



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

Regional Advisory
Committees (RACs)

Comités consultatifs régionaux (CCR)



Regional Professional Development Grant

Guidelines & Application Form

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 or to support participation in formal courses offered by a university, college or institute. Funding cannot be applied to Section 1 – Group Learning Activities.

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.
- This grant is not applicable to observerships (due to the lack of formal, structured feedback and evaluation).
- 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 are eligible for study within Canada and abroad.

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.
- Professional Development grants are not open to individuals registered/ registering in a postgraduate program accredited by the Royal College.
- Applicant must provide acceptance letter and course curriculum.

Application Process

A Royal College Professional Development grant application form must be completed and submitted to the appropriate Regional Advisory Committee Chair (details below) by the applicant at least 4 weeks in advance of the start of the planned period of professional development. **We will not accept applications after the start date of the course, funding is not retroactive.**

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. (This report may be posted, with the applicant's permission, to a professional development section within the Royal College web portal. Successful applicants will be given a choice to 'opt' out).
- 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.

To be completed by mentor, supervisor or instructor: A completed evaluation report using a standardized report template (provided by the Royal College) providing feedback on the achievement of the applicant's identified learning objectives.

Grant Amount

- All successful applicants will receive **up to \$1,000 per week (up to \$200 per day)** up to a maximum of **\$4,000**.
- 50% of the approved grant 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.
- Online courses are eligible for a maximum of \$1,000 or 50% course tuition or the daily course rate of \$200 (whichever is smaller).

Please note: if final documentation is not submitted within three months of completion of the PD activity, any outstanding funds will be reallocated to the grants budget.



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**Regional Professional Development Grant
Application Form**

This application form has been created as an Adobe PDF fillable form file. To view, complete, save and print this form, you will need Adobe Reader. This software can be obtained free for Mac and PC users from the following site: <http://get.adobe.com/reader/>

Funding for regional grants is calculated annually on a per capita basis. Therefore, funding in any region may be depleted before the end of each fiscal year. Applications are reviewed on a first come/first serve basis. Please check the [Royal College web portal](#) for updated funding information.

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

4. **Email:** _____ **Telephone:** _____
5. **Title of program:** _____
6. **Online course:** Yes No
7. **Total estimated number of contact hours dedicated to this PD activity:** _____
8. **Organization/ location of program:** _____

9. **Program start date:** _____ **for** _____ **days/ weeks/ months/ years**
(please specify duration of course)
10. **Are you expecting financial support for this project from other sources?** Yes No
If yes, specify amount and organization: _____
11. **Name of supervisor, mentor, or instructor:** _____

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 applicant with feedback on the achievement of the intended learning objectives.

12. **Learning objectives developed collaboratively by applicant and his/ her mentor, supervisor or instructor:** (*minimum three learning objectives required; examples of learning objectives can be found [here](#)*)

Personal Learning objective 1

Personal Learning objective 2

Personal Learning objective 3

13. **Proposed learning activities that will/ have been planned to enable the applicant to achieve learning objectives:**

14. **Criteria that will be used by the mentor, supervisor or instructor to judge achievement of the intended learning objectives** (*as developed collaboratively by the applicant and his/her mentor, supervisor or instructor*):

15: If the location of study is outside of Canada, please provide an explanation as to what makes this program unique compared to opportunities in Canada (if available elsewhere in Canada).

16. Describe the anticipated impact this CPD activity will have on your practice (eg. patient outcomes, efficiency, quality).

17. Additional information (if any):

18. Please provide a copy of the acceptance letter and the course curriculum (link to curriculum would be acceptable).

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 Revenue Agency (CRA) Income Tax Folio S1-F2-C3: Scholarships, Research Grants and Other Education Assistance for an explanation of taxation of scholarships. Successful applicants in receipt of one or more grants/awards exceeding \$500 within the calendar year will receive a T4A.

Applicant Signature: _____ **Date:** _____

Please send completed application form electronically only to:
(Handwritten applications will not be accepted)

- Region 1: British Columbia, Alberta, Yukon Territory and Northwest Territories – rac1chair@royalcollege.ca
- Region 2: Saskatchewan and Manitoba – rac2chair@royalcollege.ca
- Region 3: Ontario and Nunavut – rac3chair@royalcollege.ca
- Region 4: Quebec – rac4chair@royalcollege.ca
- Region 5: New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador– rac5chair@royalcollege.ca

Questions about Professional Development Grants

Please contact Ms. Melanie Blackburn, Grants Administrator, Membership Services
Email: awards@royalcollege.ca or 1-800-668-3740 Ext 355