



Department Of Family and Community Medicine DFCM Faculty Development Fund

The FD Fund is awarded twice annually to support faculty in their professional development. Support will be considered for (but not necessarily restricted to):

- Travel (and related expenses) to conferences to present scholarly work (conference registration fees not funded)
- Preparation and submission of scholarly papers (mini-sabbaticals)
- Open access journal publication fees

Awards will be based on the criteria below, taking into consideration the amount of money available in the fund and the total amount requested.

Funds are not issued proactively and must be collected within one year of date of the acceptance letter.

Eligibility:

- Faculty members appointed to the DFCM
- Faculty must not have received the award in the previous 2 years
- Faculty are still eligible to apply if the conference has already taken place or the paper has already been published within six months of the application deadline

Criteria:

The FD Awards and Funds Committee will give preference to submissions which meet the following criteria:

- Provides enhancement of academic content and/or advancement of family and community medicine education, with benefit derived from the professional development activity for both the individual and the department.
- A letter of support is required from the relevant site/division head or program director, which should address how the funded activity will contribute to the academic life of the site or program.
- Preference may be given to junior faculty (less than 5 years since appointment)
- If being used for publications, the candidate must provide evidence of acceptance to a journal
- If being used for mini-sabbaticals, the recipient must provide proof of journal submission to receive full funding
- Preference will be given to those who do not have access to other funding
- Must submit an abstract for a poster/presentation/workshop at DFCM conference and/or be available to present at distributed sites if invited

Application Deadline:

October 30 and April 30 annually.

Selection:

Adjudicated by the FD Awards and Funds Committee, chaired by the DFCM Awards, Grants & Funds Lead.

Application to:

Email completed application form and supporting documents in a **single PDF file** to dfcm.awards@utoronto.ca.

FD Awards and Funds Committee
Department of Family and Community Medicine, University of Toronto
5th Floor, 500 University Avenue
Toronto, ON M5G 1V7



Family & Community Medicine
UNIVERSITY OF TORONTO

Faculty Development (FD) Fund

Name of Applicant: _____ Date: _____

Mailing Address: _____

Email: _____ Telephone: _____

Original date of DFCM Faculty Appointment: _____

Application for Financial Support for

Travel to conferences that support scholarly work

Conference Name _____

Dates _____

Location _____

Purpose for Attending (Please check one)

Sole

Group

Presentation of Work at Peer Reviewed Meeting

☐☐

Type and Title of Presentation:

☐

Program Outline Attached

☐

Letter of Acceptance Attached

Preparation and Submission of Scholarly Paper (**mini-sabbatical**) – please provide abstract, name of the journal(s) you plan to submit to, and the date you plan to submit to them.

Open access journal publication fees – please provide abstract, name of the journal and attach proof of journal article acceptance.

Amount Requested \$ _____



Family & Community Medicine UNIVERSITY OF TORONTO

Please fully complete with all necessary details and attach the following:

- Supporting documentation and declaration of other sources of financial support for the academic activity if applicable.
- Original receipts, boarding pass and redacted credit card statements (electronically scanned items are acceptable) for travel and related expenses to conferences to present scholarly work.
- Letter of support from the relevant site/division head or program director addressing how the funded activity will contribute to the academic life of the unit or program.

Applications Must Be Accompanied By Supporting Documentation