indicate type of project** (select one only)

- ☐ Innovation and Development Project
- ☐ Research Project

**2) Which DFCM Program is your project situated in?** (select 1)

*Eligible projects must be focused on undergraduate, postgraduate, graduate, or faculty development across the various programs and divisions of DFCM.*

- ☐ Undergraduate Education
- ☐ Postgraduate Education
- ☐ Faculty Development
- ☐ Graduate Studies
- ☐ Global Health
- ☐ Emergency Medicine
- ☐ Quality Improvement
- ☐ Palliative Care
- ☐ Care of the Elderly

- ☐ **Mental Health & Addiction**
- ☐ **Clinical Public Health**
- ☐ **Hospital Medicine**

**3) Executive Summary** 100 words maximum

***(Important note: Your final application - due May 3, 2024 - will be entered in an online form which will enforce the word limits.)***

**4) Background, Rationale, and Perceived Educational Gap** 500 words maximum

*The institutional context surrounding the project; description of the impetus for the project; a literature review and summary of the current state of knowledge regarding this topic; clear demonstration or statement of current practice (i.e. environmental scan) of the gap or need identified; a description of the relevant work of the applicant(s),*

**5) Goals and Objective(s)** 100 words maximum

**6) Project Description** 500 words maximum

*Descriptions for the different project types should include the following:*

- *INNOVATION AND DEVELOPMENT project: Methodology for developing the innovation (material, product, resource), implementation plan, and evaluation approach*  
*OR*
- *RESEARCH project: Hypothesis or research question, and methods (study population, study design, sample size, data collection, data analysis)*

**7) Outcomes Leading to Integration and Impact** 300 words maximum

*Description of the potential for enhancement of existing or future programs including enhancement of professional competencies; implementation strategy; plan for project sustainability; dissemination plan or knowledge translation strategy.*

**8) Budget**

In the table below, list all projected expenses, including materials, equipment, staffing, stipends, etc.  
Refer to the AOP Budget Guide for a list of allowable expenses and tips on budgeting for research assistant hours.

AOP budget template and guide can be found in the Application and Templates tab at: <https://www.dfc.utoronto.ca/art-possible-education-scholarship-grants>

2-Year Budget (maximum \$5000)	
Item Description	Amount
<b>Personnel (include names, roles, and detailed itemized duties to be completed for project; also include salary, stipends and benefits).</b>	
<i>Example: Research Assistant (\$25.00/hour + 14% benefits): 2 days/month for 4 months for scheduling and conducting interviews</i>	
<b>Materials, Equipment and Other</b>	
<i>Example: Gift cards for interview participation (15 participants x \$20 gift card)</i>	
<b>Total amount</b>	

## 9) Reference List

## 10) 2-Year Timeline 100 words maximum

Provide anticipated timeline and schedule for completion of the project. You may wish to use the timeline template provided in the Application and Templates tab at: <https://www.dfc.utoronto.ca/art-possible-education-scholarship-grants>

**Remember to submit your Program Director or Division Head's written support with this draft application (a brief email from them is sufficient).**

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## Important information for AOP applicants

**If your application is successful, please note that, as principal investigator, you will be required to:**

- be the Principal Investigator and Primary Contact for this project. This will give you first-hand experience with all facets of the project process, which aligns with the goal of the AOP grant program to promote education scholarship capacity among DFCM faculty.
- communicate with and report to the OES (including periodic reports and responding to email queries)
- manage the project resources and budget
- plan and control the work of the project
- monitor the timeline
- complete the TCPS2 CORE online tutorial <https://tcps2core.ca/welcome> and send completion certificates to the OES. Completion of this tutorial is required of all principal and co-principal investigators.
- attend all OES education events during the period of your grant, such as Celebration of Education events
- Disseminate your project by:
  - providing progress reports at OES education events
  - presenting a poster on their project at the DFCM Conference by the end of year 2
  - submitting an abstract to a national conference by the end of year 3.
  - Present your completed project to the relevant program or division by the end of year 3.

**Ethics Review:** Should your project be selected for funding, ethics approval must be in place before funding is released. (If required, the principal investigator may request a portion of funds to be advanced to allow for a research assistant to support the REB application.) If you do not require ethics review for your proposal, a letter from the Research Ethics Board will be required noting the exemption.

Please see the following site for more information about the ethics process at the University of Toronto:

<http://www.dfc.utoronto.ca/funding-resources-education-scholarship>