

DIVISION OF RESPIROLOGY
CME Fellowship in Respiratory Medicine
Academic Year July 1 - June 30

The **CME Fellowship in Respiratory Medicine** provides \$60,000 in salary support for national or international graduates to apply to undertake training at the University of Toronto Teaching Hospitals in a respiratory-related field for one year. Typically, one award per year.

ELIGIBILITY AND TERMS OF REFERENCE

1. Applicants can be both internal and external, national or international.
2. The training must be in a respiratory-related field and done at the University of Toronto, or affiliated teaching hospitals or research institutes under the supervision of a University of Toronto, Respiriology faculty member.
3. Fellowship training can be research, education, quality improvement or clinical. Priority is given to research training.
4. Where possible candidates must apply for other sources of funding, either full or partial.
5. Priority is given to people applying to a Division's areas of excellence (Lung Transplantation, Sleep Medicine and Control of Breathing, and Cystic Fibrosis). Please note anyone can apply in any respiratory-related field.
6. Priority is given to those applying to programs that do not have their own source of fellowship funding.
7. **Applications are accepted Aug 1 to Oct 30.** All application and related documents should be in PDF format sent in by email to Respirology@utoronto.ca and chung-wai.chow@utoronto.ca
8. Applications will be reviewed by the CME Fellowship Review Committee.
9. Applicants must possess a PhD, MD, or equivalent degree and be no more than two years beyond completion of their graduate degree or medical training.
10. Anyone who receives a CME Fellowship Award is **required to present their work to at Respiriology Rounds** at the end of the academic year, or very soon after.

YOUR APPLICATION & SUPPORTING DOCUMENTS must include:

1. Your **application form**, with both you and your proposed supervisor's original signatures.
2. Your **400 word proposal** (12 font). You can add one supplementary figure or table if necessary.
3. The applicant's up-to-date **curriculum vitae** with a list of your referees' names and their email addresses.
4. A **supervisor's letter of support** which must indicate if they have access to other sources of funding for this fellowship.
5. **Two additional reference letters** are needed (**for a total of 3 letters**):
 - a. One from the applicant's current clinical training program director, plus one other referee, OR
 - b. If the applicant is not currently in a clinical training program, two letters of reference (2).

Reference must be on letterhead, have original signatures, addressed to the CME Fellowship Committee, and be **emailed directly by referee** to Respirology@utoronto.ca & cw.chow@utoronto.ca

The applicant is responsible to check that all documents are sent in on time: incomplete, ineligible or late applications will not be considered.

The electronic submission packages must include the following required documents as well as a completed checklist. Please mark each box with a check and submit it electronically with the other required documents in a PDF format. Without the completed checklist form and the signature page, the application will be considered incomplete.

CHECKLIST

- Completed Description Form (400 words max, 1 image/figure can be included)
- Reference letter from supervisor describing how they will support the trainee to complete the research
- 2 Reference letters
- Curriculum Vitae (abbreviated CVs will be accepted)
- Optional – Personal Statement from trainee
- Signature Page with supervisor signature and trainee signature

DIVISION OF RESPIROLOGY
CME Fellowship in Respiratory Medicine and Research

Application Form

Applicant's Name: _____ Date: _____

Applicant's Signature: _____

Fellowship Supervisor: _____ Date: _____

Supervisor's Signature: _____

Provide an outline of your proposal **below** (Limit: 400 words in 12 point font)