



## Dr. Barry Adams Paediatric Resident Advocacy Education Grant Terms of Reference

(Last updated: July 2024)

<b>Established</b>	2004
<b>Awarded</b>	Annual
<b>Amount</b>	4 projects with maximum funding of \$2500 each – or up to \$10,000 funding each year by <a href="#">Healthy Generations</a>
<b>Description</b>	To support paediatric residents and medical students in the development, planning and/or implementation of <b>one-year</b> community-based advocacy projects in child and youth health.
<b>Project Criteria</b>	<p>To qualify, candidates must submit a proposal for a community-based project that meets all of the following criteria:</p> <ul style="list-style-type: none"><li>• is led by a resident or medical student in Canada who is a CPS member</li><li>• will be completed within one year</li><li>• is community-based with the possibility of being replicated in other communities</li><li>• represents a <b>NEW</b> initiative within the community</li><li>• demonstrates community collaboration</li><li>• includes achievable plans for sustainability beyond the grant period,</li><li>• demonstrates a realistic, achievable evaluation plan for the program,</li><li>• includes a budget with justification for funding</li><li>• must have a letter of support from local Program Director</li><li>• must have a letter of support from the chosen not-for-profit community association if applicable</li></ul>

Priority will be given to proposals submitted by applicants who have not previously received the Paediatric Resident Advocacy Education Grant. However, previous grant recipients may submit a proposal to renew their funding or for a continuation of a previous project.

Projects should lead to sustainable, community-based child and youth health initiatives that;

- increase access to care, especially for underserved children and youth and/or
- address health disparities among children and youth and/or,
- improve the healthcare experience for the patient and/or their family.

When planning the project please keep the scope small enough to be completed within the year.

Ineligible proposals include:

- continuing medical education activities,

- paediatric human resource activities,
- submissions from a member of the selection committee, and
- funding for infrastructure.

**Developing Your Budget**

Each budget line item must include an expense justification (description of activity and formula) and clearly support the project goals outlined in the proposal. **All budget expenses must be incurred within the calendar year.**

**Selection Committee**

- President, Healthy Generations (Chair)
- Healthy Generations Board Member-At- Large
- Chair, CPS Community Paediatrics Committee
- President, CPS Community Paediatrics Section
- Chair, CPS Action Committee for Children and Teens
- Past President, CPS Resident Section

**Presentation**

Winners will be announced via CPS communication channels and on the Healthy Generations website. A representative from the project team is required to present an update on their project at a future CPS Annual Conference.

**Reporting / Funding**

The grant funds awarded cannot be paid directly to an individual and must be administered by the project's sponsoring institution/community organization. If the grant funds have not been transferred within one year of being awarded, and without justification for an extension, the award will be rescinded. The recipient can apply for one 6 month extension to complete the project. They must apply for the extension in writing to the Manager of Healthy Generations prior to the second installment payment. The extension must be approved by the Healthy Generations Board.

Grant funds may be disbursed in up to, two equal installments:

- The first installment can be paid at the beginning of the project year upon receipt of an invoice from the sponsoring institution for 50% of the funding.
- The second installment can be paid after September 1. The project team must submit a summary of the project activities to date, plans for the project completion, and an updated budget. Once the update is received and approved by the HG board, the sponsoring institution can submit an invoice for the remaining 50% or the updated amount if the expenses included in the updated budget are less than projected. HG will only reimburse for expenses inline with the approved budget and incurred within the project year.

A final report will be due six months after the completion of the project.

One member of the project team will be asked to attend the annual conference the year following their project completion to present to their colleagues at the resident's advocacy event. Travel according to the CPS travel policy (transportation, and hotel and expenses for 2 days) will be covered and the resident will be offered complimentary registration to the conference.

Healthy Generations must be given attribution for its financial support.