

## Education Grant Program

### Definition

Programs and events that will support and facilitate professional educational opportunities, dialogue and knowledge transfer for pharmacists, to ultimately improve the delivery of patient care in hospitals and collaborative healthcare settings.

### Competition Process

1. A call for education grant submissions will be announced annually in the eBulletin and by E-announcement.
2. The CSHP Foundation Education Grant Committee will review submissions based on established criteria and will forward recommendations for funding to the CSHP Foundation.  
Note: The amount of funding allotted to each successful application will be determined by the Education Grant Committee and may be approved or revised by the CSHP Foundation Board of Trustees. The amount of the grant may be less than requested in the grant application.
3. All grant applicants will be notified of the outcome of the Committee's evaluation of their application, and receive a summary of reviewer comments provided by the Education Grant Committee.
4. Applications must achieve a minimum score in order to be considered for funding.
5. The educational initiative or program should be completed in one year from the date the grant is received. The Foundation will consider extensions in exceptional circumstances only.
6. Grant money will be released upon the signing of an agreement that will include the requirement of a 1000 word summary to be submitted within 3 months of the completion of the educational initiative or program.
7. A photograph of recipients and summaries of the funded educational initiatives undertaken by the recipients will be posted on the CSHP Foundation website and announced in CSHP publications (e.g. eBulletin, E-announcement).
8. Typical timelines for the grant competitions are:
  - a. **Sabbaticals or Traineeship Grants** will be advertised between November and March, and awarded in April.
  - b. **Thematic Conference Development and Educational Programs or Materials Development Grants** will be advertised between June and October, and awarded in December.

## Eligibility Criteria for the Applicants

### Principal Applicant

- CSHP Member, Member-in-Training or Student Supporter.
- CSHP member for at least 12 months at the time of the grant submission.
- May be a member of the CSHP Foundation Board of Trustees or the Education Grant Committee.
- Application is not submitted on behalf of a CSHP group (committee, task force, or affiliated board).
- Application does not duplicate funding already held for this project or a portion of the project. If an additional funding source is being solicited, the funding source and decision date for that funding source is to be declared.
- Single entry in the **current** and **previous** education grants competition.
- Limit of one grant awarded every second year.

## Required Elements of Educational Grant Submissions

### A. Short Sabbaticals or Traineeships for Pharmacists Grant

#### For the Applicant:

1. A written proposal (no more than 2 pages) which includes:
  - Reasons for wanting to complete a mini-sabbatical.
  - Description of the specific skills that will be acquired during the proposed mini-sabbatical.
  - How the new skills will enhance the applicant's future performance as a pharmacy practitioner (educator, clinician or researcher).
  - How the skills will be applied to the applicant's practice.
2. A written report (no more than 2 pages) to include:
  - Description of the clinical practice at the mentoring facility.
  - A detailed timeline for the proposed visit.
  - A detailed budget with description of costs.
    - Funding can be used for travel, meals on travel days (subject to CSHP Travel Expense Reimbursement policy limits), lodging, and tuition.
    - Funding cannot be used to supplement any existing salaries or compensate the grantee's group for time lost in practice.
3. Curriculum vitae.
4. A letter of support from the applicant's employer, if applicable.

#### For the Mentor:

1. A letter of support (no more than 2 pages) including an assessment of the applicant's ability to complete his or her proposed program.
2. The mentor's curriculum vitae.

## **B. Thematic Conferences Development Grant**

1. A written proposal (maximum 8 pages) that includes a brief overview of the conference including:
  - Rationale and justification for the program
  - Goals and objectives of the conference
  - Targeted participants
  - Dates and location
  - Program outline/agenda
  - Faculty/speakers (including their expertise & role)
2. Budget with justification for each expense
3. Curriculum vitae of the principal applicant

## **C. Educational Programs or Materials Development for Pharmacists Grant**

1. A written proposal (maximum 8 pages) that includes a brief description of the proposed educational resource/program including:
  - a. Background/rationale for project (what is the unmet need?)
  - b. Goals and objectives
  - c. Target audience
  - d. Format of project (live program/video/multimedia/written package etc)
  - e. Project timeline
  - f. Plans for evaluation of the educational program or materials
2. Budget with justification for each expense
3. Curriculum vitae of the principal applicant

### **Types of Applications that are Not Eligible:**

- Conference attendance and related travel
- Residency or fellowship programs
- Enrolment in accredited academic degree programs
- Research projects