

DALHOUSIE PHARMACY ENDOWMENT FUND

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Information Package

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# Background Information

*In 1984 three pharmacists, College of Pharmacy alumni, Aubrey Browne, Dale Daley, and George Slipp approached the then Director of the College of Pharmacy David Yung with an ambitious proposal.*

A fund would be established to provide financial support to programs of mutual interest and benefit to both the profession and the College of Pharmacy. Enthusiastic and successful presentations were made to the President and the Chairman of the Board of Governors of Dalhousie University and to senior personnel in the pharmaceutical industry. An appeal, as an integral part of the “Campaign for Dalhousie” was launched on January 24, 1986. Some examples that were envisaged as areas that might be supported from the fund were:

- ✓ Community Pharmacy
- ✓ Residency Programs
- ✓ Continuing Education
- ✓ Drug Information Centre on Toxicology
- ✓ Research Scholarship’s

Through the dedication and hard work of many the enviable sum of \$1 million was realized by September 1988.

The objectives of the Fund are:

- To enhance pharmacy education and scholarship
- To improve or provide the appropriate environment for such education or scholarship
- To support the development of new programs, research or services of benefit to the community of pharmacists, the profession of pharmacy and the public
- To support the interchange of knowledge between centres of learning through fellowship and scholarships that may enhance the standing of pharmacy
- To support research activities in the area of professional practice
- To provide for the future needs of pharmacy as they may develop

The Fund is administered by an Advisory Board which is composed of six representatives from the Pharmacy profession (two from each of the Maritime Provinces) appointed by the Provincial licensing bodies) and three representatives from Dalhousie University, namely the Director of the College of Pharmacy, the Dean of the Faculty of Health Professions or designate, the President of Dalhousie University or designate. In 2002 the Board appointed a part-time Executive Director to oversee the management of the fund.

The capital, which has grown to approximately 1.8 Million, is held by Dalhousie University and invested in such manner as the Investment Committee of Dalhousie University, acting under the authority of the Board of Governors of Dalhousie University, shall decide. Depending upon market conditions up to a maximum of 5% is available yearly for spending allocation. There is an administration fee of 0.5% for operating the Fund.

## Who is Eligible?

Pharmacists living in the Maritime Provinces and faculty members of the College of Pharmacy, Dalhousie University are eligible to apply.

## Deadline for Applications

The deadline for applications will be determined annually by the Board and will generally be the first of October, with grants being awarded the following April. The date will be posted on the DPEF web-site. Previous recipients must submit satisfactory Progress and or Final Reports of previous grants.

# Advisory Board

Administration of the Endowment Fund is the responsibility of an Advisory Board.

**Members:** The Board will consist of up to six representatives from the pharmacy profession appointed by the Pharmacy licensing bodies of the three Maritime Provinces and three representatives from Dalhousie University, including: the Director of the College of Pharmacy, the Dean of the Faculty of Health Professions and the President of Dalhousie University, or his/her designate.

**Term:** Each Advisory Board member will normally serve a three year term and will be eligible only for two consecutive terms. A member's term of office begins at the meeting subsequent to their appointment.

## **Advisory Board Member Responsibilities:**

- ✓ To attend meetings of the Board as called.
- ✓ To serve on Grant Review Subcommittee.
- ✓ To review the materials provided with respect to the operation of the Fund.
- ✓ To come to meetings prepared to make decisions with respect to agenda items or others as circulated.
- ✓ To act as liaison between the Board and the Appointing Body.
- ✓ To report at least once annually, or as required, to the Appointing Body. (Annual Meetings provide a good forum).
- ✓ To assist in the promotion of the goals and objectives of the Fund.
- ✓ To file expenses of attending Board Meetings in accordance with Board Policy.
- ✓ To transfer Endowment Board files to his/her successor.
- ✓ To participate in the annual performance appraisal of the Executive Director.

**Annual Meeting:** The Endowment Fund Advisory Board meets at least once yearly. At this meeting Board Members review the financial status of the Fund, the current year's applications, determine which requests will be funded or denied and review Progress Reports detailing the progress of grants from the previous year, and conduct other business as indicated. Additional meetings may be called at the discretion of the Chair.

In the appointment of members to the Board the appointing bodies are asked to consider the interest of the individual in supporting the goals of the Endowment; their commitment and ability to serve and to take an active role in the undertakings of the Board.

**Chairperson:** The Advisory Board Chairperson will be elected from the membership annually at the Annual Meeting. The chair will be eligible to serve no more than two terms. The Executive Director will call for nominations for the Chairperson and confirm the desire of the nominated individual to serve. The new Chairperson will be confirmed by the Advisory Board during the Annual Meeting.

## **Chairperson Responsibilities:**

- ✓ To provide vision and leadership to the Board.
- ✓ To monitor financial planning and operation of the fund.
- ✓ To appoint Grant Subcommittee.
- ✓ To ensure the overall operation of the Fund in accordance with the established goals, objectives, guidelines.
- ✓ To call and chair meetings as required.
- ✓ To ensure proper Board composition.
- ✓ To set meeting agenda in conjunction with the Executive Director.
- ✓ To coordinate/conduct an annual peer-review performance evaluation of the Executive Director in conjunction with the Board.
- ✓ In conjunction with the Executive Director notify applicants of success or refusal while stating reasons if a grant was denied.
- ✓ Oversee the activities of the Executive Director.
- ✓ In conjunction with the Executive Director prepare an Annual Report for Maritime Pharmacists.
- ✓ Represent the Board at other meetings as required.
- ✓ To develop and monitor policies and procedures for the fund.

**Executive Director:** The Executive Director will be hired by an Executive Director Search committee consisting of the Chair, the Director of the College and one additional Board member.

## **Responsibilities of the Executive Director**

- ✓ To oversee the day to day administration of the Dalhousie Pharmacy Endowment Fund.
- ✓ To oversee and manage the financial operation of the fund in conjunction with the Board Chair.
- ✓ To administer all aspects of the Dalhousie Pharmacy Endowment Fund grant applications and review process.
- ✓ To co-ordinate and promote all internal and external communications regarding the fund.
- ✓ To be the official spokesperson for the fund on behalf of the Board with continuous input from Board Members.
- ✓ To advocate for the fund to external audiences and potential grant applicants.
- ✓ To promote and acknowledge contributions to the fund.
- ✓ To co-ordinate new programs which will assist in further developing or promoting the fund.

# Application Information

Application forms can be found on the Endowment Fund website at:

[http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20\(DPEF\)/](http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20(DPEF)/)

Read and complete applicable application. Double check for completeness - incomplete applications will not be considered.

Submit complete applications to the Executive Director either, c/o College of Pharmacy or to PO Box 24042 Stratford, PEI C1B 2V5 or courier 243 Keppoch Road Stratford, PEI C1B 2J5

An electronic copy must be sent to the Executive Director at [dalpharmendow@gmail.com](mailto:dalpharmendow@gmail.com)

Deadline for applications can be found on the Endowment Fund Web-site.

Successful applicants are reminded to acknowledge the support of the Dalhousie Pharmacy Endowment Fund when appropriate.

The submission process is as follows:

The original copy of the complete application must be collated in the following order (three-hole punched) and sent to the Executive Director of the Dalhousie Pharmacy Endowment Fund:

- 1 Cover letter summarizing how the project is relevant to the enhancement of pharmacy education and/or pharmacy practice
- 2 Executive summary (no more than 3 pages) which includes the following:
  - Title of project and names of all applicants
  - Background and research objectives
  - Total amount being requested
  - Brief summary of research proposal (max 300 words)
- 3 Completed application form with a detailed and justified budget and a research proposal,
- 4 Pertinent information such as photographs, information leaflets, reprints
- 5 Curriculum vitae for each applicant

An electronic copy of the above must also be sent via email to the Executive Director, and must be received by the application deadline.

Identification of grant recipients will be made at the annual meeting of the Board.

## **PROPOSAL REVIEW FORM:**

To review the Proposal Review Form used by the Grant Review Subcommittee please visit the Endowment Fund Website at:

[http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20\(DPEF\)/](http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20(DPEF)/)



# Available Grants

The following types of grants are available through the Dalhousie Pharmacy Endowment Fund.

## **Research Support Grants:**

Funds to support projects that can be completed in 24 months or less. Use application **Form A**.

## **Opportunity Grants:**

Grants Funds to support the development or improvement of specific programs such as a community residency program, a toxicology information center, the development of new and innovative continuing education programs for pharmacists, fellowships, or equipment. Use application **Form A**.

## **Grant Recipient Responsibilities:**

A report will be due for the Annual Endowment Fund meeting. If project is not complete please submit an interim progress report. Check web-site for due date and submit the original copy of the report (three-hole punched), as well as an emailed electronic copy to the Executive Director. The forms must summarize what has been achieved or completed relative to the original objective(s), including budgetary details.

Forms may be obtained from the Endowment Fund Website at:

[http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20\(DPEF\)/](http://pharmacy.dal.ca/Resources/DALHOUSIE%20PHARMACY%20ENDOWMENT%20FUND%20(DPEF)/)

The grants are not transferable and remember to acknowledge the support of the Dalhousie Pharmacy Endowment Fund when reporting on your research or opportunity grants.

## **Policy Statements:**

Should the Contact Applicant resign, or is no longer at Dalhousie University (for reasons beyond the control of the Board), or withdraws from the study it is the responsibility of this Applicant to return any unused funds to the Fund (**funds are not transferable**). The Contact Applicant is further responsible for meeting all the conditions of the grant awarded. (1997 Minutes)

A **final report** must be submitted to the Advisory Board no later than **six months** following the term of the award. All grantees must submit a progress report summarizing what has been achieved relative to the original objectives, including budgetary details, by the date posted on the DPEF website.