

**Banting & Best Diabetes Centre / University Health Network
Archie Sopman Diabetes Research and Education Awards 2024
Application Form**

For University Health Network (UHN) Employees Only

Name of Applicant: (Applicant must be a UHN employee)	Position/Title:
UHN Location: <ul style="list-style-type: none"> <input type="checkbox"/> Toronto General Hospital <input type="checkbox"/> Toronto Western Hospital <input type="checkbox"/> Princess Margaret Hospital <input type="checkbox"/> Toronto Rehab <input type="checkbox"/> Michener Institute 	UHN Department: UHN Employee #:
Full UHN Mailing Address of Applicant:	Home Mailing Address of Applicant:
Applicant's Daytime Phone #:	
Applicant's Email:	
If the applicant is a staff physician or scientist, indicate month and year of first faculty appointment at any university (MM/YYYY):	
Funding Requested For (select <u>one</u> only): <ul style="list-style-type: none"> <input type="checkbox"/> To attend <u>one</u> virtual or in-person diabetes conference. Funding will be provided to attend <u>one</u> virtual or in-person diabetes-specific conference occurring in the year 2024. Maximum \$1,000 CAD per applicant. Successful applicants will be reimbursed for expenses after attending the conference. <input type="checkbox"/> To attend a continuing education course in diabetes. Funding will be provided for one online or in-person accredited educational course specific to diabetes occurring in 2024. Maximum of \$1,000 CAD per applicant. Successful applicants will be reimbursed for expenses after course completion. (Funds may not be used for Canadian Diabetes Educator Certification Board examination fees.) <p>Amount Requested: \$ _____</p>	

Provide a detailed summary describing what funds will be used for. Do not exceed this space.

- If requesting funds to attend a virtual or in-person diabetes conference, include name of conference and date (and location if applicable). Funding will be provided to attend one diabetes conference only.
- If requesting funds for continuing education in diabetes, include the name of course, institution offering the course, duration, accreditation details and how the course will enhance the knowledge and skills of the applicant.

Indicate other sources of funding available to the applicant. Do not exceed this space. (Preference will be given to those who do not have access to other sources of funding.)

Has the principal applicant received an Archie Sopman Diabetes Research and Education Award from the Banting & Best Diabetes Centre in the past 5 years?

- YES NO

If so, in the space below list date(s) when award(s) was received.

One letter of support is required from the applicant's immediate supervisor, division chief, or department head describing other sources of available support. The letter should be emailed directly to the BBDC at admin.bbdc@utoronto.ca by the supervisor, division chief or department head. In the space below, list the name and position of the person providing the letter.

SIGNATURES	
I have reviewed the terms and conditions and agree to abide by the regulations governing this award, if granted. I certify that the information provided in this application is true and complete to the best of my knowledge. (Digital signatures are acceptable.)	
Applicant	Supervisor, Division Chief, or Department Head
Print Name:	Print Name and Title:
Signature:	Signature:
Date:	Date:

APPLICATION SUBMISSION INSTRUCTIONS

Email items 1 through 3 below to Sanam Tajadod at admin.bbdc@utoronto.ca as **one combined PDF document** in the order listed. Do not add security features to the PDF document such as password protection or document restrictions. The document should not exceed 10 MB in size.

1. A completed and signed 3-page application form
2. Curriculum vitae of the applicant
3. If requesting funds for continuing education in diabetes, attach course description including learning objectives and accreditation details (a printout or screen shot from the institution's website is acceptable).

Letter of Support to be emailed separately:

A letter of support should be emailed directly from the supervisor, division chief, or department head to Sanam Tajadod at admin.bbdc@utoronto.ca.

All items must be received by 4 p.m., May 22, 2024. Late or incomplete applications will not be considered.

The BBDC will confirm all applications received by email. If you do not receive confirmation of application receipt, please send a separate email requesting confirmation.

Inquiries:

Sanam Tajadod
 Phone: (416) 978-3498
 Email: admin.bbdc@utoronto.ca