



Family Medicine Scholarship Fund (FMSF)

Terms of Reference (TOR)

Locum Support Fund for Specific Research Activities

Purpose: At the Nov. 5th, 2021 DFM Assembly, “Committing to the Strategic Plan” discussions, faculty commented that to improve research accessibility there was a desire to have protected time to conduct activities. For most faculty, research occurs outside of clinic hours as many current funding programs do not allow payment to go to an investigator’s salary. \$100,000 was allocated from the reserve fund for 2022; \$45,000 was awarded.

Recommendation: For release time at the value of \$1,000 per day, to support specific research tasks such as finishing a manuscript for publication, data collection, or data analysis. The value of \$1000 per day is the equivalent of hiring a locum or replacement for a clinical day. The hiring of a locum will be the responsibility of the investigator. **The maximum amount requested per investigator is up to 10 days or \$10,000 for the lifetime of the award.**

Terms of Reference

- Requests for Locum Support will be made to the Faculty Affairs on a quarterly basis.
- Requests must include a strong research activity rationale for the funding request on the application form (500 word maximum).
- Eligible activities can include grant funding applications; data collection and analysis; manuscript writing and preparing promotion packages. Ineligible activities include conference or workshop/course attendance.
- Unit Directors may submit requests for early project development by clinic faculty. Priority will be given to collaborative activities involving multiple clinic faculty.
- Eligible applicants include faculty with existing funding support such as PRIME who do not have protected time for their research activities. Clinician investigators who have dedicated protected time and support for conducting research activities are not eligible.
- Eligible applicants must be at the rank of Assistant Professor or higher.
- Applications will be reviewed by Senior Leadership and approved applicants will send invoices to the Chair. Approved invoices must show that funds went toward a locum on the requested days spent on research activities.
- Deliverables will include completed promotion packages, published manuscripts, etc. to be reviewed by the Research Director.