



# **FUNDING GUIDELINES**

## **Educational Fellowship for Practising Physicians**

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## OVERVIEW

The PSI Foundation was established in 1970 by the physicians of Ontario with the original capital of Physicians Services Incorporated, the doctor-sponsored prepaid medical care plan. The Foundation was established with the mission of improving the “health of Ontarians.” Physicians from across Ontario remain involved as members of the Foundation’s House of Delegates as well as part of the governing board of directors for the Foundation.

PSI’s granting interests are in two areas: education of practising physicians and health research with an emphasis on research relevant to patient care.

This document serves as the funding guidelines for the Educational Fellowship for Practising Physicians funding program offered by PSI.

## CONTACT INFORMATION

Please contact us at 416.226.6323 or by email at [psif@psifoundation.org](mailto:psif@psifoundation.org) to discuss any questions you may have about submitting an application for funding.

Follow us on Twitter [@PSIFoundation](https://twitter.com/PSIFoundation) and check our website at [www.psifoundation.org](http://www.psifoundation.org) for the latest news and updates, such as updated application forms and policy revisions.



## PURPOSE OF EDUCATIONAL FELLOWSHIPS FOR PRACTISING PHYSICIANS

To encourage practising physicians to undertake training to acquire a clinical skill or knowledge currently lacking in the community or to undertake training in research methodology. PSI reserves the right to restrict the number of awards approved for physicians practising within the same community, who wish to undertake the same training.

## ELIGIBILITY

### ELIGIBLE APPLICANT/APPLICATIONS

The program is directed at Ontario physicians in established practice, **residing outside of the teaching centre communities.**

Both general practitioners and specialists are eligible to apply.

The applicant must have the approval and support of the local medical society or the physicians within their community. The need in the community for the skill to be acquired must be demonstrated to the satisfaction of the Foundation and the letter of endorsement should demonstrate this need. Note: applications for research methodology training do not require a letter of endorsement.

### INELIGIBLE APPLICANT/APPLICATIONS

Applications submitted by individuals from Ontario's major teaching centres: Toronto, Ottawa, Hamilton, London, and Kingston will not be considered for support.

PSI will not consider training programs that focus on problems associated with cancer, heart & stroke, or pharmaceutical drug development studies. **As of September 1<sup>st</sup>, 2022, this policy applies to all funding streams, including the Educational Fellowship for Practising Physicians.**

The Fellowship is not intended for extended support of a physician undertaking full-time training leading to a degree or specialty. Exception: a Masters of Science course in research methodology will be considered for physicians seeking training in this area.

This program does not apply to residency training or sabbatical leave and is not designed to assist physicians taking refresher courses.



## APPLICATION POLICY

### USE OF FELLOWSHIP FUNDING

The fellowship will cover the following expenses:

1. Course fees
2. Return transportation
3. Room and board

Where the application of the skill or knowledge requires the use of new equipment, the Foundation requires a letter from the hospital administrator indicating the equipment is installed or on order for early delivery.

Funding will not be provided for the physician residing in the same area as where the training will be undertaken.

Unless otherwise agreed to in writing by the Foundation, a fellowship will not be awarded to any applicant who has or will receive financial assistance for the same training from any other source.

### ADDITIONAL REQUIREMENTS

- Training must be undertaken at the closest suitable centre.
- Preference is given to a training program involving active participation by the applicant rather than mere observation.



## APPLICATION PROCESS

### HOW TO APPLY

Applications will be considered for support of physicians who have undertaken training courses that commenced up to **three months prior to the time the application is considered at a meeting of the Foundation's Grants Committee.** For the meeting dates of the Grants Committee please contact the Foundation at [psif@psifoundation.org](mailto:psif@psifoundation.org)

All requests for funding must be submitted using PSI's online application system. Please refer to the online application form for specific information in regards to documents required, page limits, signatures, etc. for the funding proposal. To be eligible for consideration, applications must contain all requested information in full. All applicants are required to complete the PSI application submission survey. The link is available in the online application form.

Please do not upload scanned documents to the online system, with the exception of letters of support with signatures and the completed signature page

Please note: all applications received by the Foundation through the online system are acknowledged automatically. You will receive a second notification of acceptance within a few weeks.

Applications submitted will be reviewed for completeness and eligibility. PSI will notify you through the online grants management system if we require clarification or additional information. Failure to respond in a timely manner may result in your application's review being delayed or your application being declined.

Once completeness and eligibility are confirmed the application will be reviewed by the full Grants Committee at their next meeting.

### DECISION PROCESS

All applicants will be notified of the funding decisions within 15 business days of the Grants Committee meeting.



## FUNDING RECIPIENT REQUIREMENTS

If funding is awarded, the following requirements are a condition of funding:

### CONDITIONS OF RELEASING FUNDS

- PSI will release funds in two installments:
  - The first installment will be released upon receipt of the following items:
    - Proof of registration and enrolment in the course from the program's institution
      - The applicant must arrange for the Foundation to receive a letter from the institution at which the training will take place, confirming acceptance of the applicant and outlining the training program and the tenure thereof.
    - Start date of the training program
    - Social Insurance Number for tax purposes (the recipient may choose to phone in to submit this information)
  - The second installment will be released upon receipt of successful completion of the training.

### UNUSED FUNDS

- The funding recipient must immediately notify and return unused funds to PSI if they are unable, for any reason, to complete the training program for which the funding is given.

### REPORTING REQUIREMENTS

- A written report describing the accomplishments from the training program and plans to apply the acquired clinical skills/knowledge to the physician's community must be provided to the Foundation within three months of completing the training program.

### OTHER REQUIREMENTS

- Upon completion of the training program, the recipient must intend to return to their practice in their current community.
- If training is in research methodology, the research must be conducted in the current community of practice.