Visiting Scholar Application Form

I. Applicant Information

Name (Last, First):

**Role(s) / Title(s) /
(Current Positon(s)):**

Credential(s):

Mailing address:

Email:

Phone:

Home Institution:

As part of your application, you are required to submit the following:

1. **Application Cover Letter:** Please submit a cover letter that outlines the objectives and length of your visit, the research or scholarship you plan to undertake / develop, how the Royal College could benefit from the work you're engaged with and any expectations related to specific programs, initiatives, staff or data.

2. **Letters of Recommendation:** Please provide two letters of recommendation. One should be from your research or staff supervisor (as applicable). Note that mentors do not need to be from your host institution. The second letter could be from your program chair, associate/assistant dean, research program director, or other program supervisor. Both letters should provide the reviewer's name, position and relationship to your work.

II. Mentor Information

Name of Individual 1st Letter of Support (Last, First)):

Role / Title:

Affiliation or Organization:

Address:

Email:

Phone:

Name of Individual 2nd Letter of Support (Last, First)):

Role / Title:

Affiliation or Organization:

Address:

Email:

Phone:

III. Project Description

1. **Project Title:**

2. **Project Abstract/Summary:** Briefly describe the purpose of the research project, stating the research question or hypothesis to be examined, and the relevance of research findings to specialty medical education or health systems. (Maximum 250 words)

3. **Project Background & Related Research:** Provide a summary of your project/area of interest, including previous work you have done in this area (e.g. publications, presentations) and how the planned work/project will expand, strengthen or challenge current research. (Maximum than 500 words)

4. **Research Questions:** What research, evaluation, or policy questions / areas will you seek to address? If you do not yet have a specific project or question identified, please simply insert 'Not Yet Defined' or describe the areas of focus (e.g. accreditation, competence committees, etc.)

   a) _____

   b) _____

   c) _____

5. **Why is this topic important to specialty medical education, specialty practice and/or health care more broadly?** (Maximum 250 words)

6. **Research Proposal Approval** (Please check one of the following options)
   ☐ Full REB-approved proposal (please append)
   ☐ REB Pending
   ☐ If project does not require REB approval, please upload written confirmation
   ☐ If project is not yet defined (no REB process initiated)
   ☐ Other – describe _____

7. **Co-investigators** (Include the names of all co-investigator(s) and person(s) who will have access to requested data).

   a) _____   d) _____

   b) _____   e) _____

   c) _____   f) _____

8. **Is there a Royal College staff member or unit you would like to collaborate with?**

   _____

9. **List the preferred dates for your visit** (please note the date must be at least 3 months from the date of application): _____

10. **Do you anticipate making a request to access RC data to support your research/ scholarship?** (Please note that all requests are subject to internal approval and processes). No data is released without prior REB approval.

    ☐ Yes →   Advance to questions IV
    ☐ Don't know → Advance to questions IV
    ☐ No →   Advance to questions VI

IV. Data Requested

11. **Please list the data you would seek to access and any other associated information**. If you do not know specifics, please indicate Unclear within the application. A Royal College data representative will be in contact.

Dataset	Years requested	Data elements/variables	Type of data (aggregate or individual level)

12. **Please provide a rationale for how these data relate/are required to address the project's research question(s).**

V. Data Requested

Linking Datasets:

13. **Are there other non-RC data sources that could be used to answer your question?**

    ☐ No – *Go to section VI. Expected Outputs*
    ☐ Yes

14. **Will you be linking the RC data to other datasets?** If so, please complete table:

List the non-RC data sources that will be linked to RC data type	What variables will be used for the linkages?

15. **Please describe how the data will be used and analyzed. For example, statistical approaches, reporting outcomes, cohort selection, statistical/qualitative procedures, etc.**

VI. Expected Outputs (please check all that apply)

☐ Journal Publication
☐ Internal use only (e.g. report within my institution only)
☐ Conference presentations
☐ White paper/technical report
☐ Other _____

Please let us know how you learned of the Visiting Scholars Program opportunity.

☐ Royal College website
☐ Announcements

☐ Colleague
☐ Other

● ●

☐ **I certify that the information submitted is my own work and that all of the statements are true, complete and honestly presented.**

Signature: _____

Date: _____