



Individual Professional Development Awards

Application Instructions

For more information contact: grantsandawards@cheo.on.ca

All required documents must be attached/uploaded to your online application or mailed to the Centre:

Grants and Awards Program
Attn: Grants and Awards Coordinator
The Provincial Centre of Excellence for Child and Youth
Mental Health at CHEO
401 Smyth Rd.
Ottawa, ON K1H 8L1

This is an open call for proposals.
Please submit at any time.



INDIVIDUAL PROFESSIONAL DEVELOPMENT AWARDS

Purpose

Professional Development Awards in Child and Youth Mental Health aim to give successful applicants an opportunity to actively pursue a re-training, enhanced training, and/or re-tooling opportunity, typically in another setting, so as to increase capacity in their home-based organization/agency. This award is not intended to fund attendance at conferences and/or workshops, or to fund post-secondary degrees/diplomas.

Examples of such training might include: spending time within a leading organization/agency to observe and learn about their approach(es) to an intervention; coursework in research methods or epidemiology from an academic institution; condensed learning in a therapeutic modality or clinical program/evaluation-based framework and; working within a research laboratory to learn about a specific approach to research in child and youth mental health.

Timeline

Open

Note: this depends on the number of applications and the availability of funds in any given fiscal year

Value of the Awards

Maximum, normally up to \$10,000 one-time money.

Within any given fiscal year the sum of training funds awarded across individual professional development awards for any given type of training opportunity (e.g., certificate in infant mental health, play therapy training) across organizations will not exceed \$35,000. This is to ensure fairness and some degree of heterogeneity across training opportunities facilitated by the Centre.





Eligibility Criteria - Applicants

- The application and its proposed educational/training activities must meet all of the overarching criteria and conditions for Centre funding.
- Re-training, enhanced training and/or re-tooling opportunities must include a minimum of 75 hours of direct training.
- The candidate's employer must be supportive of the continuing education activity and must agree to facilitate the process.
- Candidates must agree to submit a detailed report for dissemination; including how he/she will use and communicate their newly acquired knowledge and skills to a broader audience in their home-based organization and beyond and how the organization intends to support these knowledge exchange activities.
- This award is targeting professionals already established in a regular position within an organization/agency. This award is intended to build capacity within their home-based setting, therefore, the award recipient is expected to return to their position upon completion of the activities proposed.
- This award is not intended to supplement or finance sabbatical leaves.
- A budget summary of requested funds is required.
- Within any given organization, the sum of training funds awarded, across fiscal years, will not exceed \$35,000 for any given training opportunity.
- Within any given fiscal year the sum of training funds awarded across individual professional development awards for any given type of training opportunity (e.g., certificate in infant mental health, play therapy training) across organizations will not exceed \$35,000. This is to ensure fairness and some degree of heterogeneity across training opportunities facilitated by the Centre.
- **This award is intended to fund intensive, focused re-training, enhanced training and/or re-tooling opportunities during the course of a calendar year. It is not intended to fund broad scope generalist training nor is it intended to support training towards a degree.**
- **For-profit child and youth mental health agencies or organizations are not eligible for professional development awards.**





Application Instructions

Read this thoroughly before beginning the online application form

The application process for grants and awards at the Centre includes both documents that are submitted electronically and components that are submitted by mail.

All documents must be received by the Centre prior to the application being reviewed.

Submitting an **Individual Professional Development Award** application consists of several steps.

1. Download and complete the **Individual Professional Development Awards Submission Package**.
2. Download and complete the **Individual Professional Development Awards Official Signatures Page**.
3. Prepare an electronic C.V.
4. Have training documentation ready
5. Arrange for one (1) Letter of Support to be completed by the applicant's employer.
6. Complete the online Individual Professional Development Awards Application Form.

Before completing and submitting the Individual Professional Development Awards application form online, applicants must complete the following 7 steps:

STEP 1: Download and complete the Individual Professional Development Awards Submission Package

This Microsoft Word document must be submitted in Arial 11 font, single-spaced. This document will be attached/uploaded to your online application. Please answer the questions in the **space provided**. Note that any answer that exceeds the space permitted may not be reviewed. **See below for details and requirements of the Submission Package.**

Once complete, save the Submission Package as a single word document called "**submission.doc**".





STEP 2: Download and complete the Individual Professional Development Awards Official Signatures Page

Applicants must:

- a. Print the page
- b. Sign the form and get signatures from their employer and/or Official Signatory/Executive Officer of the sponsoring organization
- c. Scan and save the form as a single word document called “**signatures.doc**” to be attached/uploaded to the online application form

or

Mail the completed form to the Centre with any other required documentation.

STEP 3: Prepare an electronic Curriculum Vitae (C.V.)

A C.V. (5-page maximum) outlining the applicant’s relevant professional training and experience in child and youth mental health and highlighting his/her current role/function in their home-based organization/agency is required.

STEP 4: Have training documentation ready

Have an electronic version of documentation describing the proposed education/training opportunity ready for submission (e.g., training brochure or pamphlet, course syllabus, Web site material, etc.). This information should come from the training provider.

STEP 5: Secure one (1) Letter of Support

One (1) letter of support from the applicant’s employer is required for this application. Letters of support should speak to: a) strength of the candidate for this opportunity; b) the potential for capacity building through this activity; c) how this leave will be facilitated internally (directed to the employer); and d) how the organization will support the applicant’s knowledge exchange activities.

STEP 6: Collect information for the online Individual Professional Development Awards Application Form

Before starting the online **Individual Professional Development Awards Application Form**, have the following information on hand.





- Project Title (professional development opportunity requested)
- Current place of employment, position/role, department
- Amount requested from the Centre (maximum \$10,000 one time training opportunity, minimum of 75 hrs of direct training)
- Supervisor/Manager/Director information, including name, email address, title and department
- Sponsoring Organization information (to administer funds)
 - Name of organization
 - Contact name and e-mail address
 - Organization department
 - Organization address and region
 - Organization telephone and fax numbers
- Name, title, e-mail address, phone and fax numbers of the Executive Officer of the sponsoring organization who will be administering the funds
- Executive Officer's mailing address (if different from that of the sponsoring organization)

STEP 7: Complete and Submit the Application Online

Have electronic versions of the following documents ready to attach/upload before submitting the full application:

- Submission Package
- Applicant's C.V. (maximum of 5 pages)
- Training documentation
- Official Signatures Page (if electronic version is available)
- 1 Letter of Support (if electronic version is available)

Please Note: If the applicant cannot scan the completed Official Signatures Page and/or the Letter of Support into a format that can be attached/uploaded with the application, these documents can be mailed to the Centre. **Applications will not be reviewed until the Centre has received all required documentation.**

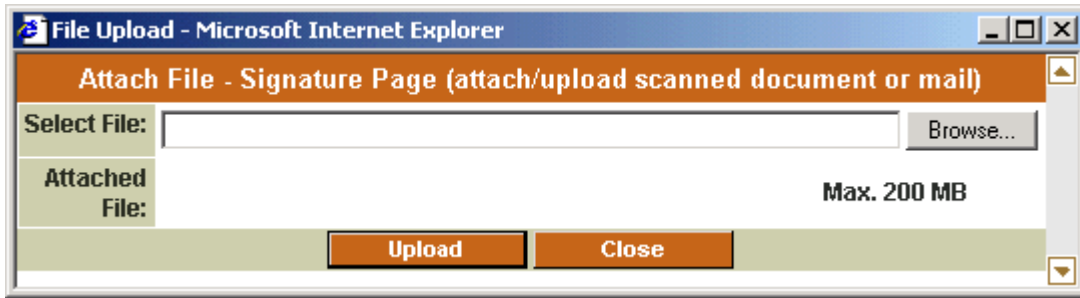
Uploading Required Documents

The process for uploading a document is similar to attaching a document to an email. Before any documents can be attached/uploaded to the application form, click the **“Save”** button on the bottom of the application to enable the document upload fields. After the application has been saved, the **“Lookup”** buttons will now be enabled beside each of the document fields.

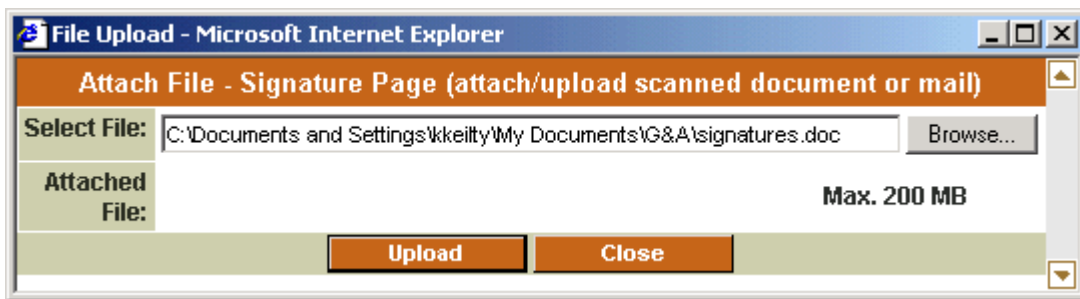
Project Documents	
Signature Page (attach/upload scanned document or mail):	Submission Package:
<input type="button" value="Lookup..."/>	<input type="button" value="Lookup..."/>

To attach, for example, the Signatures Page, click on the corresponding **“Lookup”** button. This will open a **“File Upload”** window.

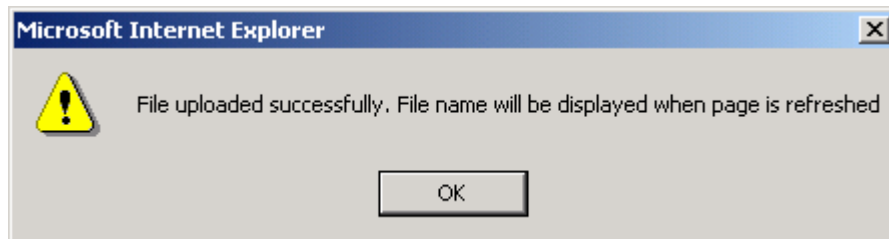




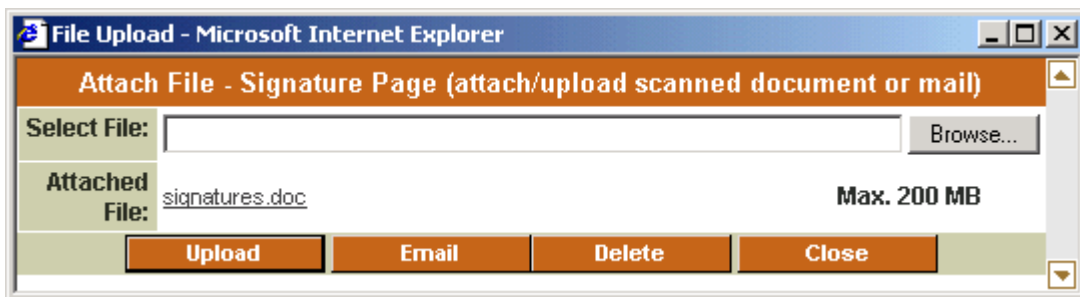
Click on the “**Browse**” button, to look for the required file on your computer. Once the file has been selected, click the “**Upload**” button in the File Upload window to attach the selected file to the application.



An Alert box will open to indicate if the file has been attached successfully. Click “**OK**” to close this box.



The file name will now be visible in the Attach field of the File Upload box.



Click the “**Close**” button to close the file Upload box and to continue. Save the application by clicking the “**Save**” button at the bottom of the page. **DO NOT** click on the





“Save and Submit” button until you are finished as this will submit the application to the Centre and you will not be able to reopen the form.

After the application has been saved, the name of the uploaded file will be displayed in the documents field where it has been attached. You will not see the name of the document until you have resaved your application.



Continue to attach other required documents following the same steps.

If you are using a dial-up Internet connection, it may take several minutes for the document to attach to the application. Please be patient and wait for the notification that the document has been successfully attached. Do not attempt to keep attaching the document. **Please do not refresh the application form. Resave the application if you need to refresh your screen.**

If you leave your application idle for more than an hour, it may cause a submission error resulting in more than one copy of your application being submitted to the Centre.

Once the application has been successfully submitted, you will receive a Receipt of Application and reference number. Print this receipt for your files.



NOTE: If you do not receive this receipt, your application has not been successfully submitted.

Submission Package Details & Requirements

The Submission Package must be completed in the **space provided**, using Arial 11





point, single-spaced format. Please note that reviewers will only review and provide feedback on text that is permitted in each section. Additional text will not necessarily be considered in the review.

Section 1 – Activity Description

Provide a clear description of the proposed re-training, enhanced training, and/or re-tooling activity and its associated measurable goals and objectives. Describe the developmental approach and how it will be determined whether or not the goals and objectives have been met.

Section 2 - Relevance Statement

Provide an explanation of how the application in question directly addresses child and youth (0-18 years of age) mental health in the province of Ontario as well as the mission and strategic directions of the Centre.

Section 3 - Capacity Building

Provide an explanation about how the proposed re-training, enhanced training and/or re-tooling activity will help to build capacity within the applicant's home-based organization/agency.

Section 4 - Knowledge Exchange & Dissemination

Provide a detailed plan for knowledge dissemination; include how you will use and communicate your newly acquired knowledge and skills to a broader audience in your home-based organization and beyond and how your organization will support these knowledge exchange activities.

Section 5 – Activity Timelines

Provide a timeline for the proposed re-training or re-tooling activity (minimum of 75 hours of direct training).

Section 6 - Budget Summary

Fill in the table provided in this section with eligible budget items only. Where applicable, include a price quote from the educational institution/agency or applicable organization hosting the education session or learning opportunity. Eligible expenses include travel costs, tuition costs (where appropriate), lodging costs, and costs associated with knowledge dissemination. All costs incurred by the applicant must be economical and clearly related to the proposed educational/training activities. Maximum per diem cost for meals is \$65.00 (CDN), upon presentation of official receipts to the sponsoring organization. Meal costs will only be considered as part of travel expenses. Training in the applicants' city does not qualify for meal reimbursement.

Once complete, save the Submission Package as a single word document called "**submission.doc**".





Evaluation and Selection Process

- Proposals will be evaluated on their relevance to child and youth mental health in the province of Ontario and their potential for building capacity within the home-based setting/region of the applicant.
- **Incomplete applications will not be reviewed.**
- Proposals will be reviewed by the Centre's management team.
- Decisions will be made within 30 days of receipt of the complete application, including all accompanying documents, at which time applicants will be notified of the status of their application via letter.

Required Deliverables

Award recipients are required to submit a final outcomes report and **to complete two evaluation questionnaires that will be distributed electronically.**

Please note: if the award term crosses over fiscal years (**Fiscal Year End = March 31**), an **Interim Report** is required on March 31 of any given fiscal year outlining the following: progress made to date; timeline and deliverables achieved and; outcomes expected at the end of the award term.

1. Final Outcomes Report

Award recipients are required to submit a Final Outcomes Report one month following the end of the award term or funding period. This report should include the following:

- learnings and outcomes achieved from the re-training, enhanced training and/or re-tooling activity, areas that were not covered under this professional development activity and areas for further professional growth and development
- a plan for knowledge exchange within the award recipient's home-based organization/agency and beyond
- a description of how the Centre will be profiled in all knowledge exchange activities
- a description of the award recipient's future career plans in child and youth mental health and how this activity has impacted his or her career

A Final Outcomes Report Template with the Centre's specific space and content requirements will be provided to all grant and award recipients.





2. Evaluation Questionnaires

The award recipient will be required to complete two evaluation questionnaires that will be distributed electronically at the end of the award term and six months following the end of the award term. The following is a brief description of the two questionnaires:

- **Outcomes Questionnaire:** the first questionnaire (distributed at the end of the award term) will address outcomes and achievements made through the training opportunity.
- **Knowledge Mobilization and Uptake Questionnaire:** the second questionnaire (distributed six months following the end of the award term) will address knowledge mobilization strategies employed and increased uptake of evidence-based practice within the home-based organization/agency and broader community.

Completed Application Checklist:

- Individual Professional Development Awards Submission Package completed and attached to online application form (**must** be submitted online)
- Individual Professional Development Awards Official Signatures Page completed and attached to online application form **OR** mailed to the Centre
- 1 Letter of Support completed and attached to online application form **OR** mailed to the Centre
- Applicant C.V. (5 page max) completed and attached to online application form (**must** be submitted online)
- Training documentation attached to online application form (**must** be submitted online)
- Online application form completed and submitted and Receipt of Application confirmation received

_____ Application Confirmation Number

