

How to Use This Document

Researchers sometimes have funds available to support training activities for those who are working with them. However, asking a supervisor for funding support for training opportunities is not something frequently done by trainees and research staff members (e.g., research assistant, research coordinator etc.). As a trainee or a research staff member, it may be awkward or uncomfortable to bring this up to your supervisor.

We acknowledge that asking for funding is not always easy to do. We want to provide you with a tool you can use to start this conversation. You can adapt the email template below to ask your supervisor if they would consider providing you with the needed funds to support your learning about family engagement in research.

If you have questions about talking with your supervisor, please contact fer@mcmaster.ca

Email Template

Subject: *Learning Opportunity through Family Engagement in Research Course*

Dear [supervisor's name],

I recently learned about a course called the Family Engagement in Research (FER) Certificate of Completion Program that teaches researchers and family members how to work together on research projects. This course is offered online through McMaster University Continuing Education in partnership with CanChild Centre for Childhood Disability Research and Kids Brain Health Network. The student cohort includes family members (e.g., parents, caregivers, siblings, etc.) and researchers (e.g., staff, trainees, scientists, etc.). Students in this course learn the importance of family perspectives in research; how to engage together to shape research projects; which tools and resources are available to support family engagement in research; and practice collaboratively working together via a group project to co-create a knowledge translation tool related to family engagement in research. Students also receive a certificate of completion upon successfully completing the FER course.

As a [insert your role], this training opportunity stood out to me because [fill in a reason here]. Completing the FER course would [fill in perceived personal benefits of taking the FER course]. With this opportunity, I hope to learn more about how to meaningfully include families in research as collaborators and partners. However, to take this course, there is a cost of \$500.00 CAD. I am wondering if you would be able and interested to fund and support me so that I can take this course. If there are no funds available to cover the \$500 CAD course fee, then I can apply for a scholarship. However, scholarships are limited, and priority is given to trainees and family partners who do not have any funding from an organization, project, or supervisor.

Additional details about the FER course:

- Course dates:
 - **Fall Cohort:** September 19 – November 27, 2022
 - **Winter Cohort:** January 16 – March 26, 2023
- Duration: 10 weeks
- Cost: \$500.00 CAD
- More information: visit www.canchild.ca/fercourse or contact fer@mcmaster.ca

I believe that this course will be an invaluable learning experience for not only myself, but also my contributions to our lab to build capacity and support family engagement in research. I would love to talk more with you about the course if this is something you think you can fund and support. Are you available [when] to talk more?

Thank you very much. I really appreciate your consideration to support this professional development opportunity in this emerging and important area in research.

Sincerely,
[your name]