AHSC AFP Innovation Fund

Framework and Guidelines – Year XV (2022-23)
Innovation Fund Provincial Oversight Committee

THERE ARE SEVERAL CHANGES and IMPORTANT REMINDERS FOR YEAR XV:

1. **Annual Innovation Fund Awards 2022 are reinstated**
2. **Allowable administrative fees have increased from "up to 2%" to "up to 5%" per project; however, the total fee should not add up to more than $10,000 per project**
3. **There have been major changes to forms – please be careful in choosing the correct form, format, and version (ensure it's v. 15.xx)**
4. **Governance Organizations will now have a choice of 3 formats for P1: P1 Adobe (P1A), MSWord "Locked" (P1WL), and MSWord "Open" (P1WO), each with varying capabilities. P1A is available now, and P1WL and P1WO, will be available on the IFPOC.org website by the end July 2022**
5. **A new combined "P2/Interim/P4" budget and financial document replaces the individual P2 and P4 and is available as an MS Excel document at IFPOC.org**
6. **P1 budget numbers may now be within +/-5% of the online and P2/Interim/P4**
7. **For Governance Organizations: A new more flexible process is available for G1s**
8. **For Governance Organizations: Online Interim Reports are now due between end of Year 1 and Year 2 (+/- 3 months) to be better aligned with internal GO reviews**
9. **G3 (Policy Document) is no longer required on an IFPOC-directed three-year schedule. Instead, G3 needs to be updated either whenever policy changes are made or three years from the last change**
10. **All updated sections are <mark>highlighted</mark> within the documents that follow**

Release Date: June 17, 2022

AHSC AFP Innovation Fund Year XV (2022-23)
Background, Process and Framework – Table of Contents

AHSC AFP Innovation Fund Year XV (2022-23)

Background, Process and Framework

PREAMBLE: *This "Framework" document is intended to assist (i)Governance Organizations to draft their calls for applications and (ii) Project Leads to draft their proposals.*

Ontario AHSC AFP Innovation Fund

The Innovation Fund was established by the Alternative Funding Plan agreement between the Academic Physicians, the Ontario Medical Association (OMA) and the Ontario Ministry of Health (MOH). Until recently, ~$10M was provided annually by the MOH 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. Now ~ $20M is being provided to AHSC AFP Governance Organizations annually, in proportion to their allocation of FTEs.

Innovation Fund Provincial Oversight Committee Mandate

To support the Innovation Fund, the Innovation Fund Provincial Oversight Committee (IFPOC) was established "*to provide provincial-level oversight and guidance for the appropriate, effective, and accountable use of these Innovation funds, and to support the review and selection process*."* *Its mandate, among others, was to: "Provide **guidance** to the academic physicians to support their efforts to use the Innovation Fund to develop novel strategies to transform health care delivery in Ontario"*; "**Evaluate projects for innovation**"*; and "**Assess the projects for their potential to a) impact on health care delivery; b) be successfully implemented; c) provide measurable metrics for success; d) produce knowledge translation; and e) become transferable (to other institutions/situations)"** This mandate was reaffirmed in 2019, when the Physician Services Committee (PSC) stated in their announcement of additional funding: "*The additional projects will follow the same rules and procedures in place for the current Innovation Fund, including required review and approval by IFPOC".*

About the Innovation Fund Objectives and Process

All participating academic physicians are eligible to apply, and a competitive peer review process selects the most deserving projects at each Academic Health Sciences Centre (AHSC). The IFPOC is then required to review and assess projects, raise questions or make any recommendations for changes to improve the quality or enhance the chance of success of each project proposal. Then IFPOC makes funding recommendations to the Ontario Ministry of Health. This year IFPOC will solicit recommendations from individual Governance Organizations regarding Innovation Fund Best Practices and will publish these on our website for your convenience. Please check IFPOC.org.

The Innovation Fund provides short-term (one-year or two-year) seed funding to support innovative projects and to enable academic physicians to develop programs sufficiently to qualify for additional support and evaluate novel strategies to transform health care delivery in Ontario.

Projects would be deemed particularly "innovative" if they:

- Have definite potential to **impact** health care delivery
- Are **implementable** (realistic project goals)
- Have clear **measurable** metrics for success
- Offer opportunities to **translate new knowledge** into medical practice
- Are **transferable** to other institutions or regions of the province

This year, the amount available to AHSCs is **$20,828,699.67** in total, across the 17 participating organizations.

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* From the **Terms of Reference** approved by Academic Medicine Steering Committee (AMSC) July 9, 2010

1.0 RECENT IMPORTANT IFPOC POLICY CHANGES, REMINDERS and UPDATES

1.1 Former P2 and P4 Budget Documents are Now ONE combined Document "P2/Interim/P4"

To reduce the labour for both Project Leads and GOs, instead of copying and pasting original Budgetary (original P2) requests into Final Project Status and Accounting Report (original P4), we have combined the two documents. In addition, we have provided space for internal GO processes to include interim reporting numbers. **The Budget Request and Final Accounting are both required by IFPOC at appropriate intervals. The Interim budgetary reporting is not required by IFPOC**, but is provided for the convenience of GOs should they wish to request it. Interim and Final Accounting columns are hidden in the Excel document, to be "unhidden" as needed. The same document will be uploaded by GOs at the proposal stage in the same P2 section of ifpoc.org, and then again as part of the Final Project Status and Accounting Report at the end of the project in the P4 section. We hope this will reduce administrative burden for all involved.

1.2 Budgets/Funding Requests Must be Aligned in Online Summary and Budget Document

In the past, we have recognized that Project Leads may submit requests for budgets whose projects are subsequently approved by their internal peer review committee for funding at a different (usually lower) amount. As a result, budget documents have not always been aligned with funding requests made by the GO on behalf of the project, and it has become increasingly difficult to track project funding amounts. Therefore, IFPOC **requires that any P2/Interim/P4 uploaded by GO be aligned with the online amount requested by GOs on behalf of that project.** We understand that in some cases, this may require revisions to P2/Interim/P4s after Projects have undergone local peer review, and that GOs may have to build in extra time for this additional step, as accuracy is important for IFPOC and GOs to be able to track funding for each project to remain accountable to MOH for these funds. **This year however, we will allow up to +/-5% variance from budget sections in project proposal P1 to eliminate that step of adjustments.**

1.3 Online Interim Report, Extensions, and Unspent Funds

To prevent returning any Innovation Funds to the Government of Ontario, IFPOC has implemented an online interim report, now due between end of Year 1 and end of Year 2 (+/- 3 months), for ALL projects (whether they are funded for one or two years), to enable more flexibility and alignment with internal GO review processes. The interim report is for Governance Organizations to report on the progress of each project to eliminate the necessity for extensions to the due dates of Final Project Status and Accounting Reports. If the project is not on track to completion, Governance Organizations should implement remedial action to adjust or re-focus the project within its original aims, change the Project Leads (or other personnel), or insist on additional assistance from their hospital administration so that Projects Leads are able to complete spending the funds for the project on time and avoid returning the funds to the Government.

We understand that the projects may not have completed their anticipated activity by the end of the second year, but we hope that with the GOs' assistance, interventions will permit Project Leads to adequately refocus their projects and spend their funds before the Final Project Status and Accounting Report is due.

1.4 Final Project Status and Accounting Reports (FPSAR)

We encourage GOs and Project Leads to submit their FPSAR on time. Projects are not required to be "finished" or their results published, but they are required to spend their funds and provide accounting for them, together with a report on the progress made to date. Because projects may not be complete when the FPSAR is submitted, we welcome updates to project abstracts at a later date should the GO or Project Lead wish to submit one. Additional updates may improve the ability for those projects to obtain additional funding from IFPOC partners.

1.5 Leave Policy

For maternity, parental, medical or family medical leave of the Project Lead (or Co-Lead), an extension of the term of the grant for one year (or up to two years) may be granted after IFPOC review and approval of a request **(G4)** submitted by the GO. This request should detail **the circumstances and upcoming length of time granted to the Project Lead (or Co-Lead) by their institution when the individual will be away from their clinical duties.**

Governance Organizations, please inform your Project Leads and ask them to share information about their upcoming leave. We will also include these instructions in the section for Project Leads.

1.6 Administration Fees Policy

If GOs wish to charge fees to Projects for administrative costs associated with a project on a project-by-project basis, they must inform IFPOC on their G3 (Policy Confirmation) and explain what the administrative fees will cover and why. Then, they must apply it fairly to their projects. For this year, if they wish to charge a flat fee, that flat fee **should not add up to more than 5%** of IF funding provided to each project. Under all circumstances, **for this year**, the total fee should not add up to more than **$10,000 per project** over the full length of the project.

1.7 Innovation Fund Awards 2021

In lieu of the usual Innovation Fund Awards, IFPOC dedicated a section of its Website to focus on COVID-19 related projects, with an opportunity for Governance Organizations to upload updated Abstracts that highlight the excellent work being performed during the pandemic. In response to the outstanding updated submitted abstracts (which were optional), IFPOC provided special "COVID-19" awards in 7 different groups to recognize the truly innovative and impactful work that academic physicians were able to achieve in spite of the pandemic.

1.8 Innovation Fund Awards 2022

This year, in response to a survey of Governance Organizations early in 2022, IFPOC will proceed with Innovation Fund Awards for 2022. GOs are encouraged to submit as many candidate projects as possible, each with a one-page updated abstract highlighting successes, challenges, and impact to date, via email to sgarson@garsonconsulting.com indicating project code, title, and attaching the updated abstract.

In response to a specific request from Governance Organizations, future Innovation Fund Awards will return to regularly scheduled calls for nominations and deadlines as in pre-pandemic times.

1.9 G4 Leave and COVID-19 Extension Request (revised)

A new form **(G4)** was implemented in Year 14, to facilitate requests for Leave (maternity, paternity, medical, family medical) and COVID-19 related extensions. The G4 aims to standardize the information being requested of Project Leads and their Governance Organizations. With detailed information from the Project Lead and team, this should reduce the number of questions, speed up the process and make it more transparent. As part of this process, the form has been revised again this year to add the details required. Please be sure to use only forms with version codes for the latest year (v. 15.0). The form can be found at IFPOC.ORG.

2.0 Oversight and Administration of the Innovation Fund:

The Provincial Academic Medicine Steering Committee, with the support of the AHSC AFP Governance Organizations, established the Innovation Fund Provincial Oversight Committee (IFPOC) to oversee the AHSC AFP Innovation Fund. The IFPOC includes representation from the research and innovation sector, academic medicine, government as well as the AFP Governance Organizations.

The Executive of the IFPOC is comprised of 3 Committee members: Dr. Richard Weisel, Chair of the Committee, Dr. Davy Cheng, Vice-Chair of the Committee, and Dr. Rajin Mehta, AFP Governance Chair.

Other Committee members represent a variety of specialties, Governance Organizations, and Universities: Victor Han (AMOSO), Michael Hillmer,(ADM, Capacity Planning & Analytics, MOH), Rachel Holden (SEAMO), Stephen Holzapfel (WCH, former Governance Chair), Roy Masters (UOHI), Paul Moayyedi (HAHSO), Jane Philpott (Queen's Dean and Governance Chair, SEAMO), Andrea Proctor, (Mgr, Evidence Synthesis Unit, MOH), Nicole Williams (Dir, Negotiations Branch, MOH), Blake Woodside* (UHN and OMA Representative) or Tim Redmond (Parry Sound, Former NOSM Chair and OMA Representative).

2.1 Innovation Fund Showcase and Innovation Fund Awards

To support the dissemination of new knowledge and best evidence practice across the healthcare system, IFPOC sponsors the Innovation Fund Showcase, held in November 2010, 2013, 2016, and 2019. The next Showcase was originally anticipated in November 2022 but was delayed to November 2023 due to COVID-19. IFPOC will survey GO Chairs in Fall 2022 to confirm interest in proceeding and capacity to participate and will then make a final determination. The Showcase brings together Project Leads from around the province, fostering enhanced collaborations. For the next Showcase, consideration is being given to holding a blended (in person and virtual) event. In future, in response to requests made by GOs, all IF Award winners since the last Showcase (2019) will be invited to present posters at the next event.

IFPOC sponsors Awards for the most innovative projects that have the potential for a substantial impact on health care delivery in Ontario in various categories. Beginning in 2015, these awards were added as an annual feature in November of each year. In 2020 and 2021, normal Awards were cancelled due to COVID-19. However, in response to participation by GOs in updating highlights of COVID-19 projects, IFPOC awarded several projects in recognition of their work on COVID-19 related projects.

2.2 Integration and Implementation

To facilitate integration and implementation, and to reduce overlap and duplication, the IFPOC website was upgraded in Year 14 to enable keyword and other searches. We hope that this initiative will foster and facilitate collaboration among groups within and across the Province and beyond, and that it may help planning and evaluating project proposals. We have begun collaboration with Governance Administrators to improve knowledge of and access to this portion of our website by academic physicians to encourage multi-disciplinary and multi-institutional projects. We encourage GOs to share this capability with their Project Leads during the idea generation phase of project planning.

In 2018, based on recommendations from past IFPOC AFP Innovation Fund Showcases, IFPOC focused on facilitating innovation adoption by encouraging integration and implementation of IFPOC Innovation Projects in health care delivery across other Ontario institutions. IFPOC identified innovative projects which were in alignment with MOH health services research priorities and had the potential for integration and implementation. In collaboration with MOH, sources of additional support for successful IFPOC projects were identified. The support for their "next phase" included financial support, partnerships, linkages and other connections. After feedback from the 12 selected projects and the MOH members, IFPOC has planned to institute this Integration and Implementation Initiative for selected highly impactful projects every 3 years, in alignment with the Showcase cycle, in the year that immediately follows Showcase. Due to the pandemic, IFPOC pushed this initiative out by a year, and will do so once again given that so much research is still on hold. We plan to re-institute this in the next year (2023) to give us an opportunity to include the critically relevant COVID-19 projects in this initiative.

2.3 Forms and Data Input

Since 2014, IFPOC has had a website where forms for the submission of applications for funding are uploaded. Each year IFPOC has provided new policy clarifications intended to streamline the Grants Administration process.

For Governance Organizations, the required elements are:

FORMS FOR UPLOADING or SUBMITTING VIA EMAIL:

- G1: Funding Request (upload) – with improvements asking GOs to append individual funding requests in Excel
- G2: Substitution Request (email)
- G3: Policy Confirmation required only if there are any changes (upload) or every three years if no changes
- G4: Leave and COVID-19 Extension Request (email)

FORMS TO BE ENTERED MANUALLY ONLINE:

Online Project Summary (now all located in pages 1 and 2 of the P1)
- Key information (Sections 1, 2 and 3) from P1 input manually into online system (please note that funding requests online must be reflected accurately in the proposal budget P2/interim/P4 form and be accurate +/-5% in the project proposal budget section of the P1)

- Copy "Plain Language Abstract" (==section 3.1==) of P1 only for NEW projects – not for year 2 of existing projects, unless you are submitting a P5 Change in Status Form, in which case, please replace online project summary with revised abstract from line 103 of P5.

Online Interim Report
- Key information is also requested ==between end of year one and end of year two (+/- 3 months)== for ALL projects

Online Final Report Summary
— Key information from P3 and P2/Interim/P4 into online system (required for completion of Final Project Status and Accounting Report) including abstract from Section 2.0 of P3 and final accounting details.

For Applicants, the required elements are:

FORMS TO BE PROVIDED TO GOVERNANCE ORGANIZATIONS **PRIOR TO DEADLINES – Please be sure to use the v.15 Forms – all available at IFPOC.ORG.**

P1:	Project Proposal (now available as a PDF and as a MSWord Locked and MSWord Fillable document)
P2/Interim/P4:	Proposal Budget and Financial Details: Please distinguish between $IF and other funding (This will be submitted more than once: is also Part 2 of Final Project Status and Accounting Report)
P3:	Final Narrative Report (Part 1 of Final Project Status and Accounting Report - submit along with updated P2/Interim/P4)
P5:	Change in Status Form - where applicable (for use when changing from one to a two-year project with no major changes to content or approach of project. One year is added to the original end date no matter when the P5 is submitted)
D:	Declaration for Substitution (only if yours is a contingency project being activated)

IFPOC forms can be found at IFPOC.org.
Please ensure forms you are using are latest version 15.xx
Please be sure to submit the document in the manner each form requires as stated on the form or in the Framework.

==**All completed fillable forms should be submitted in the same format as originally presented. Each has specific instructions. Please submit P2/Interim/P4 to your Governance Organization as an Excel Document – they will save your Excel as a PDF before uploading to IFPOC. PLEASE DO NOT SUBMIT/UPLOAD COPIED OR SCANNED VERSIONS OF IFPOC's FORMS.**==

3.0 INNOVATION FUND Year XV 2022— 2023 Timeline

Year 15: 2022

June 1 – 8, 2022
IFPOC issues letters to individual GOs confirming amounts funded in Year XIV and amounts available for Year XV. GOs will now be required to respond by end of June, to ensure all parties are in agreement

June 17, 2022
IFPOC issues "Framework" document to Governance Organizations, and all .pdf Forms are available at ifpoc.org

End July, 2022
IFPOC issues notification to GOs that P1WL and P1WO are available at ifpoc.org

September 9, 2022
Deadline for GOs to submit recommendations and abstracts for IF Awards 2022

September 9 – 20, 2022
IFPOC polls GOs to confirm majority wish to proceed with Innovation Fund Showcase 2023 (Nov 2023)

November 20 - 25, 2022
IFPOC Announces IF Awards 2022

November 25 - Dec 2, 2022
IFPOC issues reminder of upcoming March 31 2023 Final Project Status and Accounting Report deadlines

December 2, 2022
IFPOC issues call for nominations for a) Showcase and b) Awards 2023 (due May 1, 2023)

December 15 - 20, 2022
IFPOC to meet with GO Admins for post-mortem on Year 15 forms

INNOVATION FUND Year XV 2022— 2023 Timeline (continued)

Year 15: 2023

January 6, 2023
Deadline for AFP Governance Organizations submitting funding requests for NEW and existing projects. Please upload P1 and P2/Interim/P4 for each new Year 15 project (if submitting funding for new projects). Then, all AFP Governance Organizations upload G1 Declaration and accompanying G1 Detailed Excel sheet, both with complete, specific project codes

January 13 - January 27, 2023
IFPOC reviews proposals and submits to the GOs questions or concerns about eligibility or whether the proposals meet the requirements established by IFPOC or the individual Governance Organizations. The AFP Governance Organizations will respond to IFPOC with explanations or the submission of alternate proposals

February 9, 2023
IFPOC meets virtually for Annual Review of Project Proposals

February 10- 28, 2023
IFPOC submits Committee's questions to GOs, and subsequently makes recommendations to AMSC for distribution of funding for 2022 – 2023 (Year XV) AHSC AFP Innovation Fund

March 10 - 20 TBD, 2023
IFPOC meets with GO Administrators for recap of Year XV processes and consultation on Year 16 Framework

March 31, 2023
MOH distributes Innovation Fund allocations to each AHSC AFP Governance Organization, on the basis of proposals approved for funding by the IFPOC and AMSC

March 31, 2023
Final Project Status and Accounting Reports are due

May 1, 2023
Governance Organizations deadline for submission of nominees for a) Showcase and b) IF Awards 2023 (if different)

June 1, 2023
IFPOC issues "Framework" document to Governance Organizations for Year 16, and all Forms are available at ifpoc.org

June 1 – 8, 2023
IFPOC issues letters to individual GOs confirming amounts funded in Year XV and amounts available for Year XVI. GOs will now be required to respond by the end of June to ensure all parties are in agreement

November TBD, 2023
Innovation Fund Showcase and Awards 2023

4.0 Provincial Funding, Approval, and Accountability Processes

4.1 Funding

Funding will be allocated on the following basis, as set out by the Academic Medicine Steering Committee (AMSC) and approved by the AHSC AFP Governance Chairs:

- Each AHSC AFP has been allocated a portion of the available Innovation Funds in fiscal 2022 - 2023, based on a minimum $100,000 base allocation to each Governance Organization, with the remaining funds distributed to each Governance Organization (GO) based on the number of Full-Time Equivalents (total FTEs participating in AFP) at each AHSC.

- AHSC AFP funding is allocated only for approved projects and cannot be employed for any other purpose. Carry-overs are not permitted. Funding may not be allocated by Governance Organizations for unspecified purposes and cannot be moved between projects.

- Governance Organizations are required to detail their internal policies in the G3 Form. IFPOC does not require a minimum or a maximum dollar value per project, or per year. However, many GOs have chosen to fund projects to a specific amount. Just a reminder that, since the funding available has increased significantly, GOs may wish to consider increasing the "up to" amounts available for projects (either overall or by year), in addition to also increasing the number of projects funded or may wish to build in additional flexibility to allow exceptions.

4.1.1 IFPOC Policy on Substitutions, Terminations, and Unspent Funds:

Contingency projects, Interim Reports, substitutions, terminations, and changes to Project Leads

Funding Period

1. Funding for approved projects begins April 1, 2023 (after funds are forwarded to the institutions from the MOH).

Annual Review

2. Each project should be reviewed annually by their Governance Organization to determine whether (1) the project has made acceptable progress and (2) the project has spent any of its funds. Organizations provide a report to IFPOC between end of year 1 and end of year 2 (+/- 3 months) from initiation of funding (Interim Report below).

Contingency Projects and Substitutions

3. Each Governance Organization is invited to submit up to 3, 4 or 5 "contingency" projects (depending on size of their funding envelope) for prior approval in case any of their priority projects do not get started within one year of approval. Contingency projects are optional, but we encourage them.

4. If no "contingency" projects have been previously reviewed by IFPOC, no substitutions may be made for the next year.

5. If a project did not make acceptable progress and has not spent any of its funds within Year 1, the Governance Organization may request that IFPOC permit a substitution of that project with a "contingency project" which had been previously reviewed and approved by IFPOC.

6. To obtain approval for a substitution, the Governance Organization must submit Form G2 that describes the reason for the lack of progress of the unsuccessful project and Form D from the contingency project stating that it will be able to initiate its project immediately (within three months) and that it will be able to complete the project with the funds available from the unsuccessful project within the original timeframe (1 or 2 years from April 1st).

Interim Report

7. At some time between end of year 1 and end of year 2 (+/- 3 months) following provision of funding by the MOH, an ONLINE INTERIM REPORT should be completed by the Governance Organization.

8. However, if funds have not been spent by a project and if the Governance Organization identifies concerns about progress, they should consider remedial actions including, if necessary, a change in project lead so that the project is not in default at the time when the Final Project Status and Accounting Report is due. If, however, remedial

actions are unsuccessful, then the project may be terminated, and the remaining funds returned to the Government of Ontario and IFPOC notified.

9. If approved as terminated, the project will be filed in IFPOC system as "retired", and the GO will arrange to return funds to the Government of Ontario, as well as submit a detailed budget of funds spent to date.

10. In addition, the GO should indicate on the interim report either what remedial steps are being taken or confirm to IFPOC that the project is returning funds along with a submission of Final Project Status and Accounting Report (P2/Interim/P4).

11. Under exceptional circumstances, if a project is unable to proceed at any time during the granting period (1 or 2 years), and if the Governance Organization makes a compelling explanation to IFPOC, then the project may still be substituted with a contingency project provided the unsuccessful project has not spent any of its funds.

12. No substitutions may be made if any Innovation Fund money has been spent on an "unsuccessful" project.

Change in Project Lead

13. If a "Project Lead" cannot continue to lead a project before the Final Project Status and Accounting Report is submitted, a co-Lead, or another qualified AHSC AFP physician may be substituted after approval has been granted by IFPOC. If a Project Lead is unable to continue to lead a project, then another Project Lead can assume that position provided that the new Project Lead is either designated as participating in the original application or has adequate qualifications. All substitution requests must be submitted by the GO in an email to IFPOC, stating that the replacement project lead is a qualified AHSC AFP physician, has the necessary qualifications to take over the project and has been approved by the GO. All substitutions must be approved by IFPOC.

4.2 Application, Review, and Reporting Process

▪ Individual AHSC AFP Governance Organizations will issue to their Participating Physicians a request for proposals along with the Year XV Framework for projects seeking support through the AHSC AFP Innovation Fund. Please ask physicians to use the latest framework and forms, downloaded from our website at IFPOC.ORG. They should all contain the version # 15.

▪ Each AHSC AFP Governance Organization, according to the Framework and Competitive Peer Review Process and Review Criteria set out below, will establish a common and transparent competitive peer review process to adjudicate and rank proposals being considered for support with Innovation Funds.

▪ Selection committees will choose the best proposals for their institution. From among those, IFPOC specifically requests that Selection Committees and Governance Organizations give priority to projects that could impact health care delivery beyond their institution and/or could be adopted across the province. GOs may wish to direct potential applicants to IFPOC.ORG to review other project abstracts in their own field.

▪ All Governance Organizations are required to submit a G1 form annually through ifpoc.org – whether they are submitting new projects or not. Effective this year, the G1 form is simplified, and GOs will be able to upload an Excel spreadsheet along with the G1, rather than having to enter detailed project funding information into the G1 form itself. This sheet will be available at IFPOC.org by the end of July 2022.

▪ If new projects are being submitted, the relevant P1 and P2/Interim/P4 forms must also be uploaded prior to the G1.

▪ Applicants are asked to fill in P1 and P2/Interim/P4 for submission by their Governance Organizations – found at ifpoc.org. These fillable forms are now offered in a variety of formats. Please check with your institution to determine which form should be used. If using the Adobe form, it should be downloaded and saved, before being filled in. Please do not alter these forms or they will be rejected. P2/Interim/P4 should be saved as Excel by Project Lead, and then should be saved as a PDF by the GO, just prior to uploading.

▪ The P2/Interim/P4 budget amount being requested from IFPOC must match the amount being requested on behalf of the Project by their Governance Organization. This same amount should also be reflected accurately to within +/-5% in the P1.

▪ Governance Organizations are asked to fill in Online Interim Reports for ALL projects, between the end of year 1 and end of year 2 (+/- 3 months).

4.2.1 Local budgetary and conflict of interest policies and guidelines: G3 (Required at least every 3 years, or when changes are made)

For all GOs, a G3 Policy Confirmation is due prior to January 6, 2023, **ONLY if any policies have changed, or if you haven't submitted one for the past 3 years.**

4.2.2 Existing Funding Confirmation: G1 (Required annually)

Even if a Governance Organization is not submitting NEW projects for funding, we ask that they complete Form G1 annually to indicate that previously approved projects are on track and eligible for second year funding according to the GO-approved guidelines. G1 will also confirm support for funding and related policies. During this process, we recommend that GOs ascertain whether or not projects still in their first year have spent any of their funds.

Also, please note that we now require the G1 be completed and uploaded AFTER all the project files, to ensure project codes and funding amounts are aligned.

4.2.3 Online Interim Report

GOs are asked to fill out an "ONLINE INTERIM REPORT", for ALL projects between end of year one and end of year two (+/- 3 months) after funding has been granted. This short online form will indicate that each previously approved project is on track and has spent some of its budget. We do not require that GOs re-submit any additional budgetary documents (including P2/Interim/P4). The Interim portion of that document is intended for internal GO use, as needed.

4.2.4 New Funding Requests: Forms G1, P1, and P2/Interim/P4

Project Leads must submit their project proposals to their AHSC AFP Governance Organization using the Forms P1 and P2/Interim/P2 (available at the bottom of the home page: https://ifpoc.org/. Scanned, copied, or altered documents are not acceptable. If using MS Word "Open" forms, it is critical to follow guidelines, or your GO will return your application.

- Governance Organizations may only submit funding requests to IFPOC for 1 or 2 years. Any requests for funding additional years of any projects will be declined.

- Governance Organizations may only submit funding requests to IFPOC that add up to their maximum amount allowable in any single funding year. The total funding request on G1 for all projects in any year may not be an amount higher than the allocation allowable from the Ministry (but the amount may be lower). Any G1 that requests funding beyond that which is allowable from the Innovation Fund will be declined. At an individual project level, it is essential that the project budget and financial report (P2/Interim/P4) are clear about how much funding is provided by IFPOC, and how much of that funding is spent. We also welcome information about additional sources of funding, but these should be reported separately in the P2/Interim/P4 as per instructions. GOs are not required to report any earned interest on funds provided.

- Governance Organizations are asked to indicate on G1 that they have reviewed and approved all NEW proposals submitted to the IFPOC for funding according to the provincial framework and according to the process they had previously submitted for approval by IFPOC contained in their G3.

- AFP Governance Organizations will submit individual Project Proposals (P1 and P2/Interim/P4) recommended for funding to the IFPOC in January. The budget amounts being requested from IFPOC by Project Leads for their projects in the P2/Interim/P4 (Year 1 and Year 2) must match the amount being requested by GOs on behalf of that project in the online project summary. In recognition that P1 document evolves as it is reviewed, we no longer require that budget request amounts be perfectly aligned, but they must be within +/-5% to ensure that the plan as laid out in the narrative proposal is sufficiently funded to facilitate success.

- The IFPOC will then evaluate each proposal recommended for funding and will ensure that all proposals are consistent with the provincial framework and locally defined guidelines.

- Governance Organizations may recommend any level of AHSC AFP Innovation funding for individual projects, with the proviso that the total level of funding from the Innovation Fund for such projects may not exceed the per annum allocation of AHSC AFP Innovation Funds to their own Governance Organization. Supplementary funding may be provided for each project from other sources, but the Governance Organization must ensure that such funds are available before the project is recommended for funding.

- Use of Innovation Funds for physician remuneration may not exceed current OMA Per Diem rates (see Appendix C) whether or not this remuneration is for actual clinical activity.

- If Innovation Funds are being used to support physician remuneration, and if any changes to these policies are being made,

Governance Organization should provide this information to the IFPOC using G3.

- ▪ If GOs wish to charge fees to Projects for administration costs associated with a project on a project-by-project basis, they must apply them fairly across all projects. ==If GOs wish to charge a flat fee, for this year that flat fee should not add up to more than 5% of IF funding provided to each project, but it may be less. Under all circumstances, the total fee should not add up to more than $10,000 per project over the full length of the project.==

- ▪ If Innovation Funds are being used to pay for project administration, and if any changes to these policies are being made, Governance Organizations should provide this information to the IFPOC using G3 explaining what the administrative fees will cover and why. A section has been added to the G3 to accommodate this.

- ▪ On Form G1, Governance Organizations are asked to confirm that the budget of each project submitted for funding has been carefully reviewed and is in compliance with their internal Governance Organization policies and guidelines.

Contingency Projects

- ▪ Governance Organizations are invited (and encouraged) to submit additional projects, in their order of preference (which are not included in the calculation of "allowable funding"), as "contingency" projects, for pre- approval by IFPOC. The number of contingencies you are invited to submit is dependent on the size of the GO's funding envelope.

  - ▪ Small Governance Organizations are invited to submit up to 3 contingency projects (Montfort, Baycrest, Bloorview MacMillan, Bruyère, CAMH, ROH, UOHI, and WCH).

  - ▪ Medium Governance Organizations are invited to submit up to 4 contingency projects (CHEO, NOAMA, SEAMO, SHSC, and SMH).

  - ▪ Large Governance Organizations are invited to submit up to 5 contingency projects (AMOSO, HAHSO, MSH-UHN, and TOHAMO).

- ▪ Normally, contingency projects will not be funded immediately, but could step in to take the place of a previously approved and funded project from that same funding year should a recommended project not be successful for any reason (such as unable to receive ethics or other approvals). This movement of funds will only be allowed if a) the projects are from the same funding year, and b) if NONE of the Innovation Fund monies have been spent.

4.2.5 Innovation Fund Provincial Oversight Committee Review

- ▪ The IFPOC may ask for further details and/or clarification regarding any proposal at its discretion.

- ▪ The IFPOC may not delay the transfer of funds from the MOH to Governance Organizations, but may request that funds not be released by Governance Organizations to support a particular proposal until the IFPOC is satisfied with the clarification sought.

- ▪ Governance Organizations will monitor and be accountable for funding received through the AHSC AFP Innovation Fund. Governance Organizations are required to review all funded projects annually to ensure that they are on track and worthy of continued funding (where appropriate). Governance Organizations are particularly encouraged to review previous year's projects to ensure they have begun their work and to see if any funds have been spent. This is especially important in view of the March 31 deadline for substitutions with contingency projects, which can only take effect if no funds have yet been spent.

4.2.6 Reporting: Interim and Final Project Status and Accounting Reports

- ▪ Each project's "Final Project Status and Accounting Report" contains three elements: a P3 (Final Narrative Report – provided by the Project Lead), a ==P2/Interim/P4== (Final Budget and Financial Statement – provided by the Project Lead), and an Online Final Report Summary – to be filled in online by the GO that confirms amounts spent/unspent and provides abstract of final status results.

- ▪ Project Leads are required to submit Forms P3 (Final Narrative Report) and ==P2/Interim/P4== (Final Budget and Financial Statement) to their own Governance Organization for review and if approved, the Governance Organizations submit them to IFPOC. Each "Final Project Status and Accounting Report" is due by March 31, within two years after the funding term of the project (e.g. 1-year projects funded in March 2018 must submit Final Project Status and Accounting Reports by March 31, 2021, and 2-year projects funded in March 2018 must submit these by March 2022).

- Many projects may not have completed all the aims of the original proposal at the time their Final Project Status and Accounting Reports are due. However, we request a report which documents the progress made and the amounts spent be provided 2 years after the end of the funding period, regardless of the progress made. All projects are required to submit their Final Project Status and Accounting Report at the end of this two-year period and any unspent funds at that time must be returned to the Ontario Government. For any projects that have not provided a report, the Governance Organizations will be asked to provide an explanation along with a financial accounting of funds spent to date to IFPOC and the Ministry, and any unspent funds for those projects will be subject to return to the Province.

- For projects reporting before the end of their term date (within the first year for one-year projects, and within the first two years for two-year projects), Governance Organizations are asked to contact the system administrator at the IFPOC.ORG website for special instructions for uploading "early" reports.

Online Interim Report (Governance Organization)

- The Governance Organization should review all projects. IFPOC recommends that Project Leads be encouraged to provide evidence to their Governance Organization that the project has been initiated and is working towards its goal before second year funds are approved. Governance Organizations, through G1, are asked to confirm that they are overseeing projects, and must submit a G1 to confirm actual funding requests, whether or not they are seeking funding for NEW projects. In addition, they will be asked to fill in an "Online Interim Report" for all projects between the end of year one and end of year two (+/- 3 months).

FINAL PROJECT STATUS and ACCOUNTING REPORT:

Online Final Report Summary (Governance Organization)

- The Governance Organization should first complete the Online Final Report Summary by answering five questions for each project: the amount of funding provided by the IF, spent, and unspent (if any); approval by Governance Organization; and a final abstract (Section 2) which must be inserted for each project from the P3. The amount spent should equal the amount spent as indicated on the P2/Interim/P4. If there are unspent funds, the Governance Organization must check a box to indicate that the MOH will be advised, and that the unspent funds will be returned. Then upload each P3 and P2/Interim/P4. Annually, IFPOC will issue a reminder in November/December about Final Project Status and Accounting Reports coming due March 31st of the following year.

P3 and P2/Interim/P4 – Final Project Status and Accounting Report (Project Lead)

- Project Leads are required to provide a detailed final narrative report (P3) that includes a project summary and a detailed separate budget and financial statement (P2/Interim/P4). The Project Leads requesting funding for more than one year are required to provide an annual progress report to their own Governance Organization which may then report the progress to IFPOC. Project Leads must submit Final Project Status and Accounting Report (P3 and P2/Interim/P4) through their Governance Organization to IFPOC at the completion of the funding agreement – within 60 days of completion of the project, and no more than two years beyond the end of the funding term (unless a pre-approved extension exists) – **whether the project is finished or not**, unless you have been granted a pre-approved extension. The project does not need to be finished.

4.2.7 Extension Requests and G4

- Extension requests are no longer permitted (except for delays due to COVID-19). Under exceptional circumstances, requests for extensions to projects funded prior to 2019 may be considered for approvals but only if these requests are received by IFPOC at least two months prior to the project's original due date and subject to IFPOC approval. Any requests for extensions for projects funded and approved prior to Year XI will be considered on an individual and exceptional basis by IFPOC, and should be made using the new extension request form (G4) via email to Sarah Garson (sgarson@garsonconsulting.com) and/or Janice Hutchison (JaniceHutchison@rogers.com). A Leave and COVID-19 Extension Request form (G4) is now available at IFPOC.ORG.

4.3 Termination of a Project

Governance Organizations are encouraged to use all means available to support Project Leads to complete their projects. In the unfortunate event that a project is unable to continue – either it has lost its Project Lead, the concept is no longer viable, or for any other unforeseen reason, the Governance Organization may send a letter (email) to IFPOC requesting that a project be terminated. The email should be sent to the Chair, Vice Chair, and administrators and copied to the MOH, and should contain the following information:

    i.   Reason for termination – a detailed explanation.
    ii.   If any funding has been spent, a detailed budget.
    iii.   If any funding remains, the balance must be returned to the Government of Ontario.

If approved, the project will be filed in IFPOC system as "retired", and the GO will arrange to return funds to the Government of Ontario.

4.4 Intellectual Property and Project Information

The Innovation Fund Provincial Oversight Committee has established the following policy for the dissemination of Innovation Fund information:

    i.   Ownership of the Intellectual Property will remain with the Institution and/or Project Lead.
    ii.   Once a project has been **approved** for funding, **the name and contact information of the Project Lead, the total amount of Innovation Fund funding, as well as the abstract will be made public** either by IFPOC or the Government of Ontario.
    iii.   Once a project is **complete** and its final report has been submitted and approved, **the name and contact information of the Project Lead, the final amount of Innovation Fund funds spent, as well as the final abstract will be made public** by IFPOC through our website ifpoc.org or the Government of Ontario.
    iv.   Any further details regarding a project will be released to interested parties only with the agreement of the Project Leads.

5.0 Eligibility Criteria

▪ The "Project Lead" for each proposal must be a Participating Physician, as defined in the AHSC AFP Agreement.

▪ 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. In general, 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. While this 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. Innovation Funding is not intended for use to fund long-term clinics, facilities or other "bricks and mortar" endeavours.

▪ The Innovation Fund was intended to support projects with funding for **up to 2 years**. Additional funding for the project beyond 2 years should be sought from sources other than the Innovation Fund.

▪ Each AHSC should **provide either a clear definition of "innovation" for their institution on the G3 form** or indicate that the IFPOC definition is being used. Each individual proposal should reference that definition and indicate why the project is innovative for that institution and each Governance Organization should indicate that each project conforms to its definition of innovation.

▪ The IFPOC will review each application. Those projects that do not conform to the Provincial Framework or do not meet the criteria established by their own Governance Organization will be returned to the Governance Organization for revision, or the Governance Organization will be invited to replace that project with another application during the review process that year and no later than the end of March.

5.1 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:

- COVID-19
- Patient education and enablement
- Continuity of care
- Process improvement models in efficiencies, patient safety and quality of care
- Support/collaboration from AHSCs with the community
- Virtual care
- Knowledge transfer across AHSCs and the broader health care system

In order to facilitate IFPOC's ability to provide "leadership in the dissemination of new knowledge", the Innovation Fund particularly encourages projects that address the current health system priorities. At the time of publication, no new priorities had been identified. However, as an example, last year's priorities included: virtual care; mental health and addictions; patient safety; effectiveness of health care delivery; home and community care; indigenous health; francophone health; quality improvement; sustainability; social determinants of health; health system funding reform; better care pathways for pregnant women; and, cost–benefit comparisons.

For 2022 – 2023, based on experience, and **with the exception of projects focused on COVID-19**, the following are examples of projects that were judged to be less innovative by IFPOC:

- Drug or other industry related projects, and
- Projects designed to evaluate a new device / drug in which there is already significant industry sponsorship.

6.0 Evaluation of Project Proposals

IFPOC requests that each project be reviewed twice: once by each GO's internal competitive review process, and a second review, by IFPOC.

6.1 Competitive Peer Review Process

Each AHSC AFP Governance Organization will establish a competitive peer review process that invites expressions of interest from across the AHSC and results in funding recommendations that are based on demonstrated **merit, not equity.** For example, the allocation of Innovation Funds on a per FTE basis at individual AHSCs would not be supported. Governance Organizations are encouraged to include one or more representatives on their peer review committee from outside of their AHSC Governance Organization, to support an objective review process.

6.2 Review Criteria

The assessment of proposals by each Governance Organization competitive peer review committee should continue to be guided by the above, and should be based on the following criteria:

a. *Potential impact*
- Potential impact within and beyond the local institution and the academic community: the likely significance of the project in generating and transferring new knowledge and beneficial results beyond the project participants
- Potential to improve understanding in the project's subject field: presence of a documented and coherent knowledge translation strategy for exchanging information generated by the project beyond the project participants

b. *Proposal merit*
- Innovative and original idea(s)/objectives
- The applicants should indicate why the proposal is innovative for their institution or constituency
- Well-written and focused proposal
- Comprehensive relevant performance metrics that can be used at the end of the first year (and any

subsequent years) of funding
- Appropriateness and relevance to scope of Innovation Fund
- Feasibility and viability of project, including consideration of budget costs

c. *Team strengths*
- Experience and skills of the project team - track record; historical productivity and impact; the inclusion of early career investigators; likelihood that this team can complete the Innovation project being proposed; time and availability to commit to the project; and, collaborative arrangements with colleagues if applicable

d. *Assessment*
- What are the metrics for evaluation?
- What are the timelines and when do you expect to see progress?
- What kinds of progress do you expect?
- How will you judge whether or not your project has been a success?

e. *Priority*
- IFPOC requests that review committees and Governance Organizations give priority to projects which have the potential to impact health care delivery in multiple institutions or across the Province
- If two projects otherwise have equal merit, the Selection Committees and Governance Organizations are asked to give priority to projects that could impact health care delivery beyond their institution and/or could be adopted across the province.

IFPOC Members will consider the proposals submitted for funding based on several guiding criteria:
- *Assessment:* clear and measurable outcomes indicating that the project will improve health care delivery
- *Merit:* distinctly "innovative"
- *Potential impact:* the project can be translated to clinical practice and impacts health care delivery
- *Strength:* quality of proposal and participants
- *Scope*: the potential to impact health care delivery in multiple institutions across the Province

6.3 Common Scale for Evaluation

Each Governance Peer Review Committee should use a single evaluation scale for evaluating, rating and ranking its proposals. The CIHR Merit Review Scale is one such example.

6.4 Relevance Review

Governance Organization Competitive Peer Review Committees may evaluate proposals for relevance in relation to previously identified health care priorities for their particular institution (if applicable, as entered on G3).

6.5 Process Integrity

The integrity of the Innovation Fund competitive peer review process, like others, will be dependent on shared principles of confidentiality and conflict of interest.

Confidentiality:
- All information contained in expressions of interest should be considered strictly confidential. The applications and any discussions related to them may not be used for any purpose beyond that for which they were originally intended. Outside of their group deliberations, peer review committee members must not discuss expressions of interest with other parties.

Conflict of Interest:
- Governance Organizations, review committees, and Project Leads are expected to be aware of, and to manage, any conflict-of-interest situation within the peer review committee. To that end, the P1 includes a

section where the Project Leads may declare any potential conflicts and explain how they will mitigate any unwanted impact from that Conflict of Interest. For example, if a project lead is also participating in the design/sale of a product which will be used in testing an innovation in their workplace. We also ask that Project Leads declare who (individual or organization) will hold title, patent, or commercial ownership of any such product.

- AFP Governance Organizations are being asked to confirm with IFPOC how potential conflicts of interest will be managed at their institution (G3).
- Governance Organizations must make every effort to ensure that the decisions of its peer review committee are fair, objective and transparent, and that the peer review process is communicated broadly to practice plans and Participating Physicians. Peer review committee members may be assessed to have a conflict of interest if they, or an individual Participating Physician they represent, submit an Innovation project proposal for consideration by the peer review committee. Peer review committee members deemed to have a conflict of interest on this basis shall be excused from discussions and decisions of the peer review committee as they pertain to project proposals for which the conflict of interest exists. Each member should attempt to avoid adversely influencing competing applications.

8.0 Acknowledgements and Contacts

Should Project Leads (or Governance Organizations) wish to acknowledge Innovation Fund as the source of funding for their projects at conferences, on posters, in publications, or on websites, the correct acknowledgement is as follows:

> ***"… was supported by the Innovation Fund of the Alternative Funding Plan for the Academic Health Sciences Centres of Ontario."***

For information about IFPOC, the Innovation Fund, its framework and/or process, or to view project abstracts from across the Province, please visit IFPOC.ORG to download forms, for FAQs, to see past and current projects, and to use contact links, or to contact us directly.

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Richard D. Weisel, MD FRCSC
Chair, Innovation Fund Provincial
Oversight Committee
Tel: 416-581-7662
Email: richard.weisel@uhn.ca

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<td>

Sarah Garson
Executive Director, Innovation Fund
Provincial Oversight Committee
Tel: 416-200-2704
Email: sgarson@garsonconsulting.com

</td>
</tr>
<tr>
<td>

Davy Cheng, MD MSc FRCPC FCAHS CCPE
Vice-Chair, Innovation Fund Provincial
Oversight Committee
Tel: 519-859-0219
Email: Davy.Cheng@uwo.ca

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<td>

Janice Hutchison
Consultant, Innovation Fund
Provincial Oversight Committee
Tel: 416-985-7063
Email: Janicehutchison@rogers.com

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Please find attached **within this Framework** instructions related to the following documents, each of which can be found at IFPOC.ORG:

<u>For Governance Organizations:</u>

Appendix A: AFP Governance Organization Process Details regarding:

    a) Policies and Procedures (G3)

    b) Funding Confirmation and new Funding Requests (G1, Online Summary, P1, and <mark>P2/Interim/P4</mark>)

    c) Reporting (Online Interim Reports; and, Final Project Status and Accounting Report that includes: Online Final Report Summary, P3, and <mark>P2/Interim/P4</mark>)

    d) Substitutions (G2 and D)

    e) Leave and COVID-19 Extensions (G4)

    f) Changing Project Status (P5)

<u>For Innovation Fund Applicants:</u>

Appendix B: Applicant Process Details regarding:

    a) Proposals and Budgets (P1 and <mark>P2/Interim/P4</mark>)

    b) Final Project Status and Accounting Report (P3 and <mark>P2/Interim/P4</mark>)

    c) Declaration for Substitution (D)

    d) Changing Project Status (P5)

<u>For Governance Organizations and Innovation Fund Applicants:</u>

Appendix C: OMA per diem Guideline

Please find **located at IFPOC.ORG by clicking on https://ifpoc.org/** the following 9 related documents:

Funding Request:	G1
Substitution Request:	G2
Policy Confirmation:	G3
Leave and COVID-19 Extension Request	G4
Project Proposal:	P1 (some GOs have individualized P1s)
Proposed and Final Budget and Financial Statement:	<mark>P2/Interim/P4</mark>
Final Narrative Report:	P3
Change of Status:	P5 (only if applicable)
Declaration for Substitution:	D

AHSC AFP Innovation Fund Year XV (2022-23)

AHSC AFP Governance Organization Process Details

Each project, once approved by IFPOC, is assigned a unique identifier: a three letter GO identifier – a two-digit year identifier – and the unique three-digit code identifier for each project. This coding system allows IFPOC and the Project's Governance Organization to track all projects and document their progress to date, funding allocated, and facilitate reporting. In any communications with IFPOC regarding a specific project, please use this IFPOC identifier so that we can quickly identify the project in question.

To most efficiently fill in our Adobe PDF forms, we recommend you use Adobe Reader. If you are using MS Word Open documents, please ensure that you and your Project Leads are using Calibri 11pt font. If you don't currently have Adobe Reader, speak to your IT manager, or it can be downloaded for free at adobe.com. GOs, please ensure that forms have not been altered, and that Project Leads have completed all sections. Strict adherence to page maximums is required in the MS Word Open P1.

http://get.adobe.com/reader/

FORMS:

G1 – Funding Request: G1 Declaration and G1 Detailed Excel Sheet (please complete and upload AFTER all P1s)

G2 – Substitution Request

G3 – Policy Confirmation

G4 – Leave and COVID-19 Extension Request

P5 – Change of Status

These forms are intended as tools to support the management and administration of the Innovation Fund. Each of these forms is now provided to you online at IFPOC.ORG. We ask that you submit these by filling out a few selected online fields and then uploading each to the Innovation Fund website. We also ask that you ensure Project Leads are filling in this year's LATEST forms: this year, they will have version code #15.0. Only if critical, will we issue any changes: these will be updated with 15.1, and so forth, and we will inform GOs as soon as any such change is made.

1.0 About Funding Request Form G1 Declaration and G1 Detailed Excel Sheet

The Funding Request Form has two purposes:
   a) To confirm that previously funded projects are on track and should receive their second-year funds (when applicable)
   b) To confirm that projects selected by the Governance Organization have been reviewed and approved by the relevant hospital and university.

We ask that you please complete and upload this form along with the related Excel spreadsheet by **January 6, 2023** after you have uploaded your project proposals P1s to ensure codes are included and budget request amounts are aligned. If you are also submitting "contingency" projects, we ask that you upload these project proposal files at the same time as other funding requests, and before uploading a final G1. Please note that a G1 is required annually from EACH Governance Organization, regardless of whether or not new projects are requesting funding.

1.1 Notes About Project Proposals P1 and P2/Interim/P4

Based on our past experiences, when projects contain significant information technology components, the Chief Information Officers (CIOs) of their institution can facilitate the activity of the projects. Therefore, **we encourage** Project Leads to inform their CIOs if their projects are deemed to have significant IT components   (integrated into proposal P1

for applicants). Likewise, Governance Organizations are requested to ensure that their institutional IT staff review and approve proposals before sending project proposals to IFPOC for funding (integrated into G1).

We require that P2/Interim/P4 (proposal budgets) are aligned with the final amount deemed by a Governance Organization to meet the needs of the project being recommended for funding (online summary and G1 Excel). To that end, **we recommend that organizations build in a bit of time to ask Project Leads to revise and re-submit P2/Interim/P4s** before uploading them so that they align. Effective this year, we will no longer require that P1s (budget requests) be aligned with P2/Interim/P4, but they must not vary more than +/-5%.

2.0 About Policy Confirmation Form G3
Policy Confirmation confirms a Governance Organization's: selection process, conflict of interest guidelines, definition of innovation (if different or more specific than those of IFPOC), and health care priorities (if you have any for Innovation Fund). It also informs us about your decisions regarding whether you allow physicians to be remunerated out of Innovation Funds, and whether or not you charge projects administration fees (and how). It also informs IFPOC if there are any internal restrictions on how you allocate Innovation Fund money (such as minimum or maximum amounts per project, or per year). As a reminder, IFPOC does not require maximum amounts per project or per year. With additional funds, GOs may wish to build in some flexibility in their funding policies. If you have any such changes, please update and upload the G3 before January 6, 2023.

3.0 About G4 – Leave and COVID-19 Extension Requests
This form will facilitate accurate and consistent information regarding special requests for maternity/paternity/medical and other leaves as well as COVID-19 related extensions. The form can be filled in and emailed to Sarah Garson and Janice Hutchison for consideration.

4.0 About Online Interim Reports
An "Online Interim Report" is required for ALL (one and two year) projects, due at some point between the end of Year 1 and end of Year 2 (+/- 3 months) to permit local flexibility.

4.1 Governance Organization Responsibilities
Governance Organizations are required to review each project before the end of the two-year mark to ensure it is on track for completion. The "Online Interim Report" works to ensure that project extensions are no longer required of projects funded by Innovation Fund.

GOs will be asked to
a) confirm that projects have been reviewed and are "on track" to completion as per original proposal
b) inform IFPOC how much funding was i. approved ii. flowed to date to project lead, and iii. has been spent to date by the Project lead.
c) If the GO has concerns about the ability of a project to proceed, they are encouraged to institute remedial actions so that the project moves toward completion and spends its funds before the Final Project Status and Accounting Report is due. If changes to the project lead and/or other personnel are necessary for the project to complete spending of the funds, IFPOC should be notified and asked for approval.

5.0 About Final Project Status and Accounting Reports – Online Final Report Summary, P3 and P2/Interim/P4
Governance Organizations are responsible for oversight of projects within their own institutions. Forms P3 and P2/Interim/P4 should be sent by Project Leads to their Governance Organization for review before submission to IFPOC. GOs are asked to ensure Project Leads are including detailed information about expenses on their P2/Interim/P4. Once approved by the Governance Organization, a short ONLINE FINAL REPORT SUMMARY should be completed by the Governance Organization that includes: indication of approval of P3 and P2/Interim/P4 by Governance Organization; amount of Innovation Fund funding received, spent and unspent (if any) that must match the amounts listed on the P2/Interim/P4; a project abstract, copied and pasted from Section 2 of P3, and finally a check box to indicate that MOH will be notified if funds remain unspent and need to be returned. Once this step has been completed, the project P3 and P2/Interim/P4 will be able to be uploaded.

If any funds remain unspent, we ask that the GO contact the MOH to inform them of the amount, the project it relates to, and the method of repayment to Treasury of Ontario and copy IFPOC.

5.1 Final Project Status and Accounting Report
To meet the requirements of the Government of Ontario and the Auditor General, it is imperative that Final Project Status and Accounting Reports (all 3 sections) are submitted on time. After the deadline passes, in the absence of details about how the funding was spent, the IFPOC will assume that the project has not spent any funds, and the entire amount originally provided will need to be returned the Treasurer of Ontario. Please ensure that reports regarding the project as well as use of the funds are prepared and submitted by the deadline. IFPOC will begin contacting GOs in November about Final Project Status and Accounting Reports due at the end of the following March.

6.0 About Substitutions, G2, and D

Although substitutions may be made, we anticipate that they will be rarely implemented. The rules for substitutions are as follows:

6.1 Project Lead Substitutions
If a "Project Lead" cannot continue to lead a project before the Final Project Status and Accounting Report is submitted, a co-Lead, or another qualified AHSC AFP physician can be substituted subject to approval by IFPOC. A physician might be deemed qualified should they be designated as participating in the original application, or have adequate qualifications, and they must be a Participating Physician, as defined in the AHSC AFP Agreement.
  Process:
- Governance Organizations are asked to communicate via email to IFPOC with details about the rationale and plan for keeping the project on time and within budget.
- IFPOC will review the request within two weeks, and if approved, will ask the Governance Organization to update the project files with the relevant personal information for the new Project Lead.

6.2 Project-for-Project Substitutions (G2 and Form D)
Each Governance Organization is invited and encouraged to submit "contingency" projects annually to IFPOC for prior approval in case any of their priority projects do not get started in a timely fashion.
Substitutions will **not** be permitted:
a) If no "contingency" projects have been previously reviewed and "approved" by IFPOC,
b) If any Innovation Fund money has been spent by the original project.

Process:
- Once Form G2 and the corresponding Form D have been uploaded to the system, Governance Organizations may expect to receive a decision from IFPOC within two weeks regarding the substitution.
- After approval by IFPOC, and if Governance Organizations have directed IFPOC to do so, IFPOC will list the old project as inactive, and the new project will be listed as active.

7.0 About Change of Status (P5)

Subject to approval by IFPOC, a P5 may be used by those Governance Organizations who
1. Fund projects one year at a time, and
2. Elect to change funding period from one to two years with no other major changes to the project

These Governance Organizations may not submit the project as an entirely new project. By using the P5, Governance Organizations agree to extend the existing project, from a one to a two-year project, and to thereby extend the due date of the Final Project Status and Financial Report by one year (regardless of how long it has been since the initial project was funded for one year). No projects may take any longer than 4 years from the date of funding before they must submit the Final Project Status and Accounting Report, regardless of when they are approved for Year 2 funding. They must also use the existing project code, so that IFPOC can track these projects.

AHSC AFP Innovation Fund Year XV (2022-23)

Applicant Process Details – Proposals and Final Reporting

Proposals should be submitted electronically to your own Governance Organization using the P1 and P2/Interim/P4 forms that can be located at https://ifpoc.org. Please use version 15.0 of all elements to be eligible for consideration.

BEFORE DECIDING TO PROPOSE A PROJECT:

1. Check at IFPOC.org to see if anyone has already done work in this area – to learn what other work is being done in the field, and to see if there are any opportunities for collaboration. Duplication is not prohibited, and might be valuable as a learning experience, or as an opportunity for collaboration, or a larger study. In addition, innovative projects from other institutions may be very valuable if implemented at your institution.
2. If the project contains a significant IT component, we recommend scheduling a discussion with hospital/university Chief Technology Officer (or equivalent) to understand what assistance the institution can provide and what potential restrictions on the viability of the project might exist.

WHEN WRITING PROPOSAL

1. Please be clear in your application about whether or not you have other funds "anticipated" or "committed", add the $ amount if known, and the source.
2. Please include information about linkages with other Innovation Fund groups (in your own hospital network or beyond). This information is helpful for you to consider collaboration, and for IFPOC to understand the potential for spread of ideas and impact of the program.
3. Please only include vital information in the application. While IFPOC allows several pages for "other" at the end of the application, we will only concentrate on the pages within the allowable limit. Since we review 180+ proposals annually over the course of a few weeks, we hope that you understand we may not be able to review in depth a multitude of diagrams and pages of recommendation letters.

AFTER FUNDING APPROVED

1. Please seek REB approval (if not already sought prior to proposal submission) as soon as possible, if required.
2. Please begin the project as soon as possible, so that you may identify any unforeseen barriers as early on in the process as possible. This will allow time for a "correction" or "alteration" of approaches or processes (with the support of your Governance Organization and subject to IFPOC approval) to ensure success and completion within the time allotted.
3. If there are any "leaves" on the horizon (yours or other team members), consider how the project might continue in their absence, and plan accordingly, making any necessary changes to your project plan. We also recommend you check with your institution to see if any contingency funding might be available to assist with leave-related financial shortfalls.
4. Please check in with your Governance Organization if you run into any hurdles to seek appropriate support and advice. In exceptional circumstances, IFPOC will allow extensions (due to COVID), if you have the approval of your GO.

WRITING YOUR FINAL PROJECT STATUS and ACCOUNTING REPORT

1. Please tell us if your project has resulted in further funding (how much, by whom)
2. Please let us know if your project has been adopted, adapted, or spread beyond its initial phase – where to, how far?
3. If there are any publications, lectures, other knowledge translation results we would be pleased to hear about them.

AFTER SUBMITTING YOUR FINAL REPORTS

1. Please consider attending the next Innovation Fund Showcase 2023 (November) to share information about your project, but also to offer tips and strategies for making the most out of Innovation Fund's seed money to other newer investigators.
2. Please continue to monitor IFPOC.org for information about other successful projects, award winners, and other potential mentees in the same/similar field as your project.
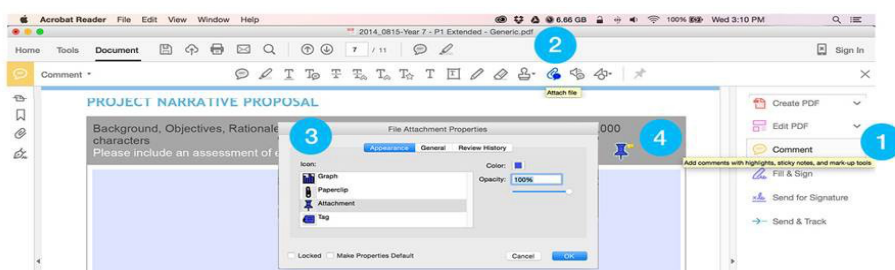
1.0 About Project Proposals (P1 and P2/Interim/P4)

A complete Project Proposal consists of two documents: the Project Proposal P1 and the Project Budget P2/Interim/P4. To be eligible for funding, both elements must be included in the submission to your Governance Organization. This year, we are providing an Adobe PDF version as well as a two MSWord versions of P1.

Each P1 version has its own directions, so please ensure that they are followed. Each Governance Organization will be asked to submit P1 and P2/Interim/P4 to IFPOC no later than January 6, 2023. Governance Organizations will not be permitted to upload projects that do not include both elements.

If you wish, you may include tables and figures in the Adobe PDF versions of P1 and P3 using pushpins and/or paper clips. In the MSWord Locked version, we have provided specific spaces for any diagrams, tables or figures at the end. In the Open version, they can be incorporated into the body of the document, but with a strict page number limitation. Some Governance Organizations have elected not to permit the use of attachments, but if allowed to add tables and figures into the Adobe PDF version, please first download the appropriate form and save into your own files as a PDF. Then,

IFPOC ATTACH FILE INSTRUCTIONS

1. Click the "Comment" button on the right side menu to attach file
2. Click the "Attach file" button and place it on your document
3. Browse and select your file. Click OK.
4. Right-click "Attach file" icon to "Save embedded file to disk" or double-click to open

2. Form P1

Form P1 will ask you:

- Identify projects with a **significant IT component** (we encourage 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).
- Provide a **brief summary** of the proposed project in **non-technical language –** which will become the abstract for your project available on the public Innovation Fund website (IFPOC.org).
- What is the **length of the project for funding** (one year or two years)?

Appendix B

- **How much funding is being requested** from the Innovation Fund for the project each year, and in total? Please note that the amount you are requesting will be reviewed by your Governance Organization for consideration. If they recommend the project for approval to IFPOC, in some cases, they may only approve a portion of the funding originally requested. We are now **requiring the two amounts to be within +/-5% variance**, so please be aware that you may be asked to revise the funding request to reflect the amount agreed upon with your GO.

- What is the **full value of funding** required (if different than above) for the project? Please let us know if you have secured or applied for funding from other sources (which ones)?

- 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. This will be used to identify your project in the searchable Innovation Fund database. These can be found at the end of the P1 and at our website at: *ifpoc.org/manage-forms/project-database-keyword-list/*

- Provide a narrative proposal that includes objectives of the project, impact on knowledge translation, collaborators, approach and work plan, timelines, metrics to measure success, and project funding.

- Please remember to inform your Governance Organization if, over the duration of your project, you take leave (parental, maternal, medical) so that appropriate arrangements can be made with IFPOC.

2.1 About the Narrative Proposal

SECTION 3 (3.1 – 3.4) and SECTION 5.1
Background, objectives, rationale, significance, and justification for the innovative nature of the project

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 the following: 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? Do the results of the project have the potential to 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?

SECTION 5.2
Approach and work plan
This section should provide a description of the approach to be used as well as a detailed project work plan.

SECTION 5.3
Timeline
This section should provide a target start date (should be within 3 months of funding approval) target completion dates for significant steps (milestones) leading to the proposed outcomes, and target finish date for the project.

SECTION 5.4
Metrics to evaluate outcome of the project
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 (and will submit to

IFPOC via their Governance Organization at the 2-year mark). How will the Project Leads 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?

SECTION 5.5
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, whether any are early career investigator physicians, their time commitment and planned individual contributions to the project.

SECTION 5.6
Project funding
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.

SECTION 5.7
Any other relevant information
The project team should identify any other relevant information.

SECTION 5.8
Prior unsuccessful applications
Please inform us if you have previously applied and been declined for $IF. Let us know what reviewers said, and how you addressed their comments, questions, concerns.

SECTION 5.9
List of References and/or Support from Partners (optional)
A brief list of bibliographic references and/or letters of support from other partners may be included.

Note regarding priority: Project Leads are reminded that IFPOC has requested review committees and Governance Organizations to give priority to projects which have the potential to impact health care delivery in multiple institutions or across the Province. If two projects otherwise have equal merit, the Selection Committees and Governance Organizations are asked to give priority to projects that could impact health care delivery beyond their institution and/or could be adapted across the province. Should you wish to identify potential collaborators, or if you'd like to know if any other academic physicians are already working on your project topic or similar related topics, we recommend you visit https://ifpoc.org/search-project-abstracts/ to identify allies.

3.0 Form P2/Interim/P4

Form P2/Interim/P4 is a budget form that you will use for application, and if successful, will re-use in submitting your final report. It 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?

Please note that the amount you are requesting will be reviewed by your Governance Organization for consideration. If they recommend the project for approval to IFPOC, in some cases, they may only approve a portion of the funding originally requested. We **require the two amounts (budget number and approved funding) to be aligned** so please be aware that you may be asked to revise the budget to reflect a revised funding amount and we require the P1 amounts requested be no more than **+/-5%** variance. To that end, we ask that you submit the P2/Interim/P4 to your Governance Organization as an Excel document, in case alterations to the budget are required. When they submit your project to IFPOC for consideration, we are asking GOs to PDF the P2/Interim/P4 document once all budgetary information is aligned before uploading.

4.0 Form D

D is a declaration by Project Leads whose projects were selected as "alternates" or contingency projects during the initial round of any given competition. If these Projects Leads are later invited to proceed with their project, they must first fill in Form D for review and approval by their Governance Organization and by IFPOC.

The declaration itself is intended to demonstrate to the IFPOC that the Project Lead is:

▪ **Ready to begin** the project within the next three months

▪ Prepared to complete the project within the **same timeframe** as the project being replaced

▪ Able to complete the project **using the Innovation Fund money available** from the project being replaced

5.1 Forms P3 and P2/Interim/P4 – Final Reporting

A complete Final Project Status and Accounting Report from the Project Lead consists of two documents from the Project Lead: Final Narrative Report P3, and Final Budget and Financial Statement P2/Interim/P4. Both elements must be included in the reporting to your Governance Organization.

This Final Project Status and Accounting Report needs to be submitted to IFPOC by your Governance Organization before March 31 of the year the report is due. Please submit your final report your AHSC AFP Governance Organization as soon as possible so that they can do their own internal review and approvals before submitting to IFPOC. All Final Project Status and Accounting Reports must be received by IFPOC within 2 years after the end of the term of Innovation Funding (e.g. Projects receiving one year of funding in March 2018 must submit Final Project Status and Accounting Report by March 2021, and Projects receiving two years of funding in March 2018 must do so by March 2022) whether you have finished the project or not. At the end of this period, regardless of status of the project, a report is required, and any unspent funds must be returned to the Treasurer of Ontario.

Please note that the reporting requirement, Final Project Status and Accounting Report includes these three elements: the Online Final Report Summary (provided by your Governance Organization), the Final Narrative Report (P3) and the Final Budget and Financial Statement (P2/Interim/P4). Governance Organizations will not be permitted to upload final reports that do not include these three elements.

AHSC AFP Innovation Fund Year XV (2022-23)

OMA per Diem Guidelines[1]

Appendix C   **Page 1 of 1**

Please note: If permitted in your institution, physician compensation is eligible for funding based on the time involved at a rate no higher than the OMA per diem rates whether or not remuneration is for actual clinical activity (see attached Appendix "C")

Use of funds: Innovation Funds may be used to compensate participating physicians for evaluating the quality of existing or new heath 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.

OMA – Claim Guidelines JANUARY 1, 2019

1. HONORARIUM

A. Rates for Meeting, Teleconference, and Travel Honorarium:
OMA Honorarium Basic Rates   **Meeting Attendance** (Hourly rate only used for meetings up to 2 hours)

Days Served since January 1	Hourly Rate	Half-Day Rate
Up to 15	119.00	415.00
15.5 to 25	145.00	507.50
More than 25	166.00	582.50

Honorarium for Meetings:

Meeting duration	Basis for honorarium
0.5 to 2.0 hours	Hourly
2.5 to 4.5 hours	One half-day
5.0 to 9.5 hours	One full day
More than 9.5 hours (on same calendar day	Three half-days
Teleconferences and travel are calculated to the nearest half hour	

- Members will be paid at the highest tier for all days served during the calendar year, retroactively if necessary.

- Members of designated bodies and Committee chairs will be paid a premium rate of 25% for meetings of the designated body to reflect time spent outside formal meetings which would not otherwise be paid.

[1] **ONTARIO MEDICAL ASSOCIATION, MEMBER HONORARIUM & EXPENSE CLAIM – JANUARY 1, 2019**