

Spring 2025

Strategic Medical Education Scholarship (MEdS) Grant Competition Guidelines

General Information

The Department of Medicine at the University of Toronto offers two funding opportunities annually (Spring and Fall) for medical education scholarship (MEdS) and research. The funds will be available to full and part-time faculty, as well as trainees in Divisions appointed to the Department of Medicine, University of Toronto.

The aim of this fund is to facilitate MEdS and research for members of the Department of Medicine. We define [education scholarship](#) as the development and evaluation of education activities, programs, and products, informed by both practice-based and research-based knowledge and processes of knowledge mobilization that connect education scholarship with basic education research.

This grants program aims to support MEdS projects with a defined and timely objective. The program also aims to fund pilot projects, which will produce data needed for applications to external funding agencies. Funds are available to support community-based research by part-time faculty, provided the study has an educational focus.

This fund is not meant for supplemental funding of pre-existing grants, for acquisition of equipment, or for travel to scientific meetings. The funding available for any individual project will range from \$5,000 to \$10,000 depending on period of funding required (see below).

Eligibility

- The principal investigator (PI) must be a full-time or part-time faculty member of the Department of Medicine at the University of Toronto. There may be a maximum of three Co-PIs if one is a trainee; otherwise, the maximum is two Co-PIs.
- We strongly encourage Co-PI relationships with trainees and junior faculty members.
- The PI or Co-PIs will take responsibility for the idea, development of the study design, study methods, overall supervision, and conduct of the project.
- Co-investigators, including non-members of the Department of Medicine (for example, faculty, trainees of other departments, or technical staff) may participate in the research project as deemed appropriate and should be named on the project application.

Deadlines

There are two competitions annually in the spring and fall. The next application deadline is **April 7, 2025**.

Periods of Funding

- One year or less for small, start-up projects (up to \$5,000)
- Up to two years in duration for larger, pilot-type projects (up to \$10,000)



Presentation

The project proposal should be prepared following the criteria listed:

- 8.5" by 11" paper, single spaced, one-inch margins, minimum 11-point font
- Maximum 3-pages for the proposal (reference page excluded); maximum 1-page of references
- 1-page budget/budget justification (see template provided)
- Appendices as these relate to the project – i.e., samples of standardized questionnaires (maximum 2 questionnaires), interview protocols or other related evaluation or instruments

Proposal Requirements

The proposal should be organized under the following headings:

- **Background and Introduction:** A description of area of exploration, including discussion of current state of knowledge about the work proposed, and relevant previous work of the applicant and/or research team.
- **Objective(s), research question(s) or aim(s):** A list of project objectives and a clearly stated research question or research aim that aligns with project objectives.
- **Methodology and Rationale:** A description of the study design, including, if relevant, a description of theoretical framework, study population, sample size and sampling approach, data collection and data analysis approaches, and the evaluation of the project and/or any other scholarly exploration associated with this work. Methodological choices should be clearly justified.
- **Significance:** A description of the significance of the work in the context of what is already known about this topic
- **Project Feasibility:** A description of the role of each member of the research team and resources at their disposal to ensure the feasibility and completion of the project
- **Expected Outcomes and Knowledge Mobilization plan:** A description of expected contributions to the associated research field and, with strong preference, how the new knowledge will be mobilized in the Department of Medicine's educational programs.
- **Sustainability:** A description of how the team plans to sustain the expected contributions and the likelihood of sustainability
- **Proposed Timeline**



Budget Requirements

The funds requested must be adequately justified. There are two levels of funding:

- Up to \$5,000
 - Small, start-up projects, one year in duration
 - The request must not exceed **\$5,000**. The fund is not meant for supplemental funding of pre-existing grants, for acquisition of equipment¹, or for travel to scientific meetings.

- Up to \$10,000
 - Larger, pilot-type projects, up to two years in duration
 - The request must not exceed **\$10,000**. The fund is not meant for supplemental funding of pre-existing grants, for acquisition of equipment¹, or for travel to scientific meetings.

Costs for open-source publications are not supported by these grants. Up to \$25,000 will be awarded for each competition.

Other Requirements

Successful recipients of the grant competition are required to have at least one member of their team serve on future peer-review committee.

Submission

Submit the original electronic copy as a single PDF to Judy Tran, Coordinator, MEoS (judy.tran@utoronto.ca) by the deadline date.

Review Process

Projects will be reviewed by a small peer-review committee with representation from the Department of Medicine. Funding decisions will be based on the merit of each project with priorities as indicated under General Information. Feedback from the review will be forwarded to the applicant along with decision regarding funding. Unsuccessful applicants may be invited to revise and resubmit their application based on feedback from the reviewers. However, revised submissions will only be considered once.

Ethics Approval

For studies involving human subjects, Research Ethics Board (REB) approval may be submitted if this has been previously obtained. **REB approval must be obtained within six months from award notice.** Funds will be released to successful applicants once written ethics board approval has been received.

¹Equipment is defined as an article of nonexpendable, tangible property with a useful life of more than one year and an acquisition cost of 50% or more of the value of the grant.



Notification

The Director of MEdS will notify all applicants, in writing, of the outcome of their submission within two months of the submission deadline.

Successful applicants will receive direction from the Department of Medicine at the time of award notification of the next steps in receiving funding.

Reporting

Successful applicants will:

- 1) Provide a final report on the project one month after the project completion date. This report should be forwarded directly to the MEdS team (Attention: Dr. Ryan Brydges, all emails below).
- 2) Be expected to present the outcomes of their project at one or more MEdS events, including but not limited to local rounds and the annual Department of Medicine celebration events.

Extensions

Extensions for completing projects must be formally negotiated in writing to the attention of Drs. Ryan Brydges and Christie Lee c/o Judy Tran at judy.tran@utoronto.ca.

Contacts

Inquiries can be directed to Judy Tran, MEdS Coordinator (judy.tran@utoronto.ca).

Dr. Ryan Brydges, MEdS Director
ryan.brydges@utoronto.ca

Dr. Christie Lee, MEdS Assistant Director
christie.lee@sinaihealth.ca



Project Expenses: Allowed



The purchase of food:

- **Allowed:** clearly costed out refreshments for focus groups and participants
- **Not allowed:** catering for project team meetings

Research Assistant Costs

- conducting interviews and focus groups
- coding transcribed texts
- data analysis
- preparing manuscripts
- preparing REB application (If required, funds can be released to allow for a Research Assistant to work on the REB application.)

Transcription costs

Photocopying

Gift cards/certificates as incentives for interview or focus group participants

- Gift card/certificate recipients are required to physically or electronically sign receipt of gift cards/certificates and acknowledge that they may be considered taxable income by CRA.

IT/eLearning related costs @ maximum \$75.00/hour (Technological consultation, needs assessment, content writing, evaluation, graphic design and animation)

Learning Portals/Websites @ maximum \$2500 (Programming, learning management/content management systems)

Logos/Illustrations

Simulation costs (all modalities eg: anatomical models)

Project dissemination costs

- poster layout and printing costs to a maximum of \$250.00

Project Expenses: Not allowed ✖

Includes but is not limited to:

The purchase of food

- **Not allowed:** catering for project team meetings

Publication costs i.e., Open Access and like journal publication fees or costs associated with manuscript publication.

Payment to Education Research Consultants, U of T Administrative and Research Staff and Faculty (both appointed and casual/contractual) for duties normally performed during normal operational hours, or outlined in the individual's job description

Payment for anyone listed as a member of the project team

Tips on budgeting for a Research Assistant (RA)

Benefits and Vacation Pay

- When you submit a time sheet for your RA, UofT will add benefits and vacation pay to the amount submitted. This will increase the cost of your RA by about 14%.
- For example, if your RA is paid \$30/hr and you are budgeting for 25 hours of work:

25 hrs at \$30/hr =	\$750.00 ^A	
Calculate 4% vacation pay by multiplying (A) x 1.04	\$780.00 ^B	←This amount will be paid to the RA
Calculate 10% benefits by multiplying (B) x 1.10	\$858.00	←This amount will be the total cost to your project

Conducting interviews/focus groups

- your RA's rate of pay adjusted for benefits and vacation pay (see table above): \$ _____
- number of interviews planned: _____
- the length of each interview: _____
- amount of travel and setup time that RA will be paid for: _____

	RA rate including benefits and vac pay	# of interviews	length of interview + travel/setup	
Example:	\$40.04	x 25	x 2 hrs	= \$2,002
<i>Please note that these calculations are estimated examples only.</i>				

Data analysis: Coding of transcribed text

- your RA's rate of pay adjusted for benefits and vacation pay (see table above): \$ _____
- number of interviews planned: _____
- the length of each interview: _____

	RA rate including benefits and vac pay	# of interviews	Length of each interview	Each interview hour results in approx. 15 pages of transcription	RA will code approx 3 pages of transcription/hr	
Example:	\$40.04	x 25	x 1 hr	x 15 pages	divided by 3	= \$5,005
<i>Please note that these calculations are estimated examples only.</i>						



Budget Template

Project Title:	
Principal Investigator:	
2 Year Budget (maximum \$5000)	
Personnel (include names, roles, and detailed itemized duties to be completed for project; also include salary, stipends and benefits).	Amount
<i>Example: Research Assistant (\$25.00/hour + 14% benefits): 2 days/month for 4 months for scheduling and conducting interviews</i>	
Materials, Equipment and Other	
<i>Example: Gift cards for interview participation (15 participants x \$20 gift card)</i>	
Two Year Totals	\$0.00

