

CLINICAL INNOVATION OPPORTUNITIES FUND PROJECT REVIEW PROCESS

PROJECT REVIEW AND FUNDING PROCESS

- 1) All projects that meet the guidelines for submission will be reviewed by the Clinical Innovation Opportunities Fund Sub-Committee. The Sub-Committee has comprehensive membership representing signatories to the NOAMA agreement including five appointees from the Physician Clinical Teachers Association.
- 2) By the Clinical Innovation Opportunities Fund Sub-Committee Terms of Reference, members of the Sub-Committee are not eligible to apply for Clinical Innovation Opportunities Funding during their term on the committee.
- 3) Notification of NOAMA Board funding decisions will be communicated in writing to the applicants after the NOAMA Board meeting.

PROCEDURES

- 1) Members of the Clinical Innovation Opportunities Fund Sub-Committee will be provided the complete list of projects including project description, project lead, and team members, and will be asked to declare any conflicts.
- 2) Each member will review projects assigned to them and will evaluate each of the projects based on the established evaluation criteria.
 - *Please note the importance of including comments on the evaluation forms as they are used to provide feedback to successful and unsuccessful grant applicants.*
 - *The information collected and held by you relating to these projects is confidential and is to be used solely for the purpose of this review process.*
- 3) Each project will be evaluated by at least two committee members.
- 4) Members are to complete and save their project evaluations to their assigned Dropbox folder.
 - It is critical that all evaluations be completed by the date specified as the review meeting cannot proceed until completed evaluations for all projects are received by the NOAMA Office.
- 5) The committee, through consensus, will determine a final ranked list for recommendation to the NOAMA Board.