

AHSC AFP Innovation Fund

Framework and Guidelines – Year XVI (2023-24)

Innovation Fund Provincial Oversight Committee

THERE ARE SEVERAL CHANGES and IMPORTANT REMINDERS FOR YEAR XVI:

- 1. Allowable administrative fees increased last year from “up to 2%” to “up to 5%” per project**
- 2. Governance Organizations will now have a choice of 2 formats for P1: P1 Adobe (P1A) and MSWord “Open” (P1WO), each with varying capabilities. We are hoping to phase out the Adobe versions when we transition to our new web platform, so we encourage you to use the MSWord “Open” version so that we can troubleshoot any difficulties you encounter before we discontinue the Adobe option.**
- 3. For ease of reference, the P2/Interim/P4 will now be known as P2/4**
- 4. Once again, clarifying IFPOC's flexible approach to funding - please see page 5 for details**
- 5. Collecting data regarding “Early Career Investigators”, defined as being within 5 years of faculty appointment on the date submissions are due annually**
- 6. All updated sections are highlighted within the documents that follow**

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AHSC AFP Innovation Fund Year XVI (2023-24)

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AHSC AFP Innovation Fund Year XVI (2023-24)

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. Since 2019, ~ \$20M has been available 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 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 Timelines

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 designated as one-year are expected to have a timeline that, from the point when all approvals are granted, could reasonably be completed within 12 months or so. Any other projects with longer timelines are to be designated as two-year projects. Both one-year and two-year projects are each given a “buffer” to account for delays (such as obtaining REB or other approvals, recruitment challenges, and other understandable delays). This buffer is an additional two years beyond the one-year or two-year funding period. It is for this reason that project deadline extensions are *not permitted* with the following exceptions: COVID-19, maternity, paternity, parental or medical leave. For two-year projects, funding for both years can be requested in the first year or can be split between the years. However, an appropriate budget should be included by the applicant for both years.

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

Projects are 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.

1.0 RECENT IMPORTANT IFPOC POLICY CHANGES, REMINDERS and UPDATES

1.1 Funding Flexibility

While this was clarified in last year’s Framework, some GOs may not be certain as to what is and is not permitted.

In very rare cases, projects have been unable to proceed (for a variety of reasons) and had to be “retired”. In the case of some two-year projects, this occurred before Year 2 funds had been distributed. If your own internal funding approach permits, and if funding for Year 2 has not yet been distributed by the MOH, IFPOC requires that Project Leads return only the balance of Year 1 funds. We ask that GOs inform IFPOC at the time of return of funds to MOH that they are returning the balance of disbursed year 1 funds only, so we are able to accurately gauge funds available for new projects for the following year.

We recommend that all GOs who presently fund two-year projects out of the first year’s allocation review their policies and reconsider this approach in light of this policy. If you opt to change the funding approach at your institution, please let us know, and submit a new G3 (Policy Document) prior to January 2024.

1.2 Administrative Fees Policy

If GOs wish to ask Project Leads to add fees for administrative costs to their budget 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, the GOs must ensure that the fee is applied uniformly across each project. If GOs wish Project Leads to include a flat fee, the flat fee should not add up to more than 5% of IF funding provided to each project. There is no maximum dollar amount for administrative costs only a maximum of 5%.

1.3 Innovation Fund Awards 2023 and Innovation Fund Showcase 2023

This year, IFPOC will host a hybrid event (on-site live and partially online), the Innovation Fund Showcase 2023 on November 8, 2023 at the Metro Toronto Convention Centre.

GOs submitted nominations for the Innovation Fund Showcase in May 2023. From among these nominations, selections will be made to invite Project leads to participate at the Innovation Fund Showcase. In addition, former Award-winning Project Leads who have not participated in Showcase in the past will also be invited either as poster presenters, speakers, or commentators. The Showcase will be a hybrid event, providing interactive connectivity from the plenary session and two of the four breakout sessions. Project Leads invited to present posters will be required to attend with their poster. Participants in the plenary sessions will have the option to participate in person or via live stream video connection.

Innovation Fund Awards are given to the best projects in specific categories on an annual basis, from nominations provided by their GO. This year, IFPOC will be awarding the Innovation Fund Awards 2023 live during the Innovation Fund Showcase. Innovation Fund Awards will be selected from among those projects invited to showcase their posters at the event, excluding those projects which have already won an IF Award. In addition, this year and moving forward, IFPOC will consider an “Early Career Investigator Award” for the most ambitious, meaningful and impactful innovations among the nominees.

1.4 Early Career Investigators

IFPOC will now ask Project Leads and GOs if, at the time of submission to IFPOC (January 12, 2024) they are “early career investigators”. An early career investigator for IFPOC purposes is defined as within 5 years of a faculty appointment.

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), Rachel Holden (SEAMO), Stephen Holzapfel (WCH, former Governance Chair), Roy Masters (UOHI), Paul Moayyedi (HAHSO), 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-based practice across the healthcare system, IFPOC sponsors the Innovation Fund Showcase, previously held in November 2010, 2013, 2016, and 2019. The next Showcase is scheduled for November 2023.

2.2 Forms and Data Input

IFPOC hosts a website where forms for the submission of applications for funding are uploaded. Each year IFPOC provides new policy clarifications intended to streamline the Grants Administration process.

Forms Required and Method of Submission					
Governance Organizations					
FORM ID	FORM Title	FORM Method of Submission	FORM Purpose	FORM Timing	NOTES
G1	Funding Request	Upload	To request IFPOC approval of funding for new and existing projects	January 12, 2024	Available at IFPOC.org
G1 Excel	Funding Request Budgets	Upload	To confirm funding amounts of funding for new and existing projects already approved for funding	January 12 2024	Available at IFPOC.org
G2	Substitution Request	email	To request IFPOC approval to retire a project which has not spent any funds and subsequently activate a pre-approved contingency. Project from that funding year.	Within first year of funding approval	Available at IFPOC.org
G3	Policy Confirmation	Upload	Required only if there are any changes to key policies, or AT LEAST every three years.	January 12, 2024	Available at IFPOC.org
G4	Leave and COVID-19 Extension Request	email	For use for maternity, parental, family or medical leaves as well as delays resulting from pandemic.	Ad Hoc : at least two months prior to deadline for FPSAR	Available at IFPOC.org
n/a	Project Summary	Online Entry	Key information for project from P1 pages 1 and 2 including plain language abstracts.	January 12 2024	Funding requests online must be reflected accurately in the proposal budget (P2/4) and be accurate +/- 5% with the numbers in the project proposal (P1) budget section.
n/a	Interim Report	Online Entry	Key information only	During Year 2 and no later than July 1 of Year 3.	
n/a	Final Report Summary	Online Entry	Key information from P3 and P2/4 into online	By end of funding period plus two year buffer: for one year projects up to 3 years and for 2 year projects, up to 4 years and no later than June 1 of year 5.	
PLEASE NOTE: All completed fillable forms should be submitted in the same format as originally presented. Please save Excel as a PDF before uploading to IFPOC. Please DO NOT submit /Upload copied or scanned versions of IFPOC's forms.					

Forms Required and Method of Submission					
Applicants and Grantees					
FORM ID	FORM Title	FORM Method of Submission	FORM Purpose	FORM Timing	NOTES
P1	Project Proposal	Download from Website and email to your Governance Organization	Provides your budget request, duration of project, project goals and timelines, potential impacts, and measurements for success.	Check with your Governance Organization	Available at IFPOC.org - submit with P2/4
P2/4	Proposal Detailed Budget and Financials	Download from website and email to your Governance Organization as an EXCEL document.	Provides details about project budget including sources of funding other than IFPOC, plans for expenditures (year 1 and if applicable, Year 2)	Check with your Governance Organization - submit with P1 and at the end of the project with the P3	Available at IFPOC.org - submit with P1 and later with the P3
P3	Final Narrative Report	Download from Website and email to your Governance Organization	Provides details about your project, successes, opportunities for implementation, publications, conferences, etc. and opportunities for further funding	Check with your Governance Organization	Available at IFPOC.org - submit with P2/4
P5	Change in Status Form	Download from Website and email to your Governance Organization	Where applicable only (check with your GO) for use changing a one-year project to a two-year project with NO MAJOR CHANGES to approach or content of project. One additional year is added to the original due date for final reporting regardless of when the P5 is submitted.	This Form is being phased out. Check with your Governance Organization	Available at IFPOC.org
D	Declaration for Substitution	Download from Website and email to your Governance Organization	Where applicable only. For use if your project was accepted as a contingency project that is being activated by your GO.	Check with your Governance Organization	Available at IFPOC.org
PLEASE NOTE: All completed fillable forms should be submitted in the same format as originally presented. Each has specific instructions. Please submit P2/4 to your Governance Organization as an Excel Document. The GO 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 XVI 2023— 2024 Timeline

Year 16: 2023	
KEY DATES	ACTIVITIES
June 1, 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 agree
June 1, 2023	IFPOC issues FRAMEWORK document to Governance Organizations, and all forms are available at IFPOC.org
November 8, 2023	Innovation Fund Showcase 2023 and Innovation Fund Awards at MTCC in Toronto
Nov 28 - Dec 6, 2023	IFPOC issues reminders of upcoming March 31, 2024 Final Project Status and Accounting Report deadlines
December 1, 2023	IFPOC issues calls for nominations for Awards 2024 (due May 1, 2024)
Dec 6 - 15, 2023	IFPOC to meet with GO Administrators for post-mortem on Year 16 forms
Year 16: 2024	
KEY DATES	ACTIVITIES
January 12, 2024	Deadline for AHSC AFP Governance Organizations submitting funding requests for new and existing projects. Please submit all P1s and related P2/4s for each new project. Then, please upload G1 declaration and accompanying G1 Detailed excel sheet, both with complete specific project codes
Jan 17 - Feb 5, 2024	IFPOC reviews proposals and submits questions or concerns about eligibility, or whether proposals meet requirements established by IFPOC or the individual Governance Organization. The AFP Governance Organizations will respond to IFPOC with explanations or the submission of alternate proposals
February 20, 2024	IFPOC meets virtually for Annual Review of Project Proposals
Feb 22 - Feb 28, 2024	IFPOC submits Committee's questions to GOs, and subsequently makes recommendations to MOH for distribution of funding for 2023-2024 (Year XVI) AHSC AFP Innovation Fund
March TBD, 2024	IFPOC meets with GO Administrators for recap of Year XVI processes and consultation on Year 17 Framework
March 31, 2024	MOH distributes Innovation Fund allocations to each AHSC AFP Governance Organization, on the basis of proposals approved for funding by the IFPOC
March 31, 2024	Final Project Status and Accounting Reports are due
May 1, 2024	Governance Organizations deadline for nominees for IF Awards 2024
June 1, 2024	IFPOC issues FRAMEWORK document to Governance Organizations for Year 17, and all Forms are available at IFPOC.org
June 1 - 8, 2024	IFPOC issues letters to individual GOs confirming amounts funded in Year XVI and amounts available for Year XVII. GOs will now be required to respond by the end of June to ensure all parties agree
November TBD, 2024	Innovation Fund Awards 2024

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 2023 - 2024, 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 once distributed by the MOH.

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, 2024 (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 expended any of its funds. Organizations provide a report to IFPOC during the second year and before July 1 of the third year.

Contingency Projects and Substitutions

3. Each Governance Organization is invited to submit “contingency” projects for prior approval in case any of their priority projects do not get started within one year of approval. These are optional, but we strongly encourage them.
4. If no “contingency” projects have been previously reviewed by IFPOC, no substitutions may be made that year.
5. If a project did not make acceptable progress and has not expended 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 using a G2 Form.

Interim Report

6. At some time during year 2 (or up to July 1 of year 3) following provision of funding by the MOH, an ONLINE INTERIM REPORT should be completed by the Governance Organization to ensure that projects are “on track” and that Project Leads have begun expending their funds and do not require any additional support from their GO or from IFPOC
7. However, if funds have not been expended in a project and if the Governance Organization identifies concerns about progress, they should consider remedial actions including, if necessary, a change in project focus or 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.

8. 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.
9. 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 (P2/4).
10. 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 expended any of its funds.
11. No substitutions may be made if any Innovation Fund money has been expended on an “unsuccessful” project.

Change in Project Lead

12. 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 appropriately qualified AHSC AFP physician may be substituted after approval has been granted by IFPOC. 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 XVI 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 # 16.

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 field and to contact potential collaborators at other institutions.

4.2.1 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.

4.2.2 Reporting: Interim and Final Project Status and Accounting Reports

- Governance organizations are required to conduct a project review and report to IFPOC in a short online report **during year 2, and no later than July 1 of year 3** for each project. 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.
- Project Leads are required to submit Final Project Status and Accounting Reports (FPSARs) to the GO.

- Governance Organizations are required to submit project FPSARs to IFPOC and complete a brief online summary about the project’s status and achievements and financials.
- Each “Final Project Status and Accounting Report” is **due by March 31, with flexibility to submit up to 2 months later (June 1)** within two years after the funding term of the project (e.g. 1-year projects funded in March 2022 must submit Final Project Status and Accounting Reports by March 31, 2025 **(with flexibility until June 1, 2025)**, and 2-year projects funded in March 2022 must submit these by March 31 2026 **(with flexibility until June 1 2026)**).
- 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 buffer 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.

4.2.3 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.
- A Leave and COVID-19 Extension Request form (G4) is now available at IFPOC.ORG. G4 should be emailed to Janice Hutchison (JaniceHutchison@rogers.com) and copied to Sarah Garson (sgarson@GarsonConsulting.com).

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 proposal 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 IFPOC, 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 of the amount distributed by the MOH 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:

- ❖ Ownership of the Intellectual Property will remain with the Institution and/or Project Lead.
- ❖ 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.

- ❖ 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.
- ❖ 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 (Health Services)
- Process improvement models in efficiencies, patient safety and quality of care
- Support/collaboration from AHSCs with the community
- Virtual care (eHealth, mHealth)
- Knowledge transfer across AHSCs and the broader health care system

If GOs are submitting QI projects for consideration, IFPOC recommends that they also consider sharing results of successful QI initiatives with their fellow GOs once the project has submitted its FPSAR.

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 this publication, no new priorities had been identified. However, as an example, recent priorities have 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 2023 – 2024, based on experience, and apart from 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;
 - 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:

<i>Assessment:</i>	clear and measurable outcomes indicating that the project will improve health care delivery
<i>Merit:</i>	distinctly “innovative” for their institution
<i>Potential impact:</i>	the project can be translated to clinical practice and impacts health care delivery
<i>Strength:</i>	quality of proposal and participants
<i>Scope:</i>	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.

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

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

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

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

AHSC AFP Innovation Fund Year XVI (2023-24)

Appendices

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

For Governance Organizations:

- Appendix A: AFP Governance Organization Process Details regarding
- 1) Policies and Procedures (G3)
 - 2) Funding Requests including Funding Guidelines and Funding Process
 - 3) Online Interim Reports
 - 4) Contingency Projects
 - 5) Final Project Status and Accounting Report
 - 6) Other Forms
 - 7) About Change of Status Form (P5)

For Innovation Fund Applicants:

- Appendix B: Applicant Process Details regarding
- 1) About Project Proposals (P1 and P2/4)
 - 2) About Final Project Status and Accounting Report (P3 and P2/4)
 - 3) Form P1 and Narrative Proposal
 - 4) Form P2/4
 - 5) Form D
 - 6) Forms P3 and P2/4 Final Reporting
 - d) Changing Project Status (P5)

For Governance Organizations and Innovation Fund Applicants:

- 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)
Budget and Financial Statement:	P2/4
Final Narrative Report:	P3
Change of Status:	P5 (only where allowed)
Declaration for Substitution:	D

AHSC AFP Innovation Fund Year XVI (2023-24)

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.**

Based on experience in Year XV, we recommend GOs encourage Project Leads to use MS Word Open forms rather than Adobe PDF forms, although both are still supported. To fill in our Adobe PDF forms most efficiently, 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/>

All Governance Organizations are required to submit a G1 form annually through ifpoc.org – whether they are submitting new projects or not. The simplified G1 form is available to GOs for upload along with an Excel spreadsheet. If new projects are being submitted, the relevant P1 and P2/4 forms must also be uploaded prior to the G1. Applicants are asked to fill in P1 and P2/4 for submission to their Governance Organizations – found at ifpoc.org. These fillable forms are now offered in two formats. If using the Adobe form, it should be downloaded and saved, before being filled in. Please ask Project Leads not to alter these forms or they will be rejected. P2/4 should be saved as Excel by Project Lead, and then should be saved as a PDF by the GO, just prior to uploading. The P2/4 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, **during year 2 and no later than July 1 of year 3.**

1. POLICIES AND PROCEDURES (G3)

Updates or confirmation of local budgetary and conflict of interest policies and guidelines in the G3 are required at least every 3 years, or whenever changes are made. This year, for all GOs, a G3 Policy Confirmation is due prior to January 12, 2024, **ONLY** if any policies have changed, or if you haven't submitted one for the past 3 years.

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 you charge projects administration fees (and how). It also provides us with an understanding of your own funding approach and 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.

2. FUNDING REQUESTS (G1 Declaration and G1 Supplementary)

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.

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 projects still in their first year have spent any of their funds.

The G1 should be completed and uploaded AFTER all the project files, to ensure project codes and funding are aligned. 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).

2.1 Funding Guidelines

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 (P2/4) 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 P2/4 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 P2/4) recommended for funding to the IFPOC in January.
- The budget amounts being requested from IFPOC by Project Leads for their projects in the P2/4 (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 be successful.
- Use of Innovation Funds for physician remuneration may not exceed current OMA Per Diem rates (see Appendix C) whether this remuneration is for actual clinical activity or not.
- 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, that flat fee should not add up to more than 5% of IF funding provided to each project, but it may be less.
- If Innovation Funds are being used to pay for project administration, and if any changes to these policies are

made, Governance Organizations should provide this information to the IFPOC using G3 explaining what the administrative fees will cover and why.

2.2 Funding Process

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

3. ONLINE INTERIM REPORTS

GOs are asked to fill out an “ONLINE INTERIM REPORT”, for ALL projects **during year 2 and no later than July 1 of year 3 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 P2/4). The Interim portion of that document is intended for internal GO use, as needed.

In this form, 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.

4. 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, Holland Bloorview, 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.

5. FINAL PROJECT STATUS and ACCOUNTING REPORT

Each project’s “Final Project Status and Accounting Report” contains three elements: a P3 (Final Narrative Report – provided by the Project Lead), a P2/4 (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 and results. **GOs are asked to ensure Project Leads are including detailed information about expenses on their P2/4 and clearly delineating between funds provided by IFPOC and any other sources.**

Online Final Report Summary

- The Governance Organization should first complete the Online Final Report Summary by answering several sections for each project: the amount of funding provided by the IF, spent, and unspent (if any); approval by Governance Organization; is this Project Lead an “early career investigator” effective Jan 12 2024 (Y/N); a final abstract which must be inserted for each project from the P3.
- The amount spent should equal the amount spent as indicated on the P2/4.
- 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.
- Annually, IFPOC will issue a reminder in November/December about Final Project Status and Accounting Reports coming due March 31st of the following year. In future years, we anticipate the new IFPOC grant management system will do this automatically.

6. OTHER FORMS:

ABOUT G4 – LEAVE and COVID-19 EXTENSION REQUESTS

This form will facilitate accurate and consistent information regarding special requests for maternity/parental/family/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.

ABOUT G2 and D and OTHER TYPES of SUBSTITUTIONS

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

Project Lead Substitutions (no form)

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.

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 emailed to IFPOC, 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 contingency project will be listed as active.

Project “Pivot”

Under exceptional and rare circumstances, projects after approval may be deemed to be unviable (issue under investigation has been resolved, failure to gain REB approval, or other). In such cases, GOs are invited to contact IFPOC Chair and Executive Director, to determine if any pivot can improve likelihood of success. Such a “pivot” would have to be an investigation into the original purposes of the project and acceptable to IFPOC. If the Project Lead has support of their GO, then IFPOC will consider such requests on an ad hoc basis.

7. ABOUT P5: CHANGE OF STATUS (BEING PHASED OUT)

Subject to approval by IFPOC, a P5 may be used by those Governance Organizations which:

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, to provide it with additional funds for year 2, 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 to report 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 XVI (2023-24)

Applicant Process Details – Proposals and Final Reporting

Proposals should be submitted electronically to your own Governance Organization using the P1 and P2/4 forms that can be located at <https://ifpoc.org>. Please use version 16.0 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 if the project is new to your institution and might be valuable as a learning experience, or as an opportunity for collaboration, or preparing for 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

3. Please be clear in your application about whether you have other funds “anticipated” or “committed”, add the \$ amount if known, and the source.
4. 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.
5. 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 support letters.

AFTER FUNDING APPROVED

6. Please seek REB approval (if not already sought prior to proposal submission) as soon as possible, if required.
7. Please begin the project as soon as possible, so that you may identify any unforeseen barriers as early 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.
8. Please consult your Governance Organization to seek appropriate support and advice. In exceptional circumstances, IFPOC will allow extensions (due to COVID or leaves), if you have the approval of your GO.

WRITING YOUR FINAL PROJECT STATUS and ACCOUNTING REPORT

9. Please tell us if your project has resulted in further funding (how much, by whom)
10. Please tell us if your project has been adopted, adapted, or spread beyond its initial phase – where to, how far?
11. Are there any publications, lectures, other knowledge translation results we would be pleased to hear about? Provide a list of publications resulting from the project, any plans for future studies and whether you anticipate any additional funding for the next phase. Did this project result in any new procedures or practices (innovations) in health care delivery compared to current practice? How will the delivery of health care be improved?

AFTER SUBMITTING YOUR FINAL REPORTS

12. Please consider attending the next Innovation Fund Showcase 2023 (November 8 at Metro Toronto Convention Centre) 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.
13. 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. ABOUT PROJECT PROPOSALS (P1 and P2/4)

A complete Project Proposal consists of two documents: the Project Proposal P1 and the Project Budget P2/4. 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 an OpenMSWord version 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 P2/4 to IFPOC no later than January 12, 2024. 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 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. ABOUT FINAL PROJECT STATUS AND ACCOUNTING REPORT (P3 and P2/4)

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 (P2/4). 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 P2/4) 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.

3. 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)?
- What is the length of the active portion (timelines) of the project? 1-16 months (approx. 1 year) or 17-30 months (approx. 2 years)?
- How much funding is being requested 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 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 our website: 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, maternity, family, medical) so that appropriate arrangements can be made with IFPOC.

3.1 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. If timeline for the project is longer than 17 months, if your GO permits, consider asking for a two-year project (even if you only require funding for one year), since we will no longer provide extensions.

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.

- 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 (within 5 years of faculty appointment), 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.

4. FORM P2/4

Form P2/4 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 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 in the P2/4 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 P2/4 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 P2/4 document once all budgetary information is aligned before uploading.

5. 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

6. FORMS P3 and P2/4 – 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 P2/4. 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 the final report to your 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 and no later than June 1 of year 5 after the end of the term of Innovation Funding (e.g. Projects receiving one year of funding in March 2022 must submit Final Project Status and Accounting Report by March 31 2025, and Projects receiving two years of funding in March 2022 must do so by March 31 2026) 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.

You will be asked to provide a list of publications which resulted from the project, any plans for future studies and whether you anticipate any additional funding for the next phase. For instance, did this project result in any new procedures or practices (innovations) in health care delivery compared to current practice? How will the delivery of health care be improved as a result of this innovation?

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 (P2/4). Governance Organizations will not be permitted to upload final reports that do not include these three elements.

AHSC AFP Innovation Fund Year XVI (2023-24)

OMA per Diem Guidelines¹

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 health care services, to enable the development of new models of health care delivery, and to optimize health care delivery within the framework of the current health care system.

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

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