

# AHSC AFP Innovation Fund

## AMOSO LOCAL GUIDELINES AND APPLICATION PROCESS

### Background:

The Provincial Academic Health Sciences Centre (AHSC) Alternate Funding Plan (AFP) Innovation Fund was established from new annual AHSC AFP funding from the Physician Services Agreement between the Ontario Medical Association (OMA) and the Ministry of Health and Long Term Care (MOHLTC). The Innovation Fund is targeted to support: ***“the development of new and innovative practices in health care delivery, and to provide leadership in the dissemination of knowledge across the health care system”*** (Excerpt from 2016-17 Provincial Guidelines).

In addition, locally, projects that **“generate value in terms of quality and safety of care, administrative efficiency, the patient experience, and patient outcomes”** will be considered innovative (Health Canada Report 2015).

Locally, the AMOSO Innovation Fund Sub-Committee manages the Innovation Fund local process and formulates recommendations regarding funding approval of Innovation Fund proposals to the AMOSO Governing Committee. Approved projects are required to submit annual reports for consideration of funding continuation based on the funding allocation achieving its objectives. The AMOSO Governing Committee in turn submits recommended projects to the Innovation Fund Provincial Oversight Committee (IFPOC).

### Highlights of Important \*New\* AMOSO Local Guidelines:

**\*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.

**\*New in 2018-19:** Project Leads will be limited to holding 1 Innovation Fund grant at a time. Additional Innovation Fund grants can be applied for only after a Final Report for a current project has been submitted to the Innovation Fund Sub-Committee.

**\*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.

### AMOSO Local Guidelines for the Innovation Fund:

1. The proposal must indicate a topic and description that is *in-scope* as defined by the Provincial Innovation Fund Guidelines.

2. The documentation inclusions and formats **must** adhere to the IFPOC requirements. Please use Provincial Form P1 and Form P2, all elements are required in order to be eligible for consideration. The additional information listed below will be provided for the local AMOSO Innovation Fund Subcommittee’s adjudication process only.

#### Required Documentation for local process:

- i. Provincial application Form P1 (PDF) and Form P2 (must be submitted in MS Excel)
- ii. AFP Finance Management Committee (AFP FMC) approval
- iii. CV for the principal investigator(s) using the NIH format (use AMOSO template 1-2 pages)
- iv. One page answering the following 4 questions:
  - 1) **Transformation:** How will each project transform health care delivery?
  - 2) **Adoptability:** Can the project be adopted by other centres to improve outcomes?

3) **Multi-site:** Does the project include other sites, other GOs or other partners?

4) **Outcome:** Will the results obtained convince other institutions to adopt the new approach?

**Optional** (to provide clarity for local adjudication process only):

- Additional appendices outlining additional information re experiment metrics/evaluation metrics
- Letters of Support
- Additional explanation page/assumptions page re: budget

3. The proposal should indicate a target start date, implementation plan and articulate a viable evaluation process.

4. The Organizational Impact must be considered and approved. If there are resource implications (space, staff, resources) to one of the Hospitals, sign off by the appropriate Vice President is required.

5. The Project Lead must be a member of a London AHSC AFP Practice Plan.

6. Approval from the Lead Project Sponsor AFP FMC must occur **before** submission to the Innovation Fund Sub-Committee.

7. All AHSC Physicians included in the proposal must be participating physicians as defined in the AHSC AFP Agreement. The only exception is "Projects that involve collaboration between physicians practicing in AHSC and Community Hospitals can be supported with Innovation Funds. The budget for such projects may include requests for compensation for physicians that are not AFP Physicians, including Physicians practicing in Community Hospitals." (Jan 10, 09 update of 08-09 Provincial Guidelines).

8. Physician compensation (at the current AMOSO approved rates, see below) can be requested if well justified & not already funded, but locally, is not generally funded.

**\*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.

The AMOSO Governing Committee approved compensation rates: *"Participating Physician support should not exceed \$32,500 per annum for one day/per week up to a maximum of two days per week/per year of support for any individual Participating Physician. This time should not otherwise be clinically remunerated. It is at the discretion of the Practice Plan(s) if they wish to provide any incremental funding to support the Physician during the time of their project."*

9. The Provincial Innovation Fund Guidelines stipulate what budget items are acceptable and what documentation is required.

**\*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.

10. The funding is a one-time investment for projects one to two years on length as per the current IFPOC Guidelines. Funding can only be provided for an initial year with the release of the remainder contingent on an annual review process to ensure the project is achieving its stated objectives.

11. The proposal should articulate a continuity plan if the project term exceeds the funding term. Continuity support from the London Hospitals and or Western University cannot be assumed.

12. The release of funding will be conditional upon receiving Research Ethics Board approval or a letter from the Office of Research Ethics stating approval is not applicable for the project.

13. There is an expectation that AMOSO be advised of any publications, including peer reviewed publications, resulting from the Innovation Funds and that these publications will acknowledge AMOSO funding. These publications will be considered part of the projects' deliverables and will be used to facilitate the communication of project success to stakeholders.

### Application Process:

1. Applications must be submitted to the AMOSO Innovation Fund Sub-Committee, c/o the AMOSO Office ([AMOSO@lhsc.on.ca](mailto:AMOSO@lhsc.on.ca)) by midnight October 31st. No applications will be accepted after the deadline. Incomplete applications will not be considered. Form P1 will be submitted in PDF form, Form P2 must be submitted in MS Excel. Additional Information allowed by AMOSO for local consideration only can be sent as separate PDFs –e.g. Four Questions & CV.

2. The Innovation Fund Sub-Committee will vet all proposals and may request further clarification and/or feedback from applicants during the vetting process.

3. The AMOSO Innovation Fund Sub-Committee will make recommendations for funding to the AMOSO Governing Committee which is the approval body for all local funding decisions. Final approval rests with the IFPOC.

4. Notification of approval or decline, including Innovation Fund Sub-Committee comments/feedback, will be communicated in writing to the identified Lead Physician, Department Chair/Chief, Lead AFP Practice Plan FMC Chair, and the AFP FMC Administrative Lead as soon as possible.

### Proposal Review and Funding Process:

All proposals which meet the AMOSO Local Guidelines for submission will be reviewed and evaluated by the Innovation Fund Sub-Committee. The Innovation Fund Sub-Committee has membership inclusive of representation from each of the AMOSO Signatories.

Approved Provincial application criteria are considered during the evaluation process and a scoring system based on the numeric CIHR Scoring System has been adopted to determine the score of each project. The Innovation Fund Sub-Committee formulates consensus-based recommendations to the AMOSO Governing Committee for consideration of project submissions to the IFPOC for final approval.

Notification of AMOSO Governing Committee funding decisions are communicated in writing to the applicants as soon as possible after the AMOSO Governing Committee meeting, pending IFPOC approval. Successful applicants will be notified of approved funding support for the initial year with release of the remaining funding contingent on an annual review process to ensure the project is achieving its stated objectives. All funding will be flowed through the AFP Practice Plan(s) as is required. Applicants whose projects do not merit funding are provided reviewer comments which may include feedback to assist in consideration for submission at the next call for proposals.