

Frequently Asked Questions

I am new to the organization. When will I be eligible to apply for education funding?

There are three different types of education funds – Scholarships, Professional Development and Knowledge Dissemination. Once you have been a full-time regular staff member or active physician at NYGH for at least 1 year (2 years for scholarship funds), or a part-time regular staff member at NYGH for at least 2 years (3 years for scholarship funds), you will be eligible to apply.

What is the maximum dollar amount that is available to me to apply for?

The maximum amount of funds available at any one time for an individual to apply for is:

Scholarship Funds: \$5,000

(to support the pursuit of masters, doctoral, or other graduate level programs)

Professional Development: \$2,000

(to support attendance at conferences, courses, and workshops - up to \$1000 without travel, or \$2000 if requiring travel)

Knowledge Dissemination: \$2,500

(to support presentation of scholarly work at conferences)

How often can I apply for education funding?

There is no limit as to how often you can apply. Preference will be given to those who have not received funds within the previous 12 month period.

I am not a clinician. Can I apply for education funding?

All regular full-time and regular part-time staff are eligible to apply.

I want to travel outside of the GTA for a conference/education event. Do I need special approval?

All NYGH staff and physicians travelling to attend a conference or education event requiring a flight or overnight stay must get approval from their director or chief **prior** to booking travel or accommodations. If the event requires travel outside of North America, CEO approval is also required. Reimbursement for travel and/or accommodation will not be possible without this authorization. The online application form can be printed after the form is completed. Once it has been signed, you can upload it to your application.

Do I need approval from my manager or director in order to be eligible for funding?

Yes. All applications for education funds must be approved by your direct supervisor (manager, director, or chief).

Is funding guaranteed if I have already been accepted into a program or conference?

No. Being accepted into a program or conference does not guarantee funding. You can apply for and secure funds 6 months in advance; however, funding will not occur until expenses are incurred and proper documentation has been presented as per the requirements of the specific type of fund.

Are there guidelines for referees to follow in writing and submitting a reference letter?

Yes. Referees can use their own discretion; however, we have developed a document of guidelines to assist in the writing and online submission of a reference letter. This document can be found under the 'Referees' section of the Educational Development Fund Portal (ed).

What are the deadlines for applying?

There are three deadlines for application every year. These occur in fall, winter, and spring. For specific deadline dates, please refer to the ed portal home page.

How many referees do I require?

If you are applying for a scholarship, you will require reference letters from 2 referees. Applicants to the other funds do not require reference letters.

How are decisions made?

Decisions will be made by a hospital awards committee taking into account many factors, including, but not limited to: your contributions to the hospital, potential benefit to the hospital and availability of funds. Preference will be given to those who have not received funds within the previous 12 months.

For additional assistance, please email questions to ed@nygh.on.ca or call the Centre for Education at 416-756-6929.