

AHSC AFP INNOVATION FUND 2018-19

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.

INNOVATION FUND PROVINCIAL OVERSIGHT COMMITTEE – IFPOC

In June 2018, IFPOC introduced new guidelines that impact the 2018/19 Innovation Fund Competition. The new guideline includes the phasing out of project extensions starting with projects that are approved in March 2019 and beyond. In previous years, both TOHAMO and IFPOC would accept and approve project extension requests from Principal Investigators. These formal extension requests will no longer be accepted nor granted.

If your project is successful in receiving an Innovation Grant in March 2019, the project must be completed with final reports submitted and all funding expensed by no later than March 31, 2022. If the project is incomplete and there are funds remaining in the OHRI research account on March 31, 2022, the Principal Investigator must prepare a final status report, a final expenditure report and return any unspent funds to TOHAMO.

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 members of the TOHAMO AFP and meet the requirements 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) may be awarded for each project.

Please note that a project that is granted one year of funding will be required to submit final reports by no later than 3 years from the date of the funding grant announcement by IFPOC/TOHAMO. Therefore a project that is approved on March 31st, 2019 will require the principle investigator to complete the final reports for submission by no later than March 31, 2022.

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 by clicking on the following link <http://www.tohamo.ca/alternate-funding-plans/afp-innovation-funds>
- B. Please note that the principal applicant must be a TOHAMO AFP physician and meet all the requirements under the AHSC AFP Agreement.
- C. Please note that CVs, list of publications, etc. are not necessary and should not be submitted with your proposal.
- D. 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 consistent with TOH/OHRI costs for labour (salaries & benefits) and supplies.
2. Costs must be solely allocable to the TOHAMO Innovation Project.
3. The cost is of a type generally recognized as necessary for the project.
4. 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.
5. Funding is clearly intended to support innovative care to patients; it is not intended as a substitute for perceived inadequacies in either the OHIP fee schedule or individual institutional funding.
6. Innovation Funds should be used to support the human resources and infrastructure necessary to implement, test and/or evaluate new concepts and models of health care delivery.

B. ALLOWABLE EXPENSES

The following summarizes the details regarding allowable expenses:

Salary and Benefits

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) should be applied including % in lieu of benefits.

Physician remuneration will be funded as outlined in the TOHAMO Policy entitled *Physician Reimbursement* located on the TOHAMO website at <http://www.tohamo.ca> and clicking on the following link <http://www.tohamo.ca/alternate-funding-plans/afp-innovation-funds>

Travel

Reasonable travel costs may be approved for travel required to support the project and for dissemination of results (knowledge transfer). Travel to conferences for the purpose of presentation (i.e. knowledge transfer) is limited to a maximum of two (2) persons. 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. Please note that the procurement of all products, services or equipment must follow The Ottawa Hospital Administrative Policy on Purchasing (No. 00219) and/or OHRI ADM X 1280 Procurement Policy.

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).

OHRI Maintenance Fee

For applicants who are OHRI scientists, you must include the OHRI Maintenance Fee (2%) in the budget submission.

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, IT services, access to the patient chart, use of the TOH lab, diagnostic imaging or any other service TOH provides, you will be required to have the portfolio Vice-President review and sign the Operational Impact Analysis form (Appendix A).

If an external 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 – OTTAWA METHODS CENTRE (OMC) CONSULTATION

If your project includes the collection and use of data, then a consultation is mandatory with the OMC prior to submission of your proposal to TOHAMO. TOHAMO provides funding to OMC for this service, so there is no cost to the applicant for this mandatory consultation.

Exemption: If the project proposal includes an applicant who is an OHRI Scientist or a team member on the application is an OMC staff member, then a consultation is not required. Please note that if a consultation is pursued, any expenses associated with this OMC service will not be funded by TOHAMO.

In order to access services, please complete the OMC – TOHAMO Consultation Request Form that can be found online at: http://www.ohri.ca/programs/clinical_epidemiology/MethodsCentre/TOHAMO/ConsultationRequestForm.aspx. TOHAMO projects will be given priority consultation services by OMC; however, please ensure you schedule your appointment by no later than September 14, 2018. Requests will be triaged on a first come, first serve basis. Please note that submissions that have not undergone a Methods Centre consultation prior to October 22, 2018 will be rejected.

PART VI – RESEARCH ETHICS REVIEW & APPROVAL

If your project is successful in receiving an innovation grant then REB approval may be required, see below.

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