

CIOF - Project Application Summary Directions

CIOF funding is intended to support physician clinical faculty in the development and implementation of new, evidence-based enhancements within their clinical practices, leading to evidence-informed changes that facilitate the delivery of better care. This funding aligns with NOSM University's vision for innovation:

"NOSM University encourages ingenuity, creativity, a culture of inquiry and discovery, and the importance of learning from others in every aspect of the School's education, research, social accountability, and corporate mandates. NOSM University uses innovative approaches to ensure continuous improvement of our distributed model of education and research.

Please use the following information to fill in the 5-page summary on the CP1 as well as the Local Guidelines and Application Process – CIOF available on our website.

1. **Format Requirements:**

- **Length:** Maximum of 5 typed pages, excluding references.
- **Font:** Arial, Calibri, or Times New Roman, 12-point font (other similar-sized fonts may be used).
- **Spacing:** Maximum of 6 lines per inch, with 2 cm (3/4 inch) minimum margins on all sides.
- **Text Density:** Avoid condensed/narrow fonts, high type density, or tight line spacing. Smaller text is acceptable for tables, figures, and references, provided it remains legible at 100% view.
- **Note:** Non-compliance with these guidelines may negatively impact the evaluation of your application.

2. **Content Requirements:**

a) **Plain Language Abstract**

Describe the proposed project in plain language, emphasizing the research question and its relevance to healthcare. Ensure that your description is understandable to non-experts.:

Answer the following questions:

- What is the innovation, and what is the main research question or hypothesis?
- How will this project impact the healthcare system or direct patient care?
- What is your knowledge translation plan (i.e., how will you share your results or spread knowledge about your innovation)?
- Describe your knowledge translation plan for the results of this project (how will you share/disseminate your results and/or spread your innovation)?

b) **Background, Objectives, Rationale, and Significance**

Provide a concise description of the project's objectives and the issue(s) being addressed, written in a way that non-specialists can understand."

Examples of clinical innovation include the following:

- Changes in practice that promote patient engagement and patient-centered care.
- Meeting community needs through integrated clinical care.
- Improving quality and safety in patient care.
- Innovations in health human resources (e.g., interprofessional initiatives).
- Health promotion and health information management innovations.
- Improving efficiency through process redesign.

c) Team

List the names and affiliations of all team members, along with a brief statement of their roles, expertise, time commitment, and planned contributions to the project. NOSM Learners are not mandatory, however, applications that include specific learners are viewed favourably because it improves overall capacity amongst NOSM University.

d) Approach and work plan.

Describe the approach or methods to be used and provide a detailed project work plan along with a precise timeline - start date, key milestones, and the target completion date for the project.

If applicable, include:

- Rationale for recruitment targets.
- Power calculations.

e) Metrics to evaluate the outcome of the project.

Outline the anticipated outcomes of the project and how outcomes will be measured and/or analysed. Define measurable milestones and describe how you will track progress, including reporting at the end of the project (for one-year projects) or annually (for two-year projects).

3. Budget (CP2 – Excel template provided)

a) Budget Description and Justification

Provide a brief description and justification for all budget expenditures, including compensation for both physicians and non-physician team members. Note that capital equipment purchases and travel costs are limited to 10% of the requested NOAMA funding. Specify contributions from other funders (cash or in-kind).

b) Physician Compensation

Physician compensation is eligible based on the time involved, at a rate not exceeding the OMA per diem rates. Remuneration is applicable for clinical activities as per the OMA's published rates. The OMA rates can be found on our website.