



## TOHAMO Board Policy

### AFP INNOVATION FUND – PROJECT TIMELINES

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ISSUED BY: Executive Director, TOHAMO

Date of Approval: 2012/09/18

APPROVED BY: TOHAMO Board

Last Review/Revision Date: 2012/09/18

POLICY #: 3.2

Implementation Date: 2013/03/01

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#### BACKGROUND:

The Innovation Fund was created by the Alternate Funding Plan (AFP) agreement between the Ontario Medical Association (OMA) and the Ministry of Health and Long Term Care (MOHLTC). Over \$10 Million annually is made available to Academic Physicians to support the development of new and innovative approaches to health care delivery and to provide leadership in the dissemination of new knowledge across the healthcare system.

#### POLICY STATEMENT:

The Participating physician who receives AFP innovation funding for their project must adhere to the following project timelines and reporting requirements:

1. 1 year to obtain Ottawa Hospital Research Ethics Board approval from project announcement date
2. 3 years from project announcement date to complete a 1 year project
3. 4 years from project announcement date to complete a 2 year project
4. Submission of an annual report to TOHAMO Board on the progress of their project (Appendix A)
5. A summary and final report including budget details must be submitted within 60 days of the end of the project to the TOHAMO Board (Appendix B).

#### DEFINITION(S):

**TOHAMO:** The Ottawa Hospital Academic Medical Organization

**TOHREB:** The Ottawa Hospital Research Ethics Board

**Project Announcement Date:** March 31st of each fiscal year

#### PROCEDURE:

1. The Participating Physician will be required to obtain TOHREB approval, in writing, prior to commencing their project. The submission to TOHREB must be made and approval obtained within 1 year of the project announcement date from TOHAMO.
2. If no approval is obtained from TOHREB within 1 year of project announcement date, TOHAMO will require a status update from the Participating Physician.

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3. Following TOHREB written confirmation of approval of the project, TOHAMO will release the full funding to the Departmental Practice Plan on behalf of the Participating Physician. If the project timeline is 2 years, TOHAMO will release year 1 funding and following submission of the annual report and successful project status will subsequently release year 2 funding to the Departmental Practice Plan.
4. The Participating Physician will be required to submit an annual report on the status of their project. (Appendix A).
5. If the Participating Physician is experiencing delays in their project timelines (i.e.  $\geq 6$  months), an interim report on progress and a request for an extension must be submitted to the TOHAMO Board for review and approval.
6. Approximately three (3) months prior to the project completion date, the Participating Physician must provide a status update to TOHAMO Board.
7. The Participating Physician will be required to submit a comprehensive summary and final report to TOHAMO Board and IFPOC within 60 days following project completion (Appendix B).

**RELATED POLICIES / LEGISLATION:**

- TOHAMO Innovation Funding Guidelines for Budget Submission, 2012-2013
- AHSC AFP Innovation Fund – Framework & Guidelines – Year 5 (revised September 2012)

**REFERENCES:**

- Appendix A – Reporting Template
- Appendix B – Report Summary & Template for Final Report

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**Appendix A**

**AHSC AFP INNOVATION FUND**  
**Annual Progress Report**

The following report is to be completed all TOHAMO Innovation Fund projects who have been funded for more than one year or are 2 years or greater in duration. Please provide a summary and update in each of the categories listed below and submit no more than three pages for each project plus the attached Project Summary Sheets required for data classification.

- A. Executive Summary (not to exceed one page)
  - 1. Introduction and purpose of project
  - 2. Summary of Work to Date
  - 3. Project Summary Sheet: please include for database classification (included)  
(See below)
  
- B. List of Performance Evaluation Metrics (or the metrics proposed in the original application)
  
- C. Table of Evaluation Metrics that should include:

Metric	Target	Status	Comment	Findings (if applicable)

- D. List of Challenges faced in first Year
  
- E. List of Performance Evaluation Metrics for next 12 month period (if altered from Proposal)
  
- F. Conclusion and Next Steps

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G. Contact Information of participating physicians

H. Budget update ( please use the template below)

<b>Detailed Budget Category</b>	<b>Total TOHAMO Requested Funds for yr 1</b>	<b>Amount Used to date and what the expenditure covered</b>	<b>Total amount of Yr 1 funding remaining</b>	<b>Expected time Frame that funds will be utilized</b>
<b>Staffing</b>				
<b>Equipment</b>				
<b>Other –</b>				
<b>TOTAL</b>				

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**TOHAMO AFP INNOVATION FUND REPORTING – Year 5  
2012 - 2013  
Applicant: FORM 4, FORM 5 and Template for Final Report**

**FORM 4** is a project report summary. It will be used as the basis for quick review, assessment and accountability for each project. The FORM must be filled out and submitted as a cover page to the Final Report. All information submitted on the Form 4 must remain on ONE page.

The template for Project Final Reports that follows the Form 4 is intended as a flexible tool, and one that can be modified to suit the breadth of projects being funded by the Innovation Fund. Please use this template as a guide, and submit no more than the requested number of pages.

**FORM 5**, the final budget is a one-page form to be used to submit final budgetary information. It must accompany **Form 4** and the final report narrative.

**This final report and Forms 4 and 5 should be submitted to your AHSC AFP Governance Organization and after approval by the GO to IFPOC within 60 days after completion of the project. All Final Reports and accompanying Forms 4 and 5 must be received by IFPOC within 2 years after the end of the term of Innovation Funding (eg. Projects receiving one year of funding in March 2013 must report by March 2016, and Projects receiving two years of funding in March 2013 must report by March 2017). At the end of this period, regardless of status of the project, a report is required and unspent funds must be returned. If no report is received, an explanation should be provided to IFPOC and the Ministry and ALL IF funding for the project will be returned.**

**A total of no more than 7 pages will be accepted:**

- **Form 4:** 1 page (required)
- **Narrative Final report:** 1 - 3 pages
- **Budget:** 1 page (required)
- **Revised Project Summary Sheet** 2 pages (optional - only if there were changes)

Please submit individual project final report documents using the principal investigator's name as part of the file name.

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FORM 4 – FINAL REPORT SUMMARY

**1. Date and Project Title**

Date: project Title

**2. Project Lead**

Name: title: phone: email

**3. Funding amounts from Innovation Fund:**

Overall	Year 1 (of project)	Year 2 (if applicable)	Year 3 (if applicable)	Year 4 (if applicable)
\$	\$	\$	\$ (only if funded in Years 1-4)	\$ (only if funded in years 1-4)

**4. Funding amounts from other Sources - Overall:**

\$

Yr: Source: \$

**5. Success of the Innovation:**

Please insert up to 150 words. You may delete this text and increase the size of this box, and correspondingly decrease size of box 6b (below), but you may not submit more than one sheet in total for all information.

X  
X  
X  
XX  
X

**6. Will this project continue in some form (study, implemented new initiative)? YES**

6.a If yes, please indicate total funding anticipated over next 5 yrs:

Total: \$

Yr: Source: \$

6.b If yes, please summarize rollout or study & indicate partners (including governments, NGOs etc):

Please insert up to 150 words. You may delete this text and increase the size of this box, and correspondingly decrease the size of box 5 (above), but you may not submit more than one sheet in total for all information.

X  
X  
X

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**FINAL REPORT NARRATIVE (Template Below) AND BUDGET (FORM 5 follows)**

The final report description should not exceed 3 typed pages (not including Budget). A minimum margin of 2 cm (3/4 inch) around each page is mandatory. A font size of 12 point, black ink should be used, with 6 lines of text per inch, and no condensed type or spacing. Detailed project results may be appended (up to ten pages) for figures, and to document the final budget. Text should appear on one side of the paper only. Reports exceeding the specified page limit will be returned for editing.

The Final Report should include the following elements:

**FINAL REPORT NARRATIVE**

- A. Executive Summary (not to exceed one page)
  - 1. Introduction and purpose of project
  - 2. Summary of results
  
- B. List of Performance Evaluation Metrics (as per Proposal)  
Table of Evaluation Metrics should include:
  - Metric
  - Status
  - Comment
  - Findings
  
- C. Conclusion and Next Steps (if applicable)
  - List of publication(s) if applicable
  - Please indicate any plans for further study, as well as funding sources for next phase (if applicable)
  - Please indicate new procedures or practices (innovation) in health care delivery compared to current practice as a result of the funded project
  - Please indicate how the project supports leadership in the dissemination of knowledge across the healthcare system
  - Please indicate how the delivery of health care has or will be improved (no more than 3-4 sentences)
  
- D. Contact information of participating physicians

**FINAL REPORT BUDGET**

- C. Budget (see page 4 of 4)
  - Please submit a detailed budget indicating how the Innovation Funds were spent
  - Please indicate/explain any variance from original Proposal

**PROJECT SUMMARY SHEET (optional)**

- D. Revised Project Summary Sheet – only if required (see Appendix F pages 22 and 23 only)
  - Please only include if any of the participants, funding amounts or sources, foci, methodology, or outcomes of the project have changed.

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FORM 5: FINAL REPORT BUDGET

**Budget Breakdown (up to one page)**

A brief description and justification of all projected and actual budget expenditures should be attached.

The budget breakdown should also specify the contributions (cash, in-kind) of any other funders/contributors.

<b>Budget Details</b>				Year 1 Projected	Year 1 ACTUAL	Year 2 Projected (if applicable)	Year 2 ACTUAL (if applicable)
A. PERSONNEL/POSITION TITLE	FTE	ANNUAL SALARY	ANNUAL BENEFITS				
Total Personnel				\$0	\$0	\$0	\$0
B. SUPPLIES (itemize components)							
Total Supplies				\$0	\$0	\$0	\$0
C. EQUIPMENT (provide justification for equipment purchases of >\$2000)							
Total Equipment				\$0	\$0	\$0	\$0
D. OTHER EXPENSES (itemize accounting services, space rental, lab service, diagnostics, patient reimbursement, etc.)							
Total Other Expenses				\$0	\$0	\$0	\$0
<b>TOTAL AMOUNT of IF \$ Received/Spent</b>				RECEIVED	<b>SPENT</b>	RECEIVED	<b>SPENT</b>
				\$0	<b>\$0</b>	\$0	<b>\$0</b>
<b>TOTAL AMOUNT Other Funding Received/Spent</b>				\$0	<b>\$0</b>	\$0	<b>\$0</b>
<b>OVERALL TOTAL AMOUNT of PROJECT Received/Spent</b>				\$0	<b>\$0</b>	\$0	<b>\$0</b>