

2017 CALL FOR PROPOSALS FOR THE AMS PHOENIX FELLOWSHIP NOVEMBER 2016

Call for Proposals

The AMS Phoenix Project is now accepting applications for the 2017 AMS Phoenix Fellowship. Funding disbursements will begin in June 2017. This will be the sixth cohort of AMS Phoenix Fellows. A description of the eligibility, application and review process is summarized below

Background

Associated Medical Services (AMS) is a small Canadian charitable organization with an impressive history as a catalyst for change. AMS has, and continues to have, profound impact on the healthcare of Canadians through its support in the areas of the history of medicine and healthcare, health professional education and compassionate patient care. In 2012, AMS launched a multi-year initiative, *The AMS Phoenix Project – A Call to Caring*, focused on making a positive and lasting difference in how health professionals nurture and sustain the learning and practice of compassionate care. The current objectives shaping the activities of the AMS Phoenix are as follows:

1. To develop compassionate care curricula for adoption in healthcare provider education at the undergraduate, graduate, post graduate and practice levels.
2. To work with accreditation organizations to ensure the adoption of compassionate care standards in learning and practice.
3. To champion the voice of patients and their families in shaping the delivery of compassionate care in healthcare provider education and practice.
4. To build a cadre of individual and organizational leaders to advocate for compassionate care in education and practice.

2016 AMS Phoenix Fellowship Awards

The AMS Phoenix Fellowship is a cornerstone of the AMS Phoenix. Thirty one (31) AMS Phoenix Fellows have been funded since the projects inception in 2012. The AMS Phoenix Fellowship is a prestigious award targeted at individuals with strong **leadership abilities** who are willing and committed to advancing the **Vision** of the AMS Phoenix Project: ***Nurture and sustain the learning and practice of compassionate care.***

The Fellowship is not intended to fund project-based work, rather is focused on providing support to individuals with who can take on leadership roles and activities to address one (or both) of the following areas of focus that are integral to AMS Phoenix:

Where do healthcare providers learn and practise compassionate care?

This includes leadership in undergraduate, graduate, post-graduate and health professional curricula and practice, especially the development of curricula models and materials that can be adopted by organizations that provide health professions' education.

How to engage patients and families in education and practice of compassionate care?

This includes leadership in the development of curriculum models and materials that embed the voices of patients and families that can be adopted by organizations that provide health professions' education).

Eligibility & Terms

Eligibility for the AMS Phoenix Fellowships is intended to be broad and inclusive. The competition is open to all health professionals actively involved in education, clinical practice, and/or administration and exceptional students who have the desire to focus on leadership roles and activities that will help build (and cultivate) a network of champions within their region.

Applicants are required to be a Canadian citizen or permanent resident of Canada, as well as a resident of Ontario.

The intent is to invest in Fellows in all regions across the province to cultivate and support leadership networks across Ontario. Individuals selected for a 2017 AMS Phoenix Fellowship award will also be expected to:

- Contribute a minimum of two Blog submissions to the AMS website,
- Participate and present at annual AMS Phoenix Conferences, and
- Become involved in other leadership roles/activities (i.e., participation on working groups, committees) as appropriate and desired.

Note: Individuals who already hold an AMS Phoenix Fellowship award are not eligible to reapply.

Amount of Award & Commitment of Sponsoring Organization

The intent of the Fellowship is to facilitate the equivalent of \$50,000 to support the work of the Fellow in 2017/18. The AMS Phoenix will award \$25,000 for one year (2017/18). The applicant's supporting organization (e.g., university, college, hospital, or employer) **must provide a hard match** of funding. If some of the supporting institutional funding is "in-kind", information must be provided about how the Fellow's regular duties will be altered (e.g., how the Fellowship candidate's time will be "backfilled" by other members of the institution such that the Fellow's time is truly committed to the project and represents a "hard match" commitment by their sponsoring organization.) ***Note: A second year extension may be granted based on approval of a renewal application and an assessment of progress achieved in year one.***

Actual letters of support from the sponsoring organization and the referees are not required for Stage 1. However, the commitment of the applicant's sponsoring organization should be *described* in a letter of intent (Stage 1) outlining how the sponsoring organization will support the applicant and how it will ensure both exposure for the Fellow's work and uptake of findings/ outcomes.

Applicants approved to proceed to Stage 2 will be expected to secure two letters of commitment and support from their sponsoring organization. One (1) of the referees must provide written confirmation of their willingness to act as a mentor in supporting development of the Fellow. One of the letters must provide written acknowledgement of the likelihood of the sponsoring organization being prepared to provide a second year of matched funding support pending approval of an application for extension at the end of year one.

Application Process

This funding opportunity has a two-stage application process:

Stage 1: completion of a brief Letter of Intent (LOI) based on the submission guidelines outlined below.

Stage 2: Upon invitation, successful applicants will be asked to submit a **Stage 2** application that requires completion of a more detailed application.

STAGE 1: Letter of Intent and Curriculum Vitae

For Stage 1, applicants are required to submit a brief Letter of Intent (maximum length 3 pages; title page in addition to this page limit) that includes:

- Initial perspectives and thoughts on how the Fellow plans to approach their leadership role as an AMS Phoenix Fellow.
- Initial perspectives on the types of activities that the Fellow plans to focus on to generate new knowledge and insights and create active regional practice networks that will advance understanding of one or both of the areas of focus (i.e., ***Where do healthcare providers learn and practise compassionate care? How to engage patients and families in education and practice of compassionate care?***) (Note: please refer to and reference, as applicable, the outcomes described under the section on Reporting & Accountability below).

In addition to the LOI, applicants should attach an abbreviated copy of their curriculum vitae (maximum length 3 pages).

(FORMAT GUIDELINES: Font size = 12 point; Font style = Arial or Times Roman; Margins = Standard 1 inch margins; Appendices = Not required)

The deadline for Stage 1 applications is **Monday February 13, 2017 at 5:00 p.m.** Applicants should submit all documentation in a single electronic file uploaded to the AMS Phoenix website at the following link:

<http://www.ams-inc.on.ca/application-stage-1/>

Applicants who pass the Stage 1 evaluation process will be invited to proceed to Stage 2 which will require submission of a full proposal including letters of support from sponsoring organizations/referees.

STAGE 2: DETAILED APPLICATION + CV

Finalists from Stage 1 will be invited to submit a more detailed outline of their proposed Fellowship work. The Stage 2 proposal should not exceed 6 pages (including the cover page) plus required attachments and should be prepared according to the following outline:

Cover page (1 page)	<p>Project Title</p> <p>Name of Applicant: Include full title/credentials, health profession and complete contact information</p> <p>Name of Sponsoring Organization (providing matched funding): Include name of contact, and full address contact information</p> <p>Name of Mentor: Include full title/credentials and complete contact information</p>
Statement of Leadership Qualities and Individual's Professional Career Objectives (1 page)	<p>A brief statement outlining:</p> <ul style="list-style-type: none"> ▪ The applicant's leadership qualities /abilities ▪ The applicant's professional career objectives and how the AMS Phoenix Fellowship will contribute to meeting those objectives (i.e., How the \$25,000 fellowship funding plus matched institutional support will make possible activities that would not otherwise be possible for the Fellow.)
Detailed description of the proposed activities associated with the Fellowship (2 pages)	<p>A detailed description of the proposed goals and activities that the Fellow will focus on to <i>nurture and sustain the learning and practice of compassionate care</i> including some initial perspectives and thoughts on how the Fellow will:</p> <ul style="list-style-type: none"> ▪ Approach one or both of the areas of focus that are integral to the AMS Phoenix Fellowship ▪ Generate new knowledge and insights as a result of their association with the Project ▪ Create active regional and provincial communities of scholars to generate regional practice networks and advance the Project and its outcomes.
Work plan (1 page)	<p>A summary of the goals, activities, timelines and key milestones (expected outcomes) associated with the project.</p>
Budget and budget narrative (1 page)	<p>An itemized budget request for up to \$50,000 (including the \$25,000 from the AMS and the matched funds from the sponsoring organization). A brief explanation/justification of each budget line item should be provided. (See attached template) In the case of overlap between the proposed budget and another research fund budget used as a hard match, it should be made clear that distinctive activities/aims are being funded by the Phoenix Funds.</p>

	<p><i>Note: As part of the terms and conditions for the AMS Fellows recipients must agree to participate in the annual AMS Phoenix Project Conference that will be held in Toronto in November 2016. Therefore, costs associated with attendance at the conference should be included in the proposed budget.</i></p>
<p>Additional attachments /Appendices</p>	<p>CV (maximum length of 3 pages)</p> <p>As part of the Stage 2 application, applicants are required to submit two (2) letters of recommendation from referees who are senior members of the applicant’s organization/institution and who are able to comment on the applicant’s past work and the value of the proposed fellowship to the organization/institution. The letters must contain a specific description of institutional commitment to the Fellow. The intention is that the AMS hard funding will be matched by institutional support. Thus, the institutional statement should include such elements as:</p> <ul style="list-style-type: none"> ▪ Matched salary support (either a commitment of \$25,000 in hard funding or a statement that the Fellow’s commitments will be altered or their clinical time “backfilled” equivalent to \$25,000 such that they can focus on the Fellowship); ▪ Acknowledgement of the possibility of renewing the sponsorship for a second year pending submission of an application by the applicant at the end of year one outlining their progress and plans to continue their work; ▪ Leadership positions available to the Fellow; ▪ Mentorship and faculty development resources available to the Fellow; ▪ Vehicles the institution will use to communicate about Fellowship activities, etc. <p>The spirit of the sponsoring organization’s commitment should be that the organization/ institution is entering into a partnership with the AMS Phoenix Project to support an outstanding individual who will help to transform healthcare and education by promoting humane, compassionate, and person-centred care through educational activities. One of the referees should also state their willingness to act as a mentor in supporting development of the Fellow. This referee should indicate how they intend to work with the applicant to support the translation of the work emerging from the Fellowship into the teaching and/or clinical workplace environment(s).</p> <p>Please keep other attachments/ appendices to a minimum. <i>Note: Avoid putting material in the appendix that is critical to a fundamental understanding of the work expected to be undertaken during the Fellowship.</i></p>

The deadline for Stage 2 applications is **Monday May 15, 2016 at 5:00 p.m.** Applicants must submit all documentation including the letters of support in a single electronic file uploaded to the AMS Phoenix website. *Note: uploading information to be provided to Stage 2 applicants.*

Submission deadlines are met once the single electronic file has been uploaded to the AMS Phoenix website. No mail or fax applications will be accepted. Applicants will receive an electronic confirmation acknowledging successful uploading of your application.

Review Process, Criteria for Selection & Notification

Applications will be reviewed by the AMS Phoenix Fellowship Awards Committee (FAC). Award decisions will be finalized by the AMS Board of Directors in June 2016. Applicants will be evaluated based on the following criteria:

Individual Criteria

Leadership	<ul style="list-style-type: none"> • Evidence of leadership skills/ experience • Clarity regarding the timelines and expected deliverables/key milestones related to the applicant’s proposed activities/timelines. Facilitate the creation of active regional and provincial communities of scholars to advance the Project and its outcomes, and • Work with their network(s) to generate new knowledge and insights related to one or more of the objectives of the AMS Phoenix Project.
Potential for Impact & Level of Support	<ul style="list-style-type: none"> • A commitment to sustain advancement of the goals of the AMS Phoenix Project beyond the fellowship and to become a community of practice along with other fellows • Potential for impact (described in terms of the Fellows desired goals, timelines and expected deliverables/ key milestones) • Indication (Stage 1)/evidence (Stage 2) of support from the Fellow’s supporting organization (including acknowledgement of the possibility of renewal of this commitment in Year 2) • Indication (Stage 1)/evidence (Stage 2) of a mentor interested and willing to support development of the Fellow.

ACROSS THE FELLOWSHIP COHORT:

- Geographic distribution/representation across Ontario
- Representation from a range of health professionals

Accountability & Reporting Requirements

The AMS Phoenix Project has the following reporting requirements for AMS Phoenix Fellows:

1. At the beginning of the Fellowship, the AMS Phoenix Fellow will meet with current AMS Phoenix Fellows and others involved in the AMS Phoenix in their region to determine how leaders within the region will collaborate and work together to advance work associated with the AMS Phoenix Project. This meeting will be facilitated by AMS Phoenix staff.
2. Six -months into their work, Fellows will be required to provide an interim written progress report (2 pages) providing an update on the status of their activities in relation to the work plan confirmed at the outset of their Fellowship. An in-person or phone interview with a member of the AMS Phoenix may also be held subsequent to receipt of this report to discuss the progress and support the Fellow in advancing his/her work.

3. At the end of year one, each AMS Phoenix Fellow will be required to submit a report on their activities and/or an application requesting ongoing funding support for a second year term. At the end of Year 1, the AMS Phoenix Fellow will have an opportunity to apply for a renewal of funding for Year 2.
4. If a second year of funding is approved, Fellows will be required to submit a final report to the AMS. The details of the report will be confirmed in the Terms and Conditions document that will form the basis for the agreement between the AMS Phoenix Fellows and the AMS.

For all reports, AMS Phoenix Fellows will be expected to include clear references to tangible outcomes achieved with specific evidence of the overall impact of the Fellow’s work described in terms of the following outcomes:

1. Success in building a network to support the sustainability of this work. *(mandatory)*
2. Number and nature of partnerships developed. *(mandatory)*
3. Leadership activities of the Fellow including: *(mandatory)*
 - a. Number of publications and citations in the literature related to the work funded by the Project (originating from their work), and/or other evidence of scholarly work.
 - b. Awards and other acknowledgements.
 - c. Leadership positions held by Fellows in education and work place environments
 - d. Invitations to Fellows and others associated with the Project to present their work nationally and internationally.
4. Documentation of other specific achievements (e.g., milestones, successes) as well as difficulties /challenges encountered during the Fellowship *(mandatory)*
5. Changes made in education practices and curricula as a result of the Project *(optional – as relevant to the work of the Fellow)*
6. Changes made in workplace practices as a result of the Project *(optional – as relevant to the work of the Fellow)*
7. Existence and level of activity and influence of regional and provincial communities of scholars (led by the Fellows). *(optional – as relevant to the work of the Fellow)*

The AMS Phoenix Project will highlight the accomplishments of Fellows at its annual conference and in other venues (e.g., AMS website, social media).

Summary of Key Dates

November 2016	Announcement of 2017 AMS Phoenix Fellowship Awards
Monday February 13, 2017	Deadline for receipt of Stage 1 materials from applicants
Early March 2017	Stage 1 applicants notified re: approval to Stage 2
Monday May 15, 2017	Deadline for receipt of Stage 2 materials from applicants
Early June 2017	Stage 2 applicants funding notification re: AMS Phoenix Fellowship award
End of June 2017	Finalize Terms & Conditions re: 2015 AMS Phoenix Fellowship Awards
September 2017	Commencement of Fellowship (September 2016- August 2017)
November 16/17,2017	2017 AMS Phoenix Conference (in Toronto)