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## Department of Medicine Academic Scholarship Program

The DoM Academic Scholarship Program was developed to provide support to physicians in Department of Medicine specialties and subspecialties who are trying to establish an academic career in Medical Education, Research, or Quality of Clinical Services.

Completed applications should be submitted by December 1st, 2017 for academic scholarships starting in July 2018 or later. In cases when this is not possible, a brief letter of intent from the division head would be acceptable to defer the application deadline for an applicant although funding cannot be guaranteed for 2018 year. The letter of intent should contain the name of the applicant and the anticipated degree program as well as the expected date of commencement for the academic scholarship. Applicants can expect a response by January 15, 2018 or within 90 days.

### Eligibility

Applicants:

- Must be MDs with licensure in Ontario and eligible for membership in the RCPSC or its equivalent.
- Cannot be MOH funded residents or the foreign equivalent.
- Must be enrolled in a graduate studies program (degree offering program) for commencement of scholarship.
- Cannot be current PTA (Part-time Academic) or FTA (Full-time Academic) members of a faculty of medicine
- Must be sponsored by a Division within the Department of Medicine
- Must have written commitment from the head of their sponsoring Division for a minimum of 50% time protection for academic activities.

### Principles

- These scholarships are for physicians who will have completed their specialty or subspecialty training by the start of their fellowship and are seeking academic careers in medicine.

- The priority for funding will be for applicants currently training in Ottawa with the intent of being recruited as an FTA (Full-time Academic) in the DOM. Applications will also be considered from individuals who wish to train in Ottawa with the intention of seeking academic positions in Ottawa or elsewhere.

## Conditions of Scholarship

- The maximum amount of each scholarship will be \$40,000 per year. Total amount of funding is dependent on the number of fellows being funded in any one year. The maximum term will be two years but the second year is contingent on submission of a report documenting satisfactory progress and a proposed work schedule demonstrating a minimum of ongoing 50% time protection for academic work.
- Divisions are expected to provide salary support or billable clinical work to ensure that total annual income is at least equivalent to a current PARO PGY3 salary (currently \$67,000 per annum)
- Maximum income from all awards, billings, and Division contributions cannot exceed \$150,000 per 12 month period. This includes work and moonlighting outside the Ottawa Hospital. Income from all sources must be reported to the DOM fellowship office.

## Application

The application must be submitted to the DOM fellowship office as a single spaced document, in 12-point font (Arial or Times New Roman) and must adhere to page lengths below. Page margins should be 2.5 cm minimum.

### 1) Candidate CV

This section shall include a list of honours, awards, academic accomplishments, publications and abstract presentations, focusing on activities and achievements relevant to their scholarly field.

### 2) Letters of Support

The applicant must provide letters of support from the supervisor and from the Division Head. One additional letter of reference may be submitted. The letter from the Division Head must guarantee 50% time protection during the fellowship and stipulate what salary support will be made available to the candidate. The letters of support should be structured

to help the reviewers evaluate the characteristics and ability of the candidate, in terms of academic accomplishments, academic potential and interpersonal skills.

### 3) Academic (Career) Plan

Applicants must create and attach an academic plan detailing what their career intentions and goals are along with a discussion of strategies that will be used to achieve these goals. One page maximum (12-point font, single-spaced).

### 4) Research Project and research environment

Applicants should describe their research project, including the background, objectives, hypothesis, methodology, expected results and overall feasibility and significance. This should also include a brief description of the available resources and collaborators.

Applicants who are planning two year clinical scholarships should include a rough timeline of their activities over the two year period to justify the length of training. Three pages maximum (12 point font, single-spaced).

## **Selection Process**

Applications will be reviewed by the DoM Director of Fellowships. All completed applications will then be forwarded to the DOM Executive Committee for final review and approval. The amount of funding in any given year varies depending on the departmental budget and the number of funded applications. In the unlikely case that a scholarship request has been denied, the applicant's division head may make an appeal directly to the DoM Executive Committee reconsideration.

## **Submit to DOM fellowship office**

Dr. Nha Voduc

c/o Nicole Neocleous

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Ottawa Hospital, General Campus

Box 206, Ottawa, ON K1H 8L6

## **Accountability and Release of Funds**

Funds will be released on a monthly basis or as required depending on the circumstances. Scholars will be required to provide confirmation of their enrolment in a graduate degree offering program in order for the funds to be released.

Scholars and sponsoring divisions are expected to notify the fellowship office of any interruptions in their training (e.g. maternity, paternity or sick leave etc.). In this event, funds may be held until training is resumed.

As with all DOM fellowships, scholars will need to receive quarterly evaluations by their supervisors, documenting satisfactory progress in their research and/or studies. The evaluation reports must be copied to the fellowship office.

In the event that satisfactory progress is not made against the goals of the fellowship and if after attempts at remediation have failed, the scholarship and funding will be terminated.

The scholar must submit a year-end report (2 pages max) to the fellowship office. The report should outline progress and accomplishments and be cosigned by the supervisor.

In the case of applicants seeking a second year of funding, the report should be submitted at least 1 month prior to completion of the first year to assess eligibility for another year of funding and to establish the amount of funding available for the second year.

Year-end report should include:

- a) The number of courses completed with marks
- b) A description of any changes in research direction, and the rationale for such changes
- c) Status report on ongoing research projects
- d) Grant acquisition or submissions
- e) Publications or submissions
- f) Copy of thesis advisory committee report(s)
- g) Presentations
- h) Abstracts presented or submitted
- i) Include a description of clinical duties in the previous 12 months, and provide a copy of the clinical service schedule for the past year.

The expectation is that after their first year, scholars will have successfully completed all of the required coursework for their first year of a Masters of Epidemiology, Education or Quality of Clinical Services degree (or equivalent). Other degrees coursework may be permissible with prior approval of the fellowship office.

It is also expected that after their second year, scholars will have completed and defended their Master's thesis and completed or are nearing completion of their research project. Scholars who do not fulfill their objectives will be asked to provide an explanation and revised timeline for their project.