



ROYAL COLLEGE  
OF PHYSICIANS AND SURGEONS OF CANADA  
COLLÈGE 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. Professional Development grants can equally support participation in formal courses offered 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.
- 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.

#### 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 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. (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.



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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. **Organization/ location of program:** \_\_\_\_\_  
\_\_\_\_\_

7. **Program start date:** \_\_\_\_\_ **for** \_\_\_\_\_ **days/ weeks/ months/ years**

8. **Are you expecting financial support for this project from other sources?** Yes  No

If yes, specify amount and organization: \_\_\_\_\_

9. **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.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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11. **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](#)*)

**Learning objective 1**

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**Learning objective 2**

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**Learning objective 3**

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12. **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*):

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13: **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*).

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