

# MIGS Project Support Request Guidelines and Form

## Purpose

Member interest groups are encouraged to pursue projects intended to enhance relevant clinical and non-clinical areas within family medicine while supporting the mission of the College of Family Physicians of Canada (CFPC) and the four focus areas of the Member Interest Groups Section (MIGS) strategic plan—Thought Leadership, Practice Support, Education and Training, Policy and Advocacy.\*

This form allows MIGS members to identify projects and request both financial and non-financial support from the CFPC. Forms will be reviewed by relevant member interest group chairs and vice-chairs, as well as CFPC staff, to determine appropriateness, relevancy, and feasibility of project requests submitted by MIGS members. The MIGS council will be responsible for approving the grant applications.

## Project Grant Details

- Calls for submissions will be made biannually, in spring and fall, as budget allows. There will be a period of 30 days during which submissions will be accepted.
- Maximum funding for a project is \$5,000.00.
- Project requests should have a distinct beginning and end, and should be capable of being completed in a 12-month period. Projects requiring more time to complete should be discussed with the MIGS Project Manager before you complete the application form.
- Requests can include financial and/or in-kind resources.
- Partnerships with other organizations are possible, although this may require formal contractual agreements (e.g., a memorandum of understanding) between the CFPC and the partner organization.
- Projects that aim to influence residency curriculums or to survey residency program directors must first be submitted using the MIGS project support request form for approval. Approval from the CFPC Academic Family Medicine (AFM) Division is also required.
  - MIGS staff will coordinate approval with the AFM Division.
  - Requests must be submitted one week in advance of the MIGS project support request deadline to allow time for review by the AFM Division.

\* College of Family Physicians of Canada. *Member Interest Groups Section Strategic Plan 2020–2025*. Mississauga, ON: College of Family Physicians of Canada; 2020. Available from: <https://www.cfpc.ca/CFPC/media/PDF/MIGS-Strategic-Plan-Final.pdf>.

# Project Grant Guidelines

- Projects must align with the CFPC's mission and one of the four focus areas of the MIGS strategic plan.
- Projects' purpose should be relevant to all members within a specific member interest group.
- Projects should generate new knowledge or provide practice support to advance the discipline of family medicine.
- Projects should have a positive impact on patient experience/quality of care.
- Projects should be applicable across the country and across practice contexts.
  - We encourage projects that could be scaled up nationally, especially when there is demonstrated momentum at the local level.
- Projects should be based on current best evidence.
- Project application should set out its project plan including team members, timelines, and deliverables.
- Practice supports and developed tools should be available in both English and French
- Project design, methodology, execution, and dissemination activities should ensure the principals of equity, diversity, and inclusion are considered. (<https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>)
- Projects and applicants should be free of financial conflicts, that is, for-profit entities that develop, produce, market, or distribute drugs, devices, products, services, or therapies that may be prescribed or ordered by doctors for their patients to diagnose, treat, monitor, manage, and alleviate health conditions.

Examples of eligible projects for funding include development of educational and learning opportunities, policy and advocacy initiatives, practice support tools and guidelines, and supporting leadership development in family medicine.

## Exceptions

Projects that are typically not approved include:

- Topics that may conflict with or impede the fulfillment of the CFPC's mission, values, and goals, and/or the MIGS Strategic Plan
- Commercialization of products
- Those that support for-profit organizations

## Process

1. Prior to the submission deadline, applicants are encouraged to solicit support from CFPC staff (MIGS Project Manager) to develop project ideas and complete the project application form.
2. Send the completed form to [migs@cfpc.ca](mailto:migs@cfpc.ca) with email subject line "MIGS Project Support Request Form." A receipt confirmation email will be sent.
3. Once a project application is submitted, it will be reviewed by the MIGS Project Manager and Assistant Manager in consultation with the Associate Director, Programs and Practice Support Department or the Physician Advisor, MIGS, Programs and Practice Support Department for completeness and to provide feedback.

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4. Applications will be sent to the corresponding member interest group chair and vice-chair for feedback and recommendation of approval.

- If there is a conflict of interest between the applicant and a member interest group chair/ vice-chair, the application will be reviewed by the MIGS Council chair in consultation with the applicable physician advisor.

5. Recommended projects will then be submitted to the MIGS Council for approval.

- a) The MIGS Council will determine if the project funding is approved and whether revisions are required.
- b) A Council decision letter will be sent to the applicant as well as the corresponding member interest group chair and vice-chair.

6. If approved, you will be assigned a project lead at the CFPC. Their role is to support project development and realization by providing project management and leadership oversight.

- If approved, MIGS staff will support project dissemination efforts through different CFPC platforms (e.g., MiGroups, CFPC website, Canadian Family Physician insert, Twitter, etc.).

## Acknowledgement Statement

Materials related to the project must acknowledge the support of the CFPC Programs and Practice Support Department (PPS) as follows:

The [name of project/tool/resource] was supported by the College of Family Physicians of Canada (CFPC)'s Member Interest Groups Section [MIGS logo and applicable member interest group icon].



# MIGS Project Support Request Form

1. Project title:
2. Related member interest group (go to <https://www.cfpc.ca/en/member-services/member-interest-groups-section> to view a list of current member interest groups)
3. Does the project aim to influence residency curriculums or survey residency program directors?  
 Yes     No
4. The deliverables of this project will be produced in:  
 English     French     Both languages
5. Project background information: What is known? What gaps exist? What needs to be assessed? Which tools need to be created or assessed?
6. List the evidence source(s) (e.g., literature, survey, clinical experience):

7. Purpose – Describe the project primary and secondary objectives:
  
8. Methodology – Describe methods that will be used to realize project objectives:
  
9. Project timeline – Provide a timeline to fulfill project objectives:
  
10. Who is the target audience and what are the expected outcomes for the audience? (family physicians in practice, residents, students, etc.)
  
11. What financial and/or in-kind support is required for the project? Provide a budget with estimated cost and/or type of staff support required (e.g., content development, project execution, dissemination, evaluation, etc.)
  
12. How will the project advance the discipline of family medicine? What impact will it have on patient experience/quality of care?
  
13. Is there another organization involved in the project? If so, provide the organization name and contact information. Describe the nature of the partnership, including cost-sharing arrangements and any relevant external timelines.

14. How will the project outcomes be disseminated? Describe how and where the project results or outcomes will be shared with the target audience.
  
15. How will the project be evaluated? Using surveys, interviews, number of downloads (e.g., for a new tool used by family physicians), or other methods?
  
16. List all project team members and their roles in the project:
  
17. Provide the name(s) and contact information of applicant(s).
  
18. If there are external collaborators provide the name, title, affiliated organization, and contact information for each.

Email the completed application to [migs@cfpc.ca](mailto:migs@cfpc.ca) and use the subject line '**MIGS Project Support Request Form**.'  
A receipt confirmation email will be sent in response.

Thank you for your interest and participation in improving family medicine.