

(Effective April 1, 2012)



ROYAL COLLEGE
OF PHYSICIANS AND SURGEONS OF CANADA
COLLÈGE ROYAL
DES MÉDECINS ET CHIRURGIENS DU CANADA

Region 5

Professional Development Grant

GUIDELINES

Professional Development Grants are self-learning activities that are prospectively planned by individual Fellows in collaboration with a mentor, supervisor or instructor. These self-learning activities are planned to achieve a defined set of learning objectives and qualify as planned learning projects within Section 2 – Planned Learning (2 credits per hour) of the Royal College's Maintenance of Certification (MOC) program. Professional Development grants can be developed as individual traineeships to learn a skill or expand an area of competence relevant to their scope of practice. Professional Development grants can equally support participation in Formal Courses offer by a university, college or institute.

General Policies

- Only Fellows are eligible to apply for funding for a professional development grant.
- All professional development grants must be structured to meet the self-learning requirements of traineeships or formal courses as defined by the Royal College's MOC Program.
- Professional Development grants can be developed to address a relevant professional practice need within any domain of clinical practice
- Professional Development grants can be designed to achieve or enhance competencies across one or more of the CanMEDS Roles.
- The learning plan, the selection of activities and evaluation strategies must be developed in collaboration with a mentor, supervisor or instructor and structured to provide each Fellow with feedback on the achievement of the intended learning objectives.
- Professional Development grants can occur in any location within Canada.

Grant Eligibility

- Each applicant must be a Fellow of the Royal College in good standing.
- Each applicant must be practicing in the region at the time of application and intending to return to practicing in the region following the completion of the professional development activity.
- Each applicant is eligible to receive a professional development grant once every 5 years.

Application Process

A Royal College Professional Development grant application form must be completed with required documentation and forwarded to the Office of Professional Affairs by the applicant at least 8 weeks in advance of the start of the planned period of professional development.

Grant Conditions

Within 3 months of completion of their professional development grant, each successful applicant must provide the Royal College with the following documents:

- A completed report using a standardized report template provided by the Royal College that summarizes their experiences and achievements;
- A copy of the evaluation form completed by their supervisor or mentor;
- Evidence they have documented their professional development findings and outcomes in MAINPORT using the Self-Learning (Section 2) planned learning template for traineeships or formal courses.

Grant Amount

- All successful applicants will receive **\$1,000 per week (\$200 per day)** up to a maximum of **\$4,000**.
- 50% of the funds will be distributed at the time the application is approved.
- The balance of the funds will be distributed once the professional development activity has been completed and all required documents have been provided to the Office of Professional Affairs.
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Region 5
Professional Development Grant

APPLICATION FORM

1. **Name:** _____
2. **Royal College ID number:** _____
3. **Address:** _____

4. **Email:** _____ **Telephone:** _____
5. **Title of program:** _____
6. **Organization/ location of program:** _____

7. **Program start date:** _____ **for** _____ **weeks**
8. **Please include the following documentation with this application:**
 - Specific learning objectives developed by the applicant;
 - Name of the supervisor or mentor who will be providing the applicant with feedback on the achievement of their learning objectives;
 - Proposed learning activities that will / have been planned to enable the applicant to achieve the learning objectives and
 - Criteria that will be used by the supervisor to judge achievement of the learning objectives.
9. **Are you expecting financial support for this project from other sources?** Yes No
If yes, specify amount and organization: _____

Applicant Signature: _____ **Date:** _____

Please send completed application form and required documentation to:

Dr. James O'Brien
Email: rac5chair@royalcollege.ca or Fax: 613-730-2410

Questions about Professional Development Grants

Please contact Ms. Kora McNulty, Membership Services Coordinator
kmcnulty@royalcollege.ca or 1-800-668-3740 Ext 173 (613-260-4173)

*The first \$500 of an educational grant is exempt from income tax; grants in excess of \$500 must be included in income in the year received. The Royal College will be issuing a T4A Supplementary for grant income received within each calendar year. Please refer to Canada Customs and Revenue Agency (CCRA) Income Tax Act, Interpretation Bulletin IT-75R4 for an explanation of taxation of scholarships.
January 24, 2012*