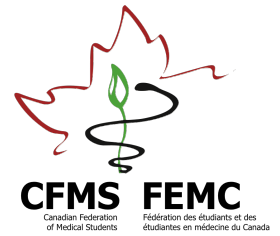


STRATEGIC INNOVATION FUND (SIF) APPLICATION



What is the Canadian Federation of Medical Students?

The Canadian Federation of Medical Students (CFMS) is an organization representing over 8,000 medical students from 15 Canadian medical student societies from coast to coast. We represent medical students to the public, federal government, as well as national and international medical organizations. As a member-driven organization, our mission is to connect, support, and represent our members as they serve patients and society.

What is the Strategic Innovation Fund?

The CFMS aims to fund large-scale or national initiatives that advance the CFMS' overarching goals and providing benefit to CFMS' members at large. Due to the nature of the CFMS, member-driven initiatives are highly encouraged. For region-specific or local initiatives, please refer to the Student Initiatives Grant (SIG) program.

What is the timeline for the SIF?

1. The deadline for the application submission is March 19, 2021. To ensure fairness to all applicants, there will be no exceptions to this deadline.
2. Adjudication of submitted applications will be completed by April 19, 2021.
3. SIF Task Force Recommendations will be submitted to the Board by May 3, 2021.
4. Board Ratification of SIF Task Force Recommendations occurs at the Summer Board Meeting.
5. Recipients will be announced by June 1, 2021.

Application Details

The application consists of six components and will be evaluated as such:

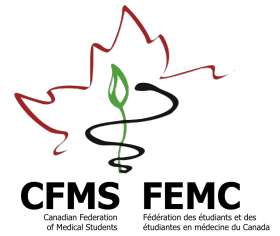
1. Eligibility Pillar
2. Strategic Alignment Pillar
3. Feasibility Pillar
4. Impact & Scope Pillar
5. Financial Pillar
6. Sustainability & Growth Potential Pillar

An application is considered complete when the requirements under all six components have been adequately addressed.

NEW FOR THE 2021 CYCLE:

- There will be two streams of funding under SIF for this year's cycle. If your project is COVID-19-related, please select the first stream and make this known in your application. Otherwise, your application will be considered in the default general stream:
 - o COVID-19-RELATED STREAM (\$20,000 total available)
 - o GENERAL STREAM (\$40,000 total available)
- For regional or local initiatives, you should consider applying for the Strategic Initiatives Grants (SIGs) instead.

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Eligibility Pillar

To be eligible for the SIF, the following criteria must be met:

- a) Individual(s) submitting applications should be CFMS members. Proposals may include additional team members who are not CFMS members.
- b) The proposal is relevant to Canadian medical students and the CFMS mission, vision, values and strategic plan.
- c) The proposed innovation is national in scope. The CFMS serves students across Canada and works to engage all members as a whole, as detailed in the *CFMS' Strategic and Operational Plans* (see "Strategic Alignment Pillar" section for more details). As such, it is important that the proposed innovation will engage members across Canada.
- d) All members, including CFMS board members, national officers and volunteers are eligible to submit applications.

Your application must contain:

- 1) The names of the CFMS and non-CFMS members who are involved in the initiative.

Strategic Alignment Pillar

Applications to the SIF are evaluated based on how well they align with the CFMS' underlying strategy, as set out in the *CFMS Human Resources and Operations Strategic Plan 2017-2022* ("the Plan"), specifically in the [Executive Summary](#) and [Appendix 4](#). The core mission of the CFMS is to connect, support and represent our members as they learn to serve patients and society; our vision is for tomorrow's physicians leading for health today. We value energy, equity, excellence and empowerment in the actions we undertake for and through our members. We are also committed to diversity and representation in all that we do. These actions are member-driven, transparent and attuned to the cultural and socioeconomic contexts in which students live and work.

NEW FOR 2021 CYCLE: We will also consider projects that demonstrate alignment with current CFMS position papers.

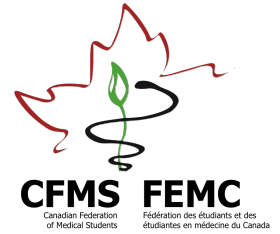
The CFMS has **4 strategic directions** from the 2014-2017 strategic plan, described in [Appendix 4](#) of the Plan, to guide our activities and funding. The CFMS has identified **3 operational directions** and **1 enabling direction**, described in the [Executive Summary](#) of the Plan, to improve the CFMS' effectiveness and to further the 4 strategic directions. We have listed the strategic directions along with the operational and enabling directions below. All SIF applications must advance CFMS strategic, operational and/or enabling directions in a substantial manner.

Strategic Directions:

1. Increase member engagement within the CFMS.

- Expose student members to CFMS early in medical school.
- Maintain relevance throughout medical school.
- Support local CFMS teams and encourage involvement in CFMS activities.

STRATEGIC INNOVATION FUND (SIF) APPLICATION



- Promote diverse representation of student membership.
- 2. Support student members.**
- Increase accessibility to benefits and services.
 - Promote wellness.
 - Create more opportunities.
 - Foster exchange of ideas and experiences.
- 3. Promote excellence in medical education.**
- Affect medical education decision making & curriculum.
 - Reform admissions to medical school and transition to residency.
 - Empower students to lead local, provincial, or national change.
- 4. Mobilize the medical student voice.**
- Promote advocacy.
 - Expand affiliations and partnerships with organizations.
 - Increase representation of medical student perspectives.

Operational and Enabling Directions:

- Operational Direction 1: **Improve the efficiency of committees and general assemblies.**
- Operational Direction 2: **Engage and develop member volunteers.**
- Operational Direction 3: **Enhance board structure and regional representation.**
- Enabling Direction: **Increase human resources and financial health.**

Your application must contain:

- 2) A 250-word executive summary of your proposal.
- 3) A maximum 2-page proposal explaining your initiative including the purpose, the specific steps you plan to take, any partnerships, the target demographic and the value your initiative would bring to medical students.
- 4) A paragraph explaining which of the CFMS strategic, operational and enabling directions your initiative aligns with. Your initiative does not need to address all of the directions.

For more information on the Plan, please refer to the following link:

<https://www.cfms.org/files/internal-policy-bylaws/strategic-plan-2017-2022.pdf>

Here is the link to past initiatives funded by the CFMS Student Initiatives Grant (SIG), which solicits local/region-focused initiatives; for more information please see the following link:

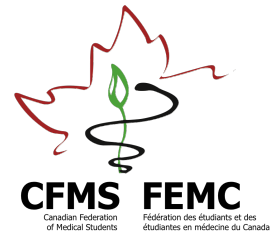
<https://www.cfms.org/what-we-do/student-affairs/student-initiative-grants>

Feasibility Pillar

Projects must be feasible, as determined through a holistic consideration of the project application based on the factors listed below:

- Applications must clearly define project goals and outcomes, including methods for measuring outcomes.
- The resources needed to meet these goals should be reported, including time commitment, human resources and financial resources, as outlined in the “Financial” section.

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- Important project milestones should be established on a detailed and up-to-date timeline.
- Barriers to project implementation should be explored, in addition to strategies to overcome these barriers.
- The length of the project as well as the length of the requested funding must be specified.

Your application must contain:

- A maximum 1-page table addressing the elements as mentioned above (Resources Needed, Timeline of Project Milestones, Barriers to Implementation & Strategies to Overcome Barriers) required under the Feasibility Pillar.

Impact & Scope Pillar

Geographic Scope: Initiatives funded by the CFMS SIF program must have a broad geographic scope. Ideally, these initiatives should be national or cross-regional in scope. **For regional or local initiatives, you should consider applying for the Strategic Initiatives Grants (SIGs) instead.**

Student Impact: Initiatives funded by the CFMS SIF program must impact students across various years of medical school. As such, they must impact or be applicable to:

- Pre-clerkship students at the impacted schools, **OR**
- Clerkship students at the impacted schools, **OR**
- Both clerkship and pre-clerkship students at the impacted schools

Regions and Schools

Western Region: University of Alberta, University of British Columbia, University of Calgary, University of Manitoba, and University of Saskatchewan

Ontario Region: McMaster University, Northern Ontario School of Medicine, Queen's University, University of Ottawa, Western University, and University of Toronto

Quebec Region: McGill University

Atlantic Region: Centre de formation médicale du Nouveau-Brunswick, Dalhousie University, and Memorial University of Newfoundland

Your application must contain:

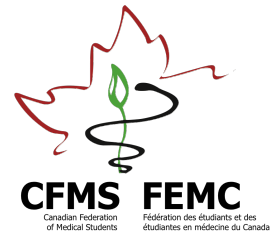
- A maximum 1-page write-up addressing the elements (above) required under the Impact & Scope Pillar.

Financial Pillar

There is approximately \$60,000 that the SIF Task Force can choose to distribute in the 2020-2021 fiscal year. As part of the SIF application, you will need to submit two (2) annual budgets for your initiative for the following two periods in Excel format:

- July 1, 2021 to June 30, 2022; **and**
- July 1, 2022 to June 30, 2023;

STRATEGIC INNOVATION FUND (SIF) APPLICATION



Revenues

- Within the budget, you must detail all revenues.
- You must present both actual sources of revenues as well as potential sources of revenues.
 - Actual sources of revenues are those where receipt is reasonably assured.
 - Potential sources of revenues are those to which you have applied, are applying, or will apply for funding. Please mark potential sources of revenues with an asterisk (*). You may wish to comment on the degree of certainty and/or the stage of application for these potential sources.
- Please do not list the requested SIF funding as a potential source of revenue.

Expenses

- Please list all expected costs for the initiative for both annual periods.
- Please provide a brief description on the side of each expense.
- If you anticipate significant expenses beyond June 30, 2023 that you wish to be accounted for, you may wish to provide a third annual budget for July 1, 2023 to June 30, 2024. This is optional, however.

Deficit situations

- If either or both of the annual budgets contain a deficit (after accounting for the amount of funding requested from the SIF), you must explain how you wish to handle the deficit. Bear in mind that this may have implications for the Sustainability & Growth Potential Pillar, as sustained budgetary deficits are not viable.

Funding request

- You will need to detail the amount of funding from the SIF that you would like to receive. You may be awarded an amount below the amount requested. Since you may be awarded an amount below the amount requested, it is imperative that you detail how you will handle deficits (as noted in the 'Deficit situations' section above).
- There is no dollar minimum or dollar maximum for the request. The amount of money to be awarded will be based on how well the initiative corresponds to the six pillars of evaluation. The decision made by the Task Force is final and is not subject to appeal.

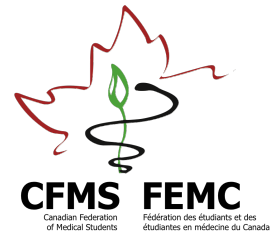
Basis of funding

- In the case where your initiative is awarded funding from the SIF, you will receive the funding on a reimbursement basis (i.e., not on an *en bloc* basis). This means that you will need to submit a reimbursement form with supporting receipts in order to access the funding. You will be able to access 50% of the funding up to June 30, 2022, and then remainder 50% up to June 30, 2023. It is recommended that you submit your reimbursement requests quarterly (due dates: March 31, June 30, September 30, December 31).
- Continuous access to funding is contingent on you submitting a report to the CFMS Board biannually on your use of funds and on activity or progress (due dates: June 30, December 31).
- Renewal of funding may be possible in the future and further instructions will be provided closer to June 30, 2023.
- Funding may be suspended at the discretion of the SIF Task Force.

Your application must contain:

- A maximum 2-page write-up addressing the elements (above) required under the Financial Pillar. You may attach spreadsheets as appendices.

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Sustainability & Growth Potential Pillar

You have the potential to greatly impact the lives of many Canadian medical students with your initiative. The CFMS supports environmentally-friendly projects that show sustainability and potential for further development. Please read our Sustainability & Growth Potential Pillar and apply it to your project planning.

Environmental Impact & Accountability

- Where appropriate, how can your project minimize waste and promote environmental-friendliness in the events or activities you have planned?
- Please outline the resources you plan to use and measures you will take to minimize the environmental impact of your programming (e.g. transportation, supply, water/energy consumption, etc.).

Project Sustainability & Responsibility

- Please explain your recruitment strategy, a list of key roles and how you plan to continue long-term implementation of your project as members of your team move on to the next stages in their career (if applicable). This is an important consideration as the turnover at many medical students' organizations is relatively frequent. Aim to comment on how you plan on ensuring that there is longevity in your initiative that will survive this turnover.
- Your team will likely consist of busy individuals with many responsibilities. It is important that, when considering team recruitment, you have an elementary discussion about each individual's role in maintaining clear lines of communication (how frequent, by what means, etc.) and how you will check in to see if things are going well or if expectations are being met. Please outline the plan you have created to address this, how often you plan to schedule meetings and your main method of communication.
- Describe associated safety and risk aspects (both to you personally and anyone participating in, or potentially affected, by the project). Discuss strategies to mitigate these factors and indicate resources available to you for support.

Growth Potential & Opportunity

- Present short-term and long-term goals of your project and how you plan to achieve them. Use the SMART goals approach as an outline. For clarity, you can use the five-year mark as a proxy for the long term.
- How do you measure success of your initiative? What metrics will you use?

Project Assessment Review

- Should your application be successful, you will be required to submit a progress report twice yearly (June 30 and December 31) to the CFMS Board highlighting your most up-to-date use of funds, project accomplishments, difficulties and troubleshooting.

Your application must contain:

- A maximum 1-page write-up addressing the elements (above) required under the Sustainability & Growth Potential Pillar.

Questions: If you have any questions, please feel free to contact the Chair of the SIF Task Force, Anson Lee, at finance@cfms.org.