# EDF APPLICATION FORM

Before submitting your application, please carefully [review the EDF funding opportunity details here](https://meded.temertymedicine.utoronto.ca/education-development-fund-edf). This includes an overview of what you will need to prepare to complete this application form. To avoid losing work due to technical interruption, we encourage you to draft your responses in a MS Word document and then paste them into the sections of this online application form.

How did you hear about this funding opportunity?\*

## Eligibility:

Does the Primary Investigator (PI) hold a primary faculty appointment as a full-time or part-time faculty member of a department within the University of Toronto’s Temerty Faculty of Medicine?\* - Select -YesNo

Has the PI held two or more PI grants as a faculty member at the national level (i.e. tri-council grant or other major grant such as the Royal College Medical Education Grant)? For any questions, reach out to medicine.awards@utoronto.ca. \* - Select -YesNo

Does the PI currently hold an EDF grant? \* - Select -YesNo

## The Principal Investigator (PI):

* Must hold a primary faculty appointment as a full-time or part-time faculty member of a department within the University of Toronto’s Temerty Faculty of Medicine (TFoM). Members of any academic rank (lecturer, assistant professor, associate professor or full professor) are eligible to apply. Additionally, the PI must not have held two or more PI grants as a faculty member at the national level.
* Principal investigators can only hold one grant at a time. It is expected that PIs will receive EDF only once for each project.
* Status-only faculty can act as a PI on a grant. Adjunct clinical faculty members can act as a collaborator on a grant held by a full-time or part-time faculty member.
* Must agree to take responsibility for the overall project design, development, budgetary oversight, and completion.
* Must agree to provide year-end and project-end reports.
* Must agree to present project findings at The Richard K. Reznick [Wilson Centre](https://thewilsoncentre.ca/) Research Day.
* Must agree to communicate their findings to relevant stakeholders in TFoM, such as the Medical Education Executive, MD Curriculum Committee, PGME Residency Program Directors, etc.

Name of PI:\*

PI's Academic Department:\*

PI's Appointment Status:\*

PI's Phone Number:\*

PI's Email:\*

PI's Department Chair Name:\*

PI's Department Chair Email:\*

PI's Department Business Manager Name:\*

PI's Department Business Manager Email:\*

## Co-Investigators:

* Each project must include a co-investigator.
* Staff, faculty members, and learners are eligible to be co-investigators with a Faculty PI.
* A formal affiliation with the University of Toronto or the TFoM is not required to act as a co-investigator.

Name of Co-PI:\*

Co-PI's Academic Department:\*

Co-PI's Appointment Status:\*

Co-PI's Phone Number:\*

Co-PI's Email:\*

Co-PI's Department Chair Name:\*

Co-PI's Department Chair Email:\*

Co-PI's Department Business Manager Name:\*

Co-PI's Department Business Manager Email:\*

How many collaborators are included in this project?\* - Select -01234567891011+

Project collaborators contribute to the research but are not the PI or the Co-PI or the advisor/mentor. Collaborators can include faculty, staff, members of the public, patients, patient families, learners, and trainees. A formal affiliation with the University of Toronto or the TFoM is not required as a collaborator.

Project Senior Advisor/Mentor Name:\*

EDF requires applicants to engage a senior mentor with demonstrated expertise in education research and leadership who will function as a named senior co-investigator to provide theoretical, methodological, or other expertise as needed. A formal affiliation with the University of Toronto or the TFoM is not required to act as an advisor.

Project Senior Advisor/Mentor Department/Affiliation:\*

Project Senior Advisor/Mentor Title:\*

## Project Information

Is this project application a resubmission to the EDF?\* - Select -YesNo

Project Title\*

Project Stream\*

**Stream 1: Research**

These projects are motivated by discovery, curiosity, theoretical gaps, and pose specific research questions that have relevance beyond local context. Boyer describes the Scholarship of Discovery as basic and foundational research. Thus, the review criteria for these projects include clear statement of problem and background, theoretical grounding, relevance to the general field of medical education, clarity of research question, appropriate and rigorous methods, and plan for dissemination and sustainability.

**Stream 2: Innovation & Evaluation**

These projects propose novel solutions that can be created or applied to address meaningful challenges in local education practice. It is expected that the innovation may have relevance and utility to the wider medical education community. Projects in this stream fall under Boyer’s Scholarship of Teaching, Application and Integration. It is expected that the proposal for funding will focus on the evaluation of the innovation with appropriate alignment of evaluation approaches and methods with the nature of the problem and proposed innovation. Projects may seek to create new innovations and evaluate them or conduct large scale evaluations of existing innovations at TFoM. The review criteria for projects in this area include, clear statement of problem and background, identification of how the innovation addresses the problem, relevance to the general field of medical education, clarity of evaluation question, appropriate and rigorous methods for evaluation, and a plan for dissemination and sustainability.

- Select –

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Abstract\*

Brief summary of the project and intended goals. 300 words maximum.

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Problem Statement\*

A statement contextualizing the problem or goals of the proposal. 500 words maximum.

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Background & Literature Review\*

A brief summary of what is already known and understood about the problem with specific reference to existing literature and local context of TFoM. 500 words maximum.

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Research Question\*

A clear statement of the research or scholarly question or objective. 500 words maximum.

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Methods\*

A description of the approach to executing the scholarship. Design and methods for the project should be clearly described and rationalized. For projects in the Innovations & Evaluation stream, the methods should emphasize the evaluation of the innovation and what types of data collection and synthesis will be conducted. Include details, as applicable, of how the project will integrate equity, diversity and inclusion considerations at each stage of the research process ([see NSERC guide](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/EDI_guidance-Conseils_EDI_eng.asp) | [SSHRC guide](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx)). 1000 words maximum.

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Relevance\*

A description of the relevance of the research question to: 1) The local, national, and/or global field of medical education, and 2) [The Medical Education Strategic Plan 2023-2025](https://meded.temertymedicine.utoronto.ca/medical-education-strategic-plan-2023-2025). 300 words maximum.

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Impact and Knowledge Mobilization\*

A detailed description of how the results will be: 1) disseminated; 2) be directly shared with key TFoM stakeholders such as leaders, faculty, staff, and learners; 3) anticipated impact to the local, national, and/or global field of medical education; 4) potential for impact across the continuum of medical education. These can be described in a variety of ways, including alignment with TFoM’s strategic plan and other guiding documents or indicators. 500 words maximum.

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Team Description & Feasibility\*

A description of the team's key members and their roles, identification of any co-investigators, senior mentors, and collaborators, specifically describing what each person will contribute. Include any activities highlighting the project's feasibility. Include details of how the project will include representation from a diversity of perspectives. 500 words maximum.

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Sustainability\*

Identify potential next steps once the project is completed including ongoing programmatic work, future funding applications outside of the TFoM, and sustainment of innovations. 300 words maximum.

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CVs\*

Please upload the CVs of the principal investigator (PI) and any co-PIs.
Unlimited number of files can be uploaded to this field.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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Timeline\*

Upload a list of anticipated timelines with details of deliverables, time estimation, and schedule for project completion.

Successful applications will be given two years of funding, with limited no-cost extensions available. Please organize this timeline by quarter and year.
One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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Budget\*

A detailed budget. Funds requested must be adequately justified. See budget guidelines in template linked below. Please list any other funding/contribution sources supporting the project, include resources provided in-kind. [**Please use this EDF Budget template.**](https://meded.temertymedicine.utoronto.ca/sites/default/files/assets/files/budgettemplateedf.xlsx)
One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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Data Management Plan\*

Brief description outlining how research data will be managed during and after the project. Please consult the following: [Data Management Plan resources](https://onesearch.library.utoronto.ca/researchdata/data-management-plans), including [data management planning checklist,](https://onesearch.library.utoronto.ca/sites/default/public/rdm/DMP_Planning_Checklist_UTL_2024-03-25.pdf) [question guide](https://onesearch.library.utoronto.ca/sites/default/public/rdm/dmp_planning_question_guide_-_u_of_t_libraries_-_apr2021.pdf), and [examples](https://zenodo.org/records/4573319).
One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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References\*

Include a document with all references relating to the proposal.
One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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Letter of Support\*

This letter is intended to convey the PI(s) ability to carry out the work and that they have protected time to do so. Letter(s) of support must be provided by relevant Academic Supervisor or Leader (e.g. Department Chair, Division Head, Vice-Chair, Program Director etc.), depending on the PI’s appointments.
One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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Letter of Endorsement\*

This letter is intended to convey that the PI’s work has relevance to an education program within TFoM and that the leader of the program or unit in which the work is taking place is aware of the proposed work. Eligible education program leaders will include Associate Deans, Vice/Associate-Chairs, Education Program Education Leads, Program Directors, etc. (e.g. MD Program Assessment Director, PGME Curriculum Lead).
One file only.
100 MB limit.
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[\_\_](https://meded.temertymedicine.utoronto.ca/system/files/webform/edf_application_form/_sid_/letter_of_endorsement.pdf)

Supplementary Documentation

One file only.
100 MB limit.
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods.

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