

NOAMA Local Guidelines – Section Funding

Last Approved:	NOAMA Board	September 22, 2026
----------------	-------------	--------------------

1. Background

The Northern Ontario Academic Medicine Association (NOAMA) recognizes that discipline-specific academic planning and collaboration are essential to supporting NOSM University's distributed medical education mandate.

Given the geographic distribution of physician clinical faculty across Northern Ontario, opportunities for Section members to meet in person are limited and often require significant travel. Periodic Section-level academic meetings and planning initiatives help strengthen relationships, support faculty development, promote educational innovation, and advance discipline-specific academic priorities.

These Local Guidelines establish a consistent framework for Sections seeking NOAMA funding to support these initiatives.

2. Purpose

The purpose of these guidelines is to:

- Establish a consistent and transparent framework for section-based funding
- Provide clarity to Section Chairs regarding eligibility, frequency, and funding ranges
- Ensure alignment with the NOAMA AFP mandate to support physician academic activity
- Ensure alignment with NOAMA's principles for equitable and responsible funding.
- Clarify the respective roles of NOAMA and discipline-specific Local Education Groups (LEGs) in supporting Section initiatives.

3. Guiding Principles

Section funding will be guided by the following:

Equity and Proportionality

Funding should reflect relative section size and academic impact, while avoiding strict formulaic allocation.

Consistency and Precedent Awareness

Funding decisions will be informed by prior approved initiatives, while recognizing that each request must demonstrate value.

Academic Alignment

All supported initiatives must clearly contribute to:

- Clinical teaching capacity
- Faculty development
- Program or curriculum advancement

Stewardship of AFP Funds

Funding must represent reasonable and justifiable use of physician-derived AFP resources.

4. Eligibility

Section funding is available to:

- Recognized NOSM University clinical sections
- Led or endorsed by the Section Chair (or equivalent leadership)

Funding is intended to support one-time initiatives and is not intended to provide ongoing operational funding for Sections.

Eligible activities may include:

- Section-wide academic meetings or summits
- Faculty development initiatives
- Program planning aligned with NOSM U expansion or curriculum needs
- Strategic academic planning activities

5. Funding Frequency

- Applications may be submitted during the year and will be reviewed subject to funding availability.
- Sections may access NOAMA section funding **once every three (3) years** at most, and will depend on availability of funding and other section requests

This is intended to:

- Promote equitable access across sections
- Encourage meaningful, well-planned initiatives rather than recurring annual requests

6. Funding Levels (Guideline Ranges)

Base Funding (All Sections)

- Up to **\$50,000 per initiative**

This reflects:

- Minimum viable costs to host a meaningful section-level academic event;
- The establishment of a consistent baseline funding framework across sections.

In exceptional circumstances, proposals requiring funding above \$50,000 may be considered where the scale, scope, participation requirements, or anticipated academic impact justify additional investment. Any funding above the base threshold would be subject to separate review and approval and would not be considered automatic or precedent-setting.

Sections with discipline-specific LEGs will be encouraged to support the initiative through a reasonable contribution from available LEG funds, where appropriate. This may include allocating unspent funds within the current year or proactively budgeting future LEG funds to support member participation, travel, or other shared section-level costs. Contributions should be determined in a fair and practical manner, such as a per-participant contribution or another section-specific formula, recognizing differences in LEG size, available funds, and local priorities. Applicants should demonstrate that reasonable efforts have been made to leverage other available funding sources before requesting NOAMA support.

Family Medicine Funding Considerations

- Up to **\$150,000 per initiative (~3x base funding)**

Rationale:

- Family Medicine represents a significantly larger proportion of the clinical faculty base
- Precedent supports a scaled—but not strictly proportional—approach
- Avoids a purely population-based allocation model

Flexibility Clause

- The NOAMA Board may approve funding **outside these ranges in exceptional circumstances**, where strong rationale is provided

7. Application and Review Process

7.1 Submission

Applications must be submitted by the Section Chair (or delegate) to NOAMA.

Applications should include:

- A completed Section Funding Application
- A 2–3-page proposal describing:
 - Purpose
 - Objectives;
 - Academic Alignment;
 - Participants;
 - Outcomes;
 - Timing;
- A detailed budget identifying:
 - Requested NOAMA funding;
 - LEG Contributions;
 - Other funding sources;
 - Cost containment opportunities

7.2 Administrative Review

NOAMA Administration will review submissions for completeness and may contact the applicant for clarification or additional information before the application proceeds to review.

7.3 Review Process

Complete applications will be reviewed by the Distribution Working Group (DWG).

The Distribution Working Group may request additional information or clarification from the applicant before making a funding decision.

The Distribution Working Group will assess applications against the principles contained within these Local Guidelines, including:

- Alignment with NOSM University's academic mandate;
- Anticipated benefit to physician clinical faculty;
- Section-wide impact;
- Financial reasonableness;
- Previous Section funding received;
- Availability of funding.

The Distribution Working Group may:

- approve applications and make funding decisions under the authority delegated to it by the NOAMA Board, provided they are consistent with approved budgets and established guidelines;

- exercise this delegated authority without requiring individual applications or funding decisions to be brought forward to the NOAMA Board for approval;
- refer an application or funding decision to the NOAMA Board where the proposed funding falls outside established guidelines, approved funding limits, or the Working Group's delegated authority; and
- make a recommendation to the NOAMA Board for approval, modification, or denial in such circumstances.

7.4 Timelines

NOAMA will acknowledge receipt of completed applications within five (5) business days.

Every effort will be made to communicate a funding decision within approximately thirty (30) days of receiving a complete application. Timelines may vary depending on meeting schedules or requests for additional information.

8. Reporting and Accountability

8.1 Reporting

Funded sections will be required to provide a brief post-initiative report within ninety (90) days following completion of the initiative.

The report should be approximately two pages and include:

- Attendance and participation;
- Location and format of the event;
- Key outcomes in relation to the academic mandate of NOSM U and the section;
- Relevant metrics or indicators of success;
- Lessons learned for future section-level initiatives;
- A summary budget, including actual expenditures and any contributions from LEG or other funding sources.

This is intended to:

- Support transparency and accountability;
- Confirm that funds were used for the approved purpose;
- Identify lessons learned and opportunities for improvement; and
- Build a library of precedent to support future funding decisions.

8.2 Funding Administration

The application must identify the organization responsible for administering approved funding.

Funding may be administered through:

- the applicable Local Education Group (LEG);
- NOSM University; or
- another organization approved by the Distribution Working Group or NOAMA.

The administering organization is responsible for ensuring funds are used only for approved purposes and for providing any required financial reporting upon completion of the initiative.

Any unspent NOAMA funding shall be returned to NOAMA unless otherwise approved by the Distribution Working Group.

9. Reconsideration of Decisions

Funding decisions are final, subject only to the procedural reconsideration process described below.

NOAMA will not reconsider applications based solely on disagreement with the funding decision.

Where an applicant believes a procedural error materially affected the review process, the Section Chair may submit a written request for reconsideration to the NOAMA Co-Chairs within thirty (30) days of notification.

Nothing in this section prevents a Section from submitting a revised application in a future funding cycle.

10. Administration

Funding availability will be determined annually through the NOAMA budget process.

NOAMA Administration will coordinate application intake, communication with applicants, and administration of approved funding.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Comments
1.0	2026.06.03	Original
2.0	2026.09.22	Clarified one-time academic initiaives rather than operational use and added clearer provision for submission, reporting, and administration