

## ***Guidelines and Application Form for Ontario Medical Students***

### **PURPOSE**

The **Ontario Medical Students Association (OMSA) Innovator Grant** is part of the OMSA strategy to provide financial support to the development of innovative new student initiatives and encourage emerging physician leaders to implement creative ideas that will contribute significantly to the:

*Enhancement of the Ontario Medical students' educational experience  
Enhancement of the Ontario Medical student community  
develop new initiatives for enhancing the healthcare system  
showcase the talents of Ontario medical students*

### **ELIGIBILITY**

Projects can include ANYTHING and this flexibility is intended to promote freedom and creativity. If you have an idea that will showcase medical student innovation, we want to hear about it. However, please consider the following guidelines – *the successful initiative(s) will:*

- *Likely involve numerous students and provide opportunities for student involvement*
- *Demonstrate a novel idea and not duplicate other medical student initiatives*
- *Have a sustainable approach to achieving its vision and will be able to continue after the grant has expired.*
- *Showcase Ontario medical students and our commitment to medicine, the community, development, and education*

Projects that include members of other faculties or disciplines are welcomed; however, the funding application **MUST** be made by **CURRENT** medical students at one of the OMSA member schools.

OMSA strongly considers funding one successful project from **each** of the six Ontario medical schools.

### **TERMS AND SELECTION**

- The Innovator Grants are one-time awards.
- Generally, the funding of a project will be between \$800 - 1500; however, OMSA reserves the right to allocate any amount of the total sum to any successful project(s).
- Projects must submit a detailed timetable, including planned milestones, with the bulk of the project's requested funds being completed by December 31st of the year when the funds are awarded. Projects can continue past the year, in which case a timeline into the project's future must be provided by the applicant(s).
- The OMSA Grants Committee will review the applications and identify the recipient(s) of this award. The prospective award recipient(s) may be asked to provide a presentation to OMSA before receiving the grant. A specific funding schedule will be developed with the prospective recipient, with milestone-based allocations.
- Individual consumer goods (e.g. iPads, personal laptops, cameras) are **not appropriate** requests for funding from the Innovator Grants.
- **All submissions will be assessed after the application deadline posted on the OMSA website.**

### APPLICATION OUTLINE

Please adhere closely to the following submission instructions. **Failure to comply** with these instructions will **disqualify** the application. **CLEARLY** distinguish and identify each separate part of your application.

OMSA reserves the right to change the application requirements, but will provide sufficient notice.

#### **Part 1 – Identifying Information**

Title of Project:

Main Contact Name/Email/Phone number

Team Member Names:

Affiliations (i.e. faculty, school, etc., if applicable)

#### **Part 2 – Project Description**

Please describe the initiative in approximately 500 words.

#### **Part 3 – Selection Grading/Requirements**

Answer the following:

What is your objective with this initiative (max 150 words)

Why is your project innovative (**\*include impact**; max 250 words)

How will medical students be involved (max 150 words)

How do you plan on publicizing the initiative (max 150 words)

What additional resources are required for the project (max 150 words)

If necessary, how can the project be sustained for future years (max 150 words)

#### **Part 4 – Detailed Budget**

Amount requested:

Please provide a description of what the funding will be used for as well as a schedule for disbursements (please see **Appendix 1** for a template)

#### **Part 5 – Detailed Timetable**

Please include a description of key project markers, milestones, and deliverables

#### **Part 6 – Additional Information (optional)**

Additional content should not be material designed to persuade the committee but rather things such as pertinent laws, background information on any participating members / organizations, mentor background etc. if necessary

Applications must reach OMSA by **the deadline posted on the OMSA website** to be considered for funding. Please submit your application by email to **innovatorgrants@omsa.ca**

**Any questions can be submitted to innovatorgrants@omsa.ca**

### FUNDING TIMELINE FOR SELECTED APPLICANTS

- September 31st of the year when the funds are awarded – At this first deadline you are required to submit the first installment of receipts for reimbursement along with a progress report. The first progress report should include:
  - Recap of your project
  - Work you have done to date
  - Notable successes and failures
  - Expense report to date
  - Work left to complete, including a timeline
  
- January 31st of the following year – At this final deadline, you are required to submit all remaining receipts along with a final progress report. The final progress report should include:
  - Recap of your project
  - How you ran the project
  - Notable success and failures
  - Reception of the project by your school
  - Final expense report
  - Future of the project

**Appendix 1**

*OMSA Innovator Grant*

Project Itemized Budget\*

<u>Item</u>	<u>Description</u>	<u>Resources</u>	<u>Expenses</u>

Total amount of funding requested (expenses – resources) = \_\_\_\_\_

\*Please indicate any alternate sources of funding for events such as fundraising, external sponsors, etc.

**Please refer to the OMSA Website for the deadline**  
*For more information or to submit your completed application,  
please contact us at [innovatorgrants@omsa.ca](mailto:innovatorgrants@omsa.ca)*