

AHSC AFP Innovation Fund

PROVINCIAL INNOVATION FUND APPLICANT PROCESS DETAILS

About Project Proposals:

Complete Project Proposals should be submitted electronically to AMOSO@lhsc.on.ca using Form P1 (PDF) and Form P2 (MS Excel) no later than midnight on October 31st. All elements are required in order to be eligible for consideration. Please also note the local requirements for submission: FMC Sign Off; CV using AMOSO template; One page answering the 4 questions. More details on the local requirements can be found in the Local Guidelines & Application Process Document.

Note regarding priority: Please keep in mind that the IFPOC has specifically requested that the AMOSO Innovation Fund Sub-Committee and AMOSO Governing Committee give priority to projects that have the potential to impact health care delivery beyond our own institution and/or that could be adapted across the province.

Form P1:

Pages 1-4

Project Summary:

- Required information about the Project Lead(s)
- Identify if the project contains a significant IT component (the IFPOC and AMOSO encourages applicants to advise or seek input from their CIO or IT representative as early in the proposal preparation stage as possible. This can provide welcome support and advice to applicants before they receive funding, as well as support afterwards).
- Plain Language Abstract; if you receive an Innovation Fund award this summary description will be posted on the IFPOC public website and will be included in press releases. Any further details regarding a project will be released to interested parties only with your agreement.
- Provide information regarding the innovation and hypothesis for the proposed project
- Describe how the project will influence the health care system or patient care
- What is the length of the project (one year or two years)?
- How much funding is being requested from the Innovation Fund for the project each year, and in total?
- Provide details on collaborations with other AFP Innovation Projects if applicable and acknowledge funding from other sources
- Identify 5 key words that define your project, in order of importance. Please select from among the list of indicators for focus, methodology and outcomes (pages 4-6).

Pages 5-7

Project Database Keywords List: these will be used to identify your project in the searchable Innovation Fund Database.

Page 8-10

Project Narrative Proposal: background, objectives, rationale, significance, and justification for the innovative nature of the project and an assessment of outcomes

This section should provide a concise description of the objectives and question(s) to be addressed **that will allow reviewers without technical or specialty expertise in that area** to understand the importance, feasibility and relevance of the project. This section should also address: existing research, knowledge and practice in this area; importance and likely outcome of the research; and, relevance to patients and the health care system in general.

For example:

- Describe the “Innovation” and, why it is innovative for your institution?
- What issue does the proposed research address within the eligible areas of scope?
- What evidence is there that this issue is important from a broad system perspective?
- How will the research results be used and to whom will they be applicable?
- How broadly relevant will they be? Will the results of the project potentially lead to sustainable changes in practice, process and/or education?
- What are the plans or opportunities for knowledge translation or dissemination of the project outcomes and to improve health care in Ontario?
- To what extent does this proposal support leadership in the dissemination of new knowledge across the healthcare system?

Please append any diagrams, graphs, support letters etc. as separate documents.

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Team: This section should include the names and affiliations of the team members, with a brief statement of their roles, experience, area(s) of expertise, time commitment and planned contributions to the project.

Page 12-13

Approach and Work Plan: This section should provide a description of the approach to be used as well as a detailed project work plan.

Timeline: This section should provide a target start date, target completion dates for significant steps (milestones) leading to the proposed outcomes, and target finish date for the project.

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Project Outcome Evaluation Metrics: This section should outline in detail what the anticipated outcomes would be and how the outcomes will be measured. It should provide a list of measurable milestones (outcomes) upon which the team will periodically report (at the end of the project if a one-year project, and annually if the funding is for two years).

How will the Project Leaders determine if the project was successful?

Please indicate:

- What will you measure to determine success?
- How will you measure it?
- What is the expected benefit and how will it be measured?

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Additional Project Funding (only if applicable): The project team should identify all current sources of additional funding for the proposed Innovation Fund project, as well as applications for funding currently in progress.

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Other Relevant Information (optional): The project team should identify any other relevant information.

Page 17-19

List of References and/or Support from Partners: A brief list of references and/or support letters from other partners may be listed or pasted in this section.

Form P2 Budget:

***New in 2018-19:** A justification letter from your Chair/Chief is required if physician compensation is being requested as part of your Innovation Fund proposal budget. Please note: Physician compensation is generally not recommended for funding. Any Physician Compensation requested must be at the current AMOSO approved rates.

Please Note: AMOSO Physician compensation guidelines are applicable for time not otherwise clinically remunerated: AFP Physician compensation is not to exceed \$32,500 per annum for one day/week, up to a maximum of \$65,000 for two days/week. It is at the discretion of the AFP Practice Plan(s) if they wish to provide any incremental funding.

***New in 2016-17:** The Sub-Committee suggests grants could request **\$75K or under per annum** (max. 2 years); however, they will consider higher budgets for exceptional projects.

Form P2 will ask you to describe and justify all requested budget expenditures, and:

- To include sufficient detail to allow for an assessment of the eligibility of these budget expenditures, including remuneration levels for physician and non-physician costs (such as compensation for non-physician team members).
- To specify the contributions (cash, in-kind, other) of any other funders/contributors.
- How much funding are you requesting from the Innovation Fund for the project each year, and in total?
- What is the full value of funding required (if different than above) for the project?

Use of funds: Innovation Funds may be used to compensate participating physicians for evaluating the quality of existing or new health care services, to enable the development of new models of health care delivery, and to optimize health care delivery within the framework of the current health care system.

Updated April 2018