

AHSC AFP INNOVATION FUND 2017-18

PROJECT SUBMISSION INSTRUCTIONS

The Innovation Fund provides seed funding to support innovative projects and to enable academic physicians to develop a program sufficiently to qualify for additional support or to facilitate the translation of new strategies into medical practice. The Fund affords academic physicians the opportunity to evaluate novel strategies and transform health care delivery in Ontario.

PART I – ELIGIBILITY

SCOPE OF PROJECTS ELIGIBLE FOR FUNDING

Innovative, promising and deserving projects are eligible to receive funding through the Innovation Fund across a wide scope of areas of focus including but not limited to:

- Patient education and enablement
- Continuity of care
- Process improvement models to improve efficiencies, patient safety and quality of care
- Support/collaboration from AHSCs to community hospitals, LHINs and other services in their region
- Remote access to care
- Knowledge transfer across AHSCs and the broader health care system

ELIGIBILITY CRITERIA

- All physicians included in the proposals should be Group Physicians, as defined in the AHSC AFP Agreement.

PART II – GRANT SUBMISSION

All submissions are limited to **one (1) year** of funding per competition year. The maximum funding grant per year is \$100,000. If you wish to pursue a second year of funding, a second application must be submitted in a subsequent competition year. **A maximum of two (2) years of funding** (in separate competition years) **will be awarded** for each project.

Grant submissions must include the following documents to be eligible for consideration:

1. **FORM P1 – APPLICANT PROJECT PROPOSAL** (20 pages)
2. **FORM P2 – BUDGET** (3 pages)
3. **TOHAMO OPERATIONAL IMPACT ANALYSIS** (Appendix A)

COMPLETION OF DOCUMENTS

- A. Please use the templates provided on the TOHAMO website (<http://tohamo.ca>) and follow the instructions for completion.

- B. Please note that CVs, list of publications, etc. are not necessary and should not be submitted with your proposal.
- C. Applications that exceed page limits will be returned or automatically rejected and not considered in the competition.

PART III – BUDGET

A. BUDGET GUIDELINES

The following guidelines should be considered in the development of your budget request:

1. Costs must be reasonable – if the nature of the goods or services acquired or applied, and the amount involved reflects the action that a prudent person would take under the circumstances prevailing at the time the decision to incur the cost is made.
2. Costs must be solely allocable to the TOHAMO Innovation Project.
3. Costs must be consistent with TOH/OHRI costs for labour and supplies.
4. The cost is of a type generally recognized as necessary for the project.
5. The funds are not intended for equipment; however, the innovative use of equipment could form the basis of a project. Funding may not be used to defray the cost of implantable medical devices or drug trials.
6. Funding is clearly intended to support innovative clinical care to patients; it is not intended as a substitute for perceived inadequacies in either the OHIP fee schedule or individual institutional funding.
7. Innovation Funds should be used to support the human resources and infrastructure necessary to implement, test and/or evaluate new concepts and modes of health care delivery.

B. ALLOWABLE EXPENSES

The following summarizes the details regarding allowable expenses:

Salary and Wages

Provide a position title (and level, if appropriate). Include the number of months and percentage of time each person will work on the project. Standard rates for TOH/OHRI positions (i.e. research assistant) will be reimbursed. Physician remuneration will be funded as outlined in the TOHAMO Policy entitled *Physician Reimbursement* located on the TOHAMO website at <http://www.tohamo.ca>.

Travel

Reasonable travel costs may be covered for travel required for the implementation of the project. Travel to conferences for the purpose of presentation (i.e. knowledge transfer) is an allowable expense. Where possible, provide destination and purpose (i.e. collaboration, observing) if known, and length of trip. If exact destination is unknown, indicate whether travel is foreign or domestic. If foreign travel is planned, prior approval by the Department Head is required as part of the submission.

Supplies and Equipment

Indicate the types of supplies or materials needed for the project. The procurement of products, services or equipment with a value greater than \$5,000.00 CDN must follow The Ottawa Hospital Administrative Policy on Purchasing (No. 00219).

Computer Services

Include a breakdown of cost based on rates established by the institution for computer services. If ongoing maintenance is required, you will need to define how this will be supported after the funding from TOHAMO is finished. A completed impact analysis by TOH IT is required as outlined in the Operational Impact Analysis (see Appendix A).

Other (and subcontracts)

Provide any additional budget requirements not listed above.

PART IV – SUPPORTING DOCUMENTATION

OPERATIONAL IMPACT ANALYSIS & LETTERS OF SUPPORT

If your project includes hospital staff or resources of any kind such as clinic space, access to information in OACIS, the paper chart, access to the lab, diagnostic imaging or any other service TOH or other agency provides. You will be required to have the portfolio Vice-President review and sign the Operational Impact Analysis form (Appendix A).

If an agency has committed to support the project via funds or resources (in kind), you may include a letter of support from the funding agency.

PART V – RESEARCH ETHICS REVIEW AND APPROVAL

Review and approval by the Ottawa Health Science Network Research Ethics Board (OHSN-REB) is required for all research involving human participants done at The Ottawa Hospital (TOH), by TOH staff anywhere, or involving TOH patients. This includes use of patient tissues and patient data. Research is defined in terms of generalizable knowledge. The Ottawa Hospital falls under multiple jurisdictions in its research, notably the Tri-Council Policy Statement and the provincial Personal Health Information Protection Act (PHIPA).

REB review is not required for quality assurance projects or program evaluation. For more information, please consult the OHSN-REB website at www.ohri.ca/ohsn-reb.

Summary of Approval Requirements	
Nature of Proposed Study	Action Required
1. Quality assurance, not research.	REB review not required
2. Program evaluation	REB review not required
3. Research	Apply to OHSN-REB at www.ohri.ca/ohsn-reb
4. Uncertain	Contact REB at REBadministration@ohri.ca and include protocol