

INNOVATION FUND GUIDELINES

CHRONIC DISEASE PREVENTION & MANAGEMENT UNIT

1.0 OBJECTIVES

A *Comprehensive Diabetes Strategy for New Brunswickers* was released in June 2011. As part of the strategy, the New Brunswick government created the Innovation Fund to support healthcare providers in delivering improved care to persons living with diabetes. The fund is intended to provide seed money, or start-up money, to initiate practical, quality improvement projects that directly improve the management of persons with diabetes or at risk of developing the disease.

The Innovation Fund supports quality improvement projects that are amenable to widespread adoption and have sustainable outcomes. These projects should augment the goals of the Canadian Diabetes Association Clinical Practice Guidelines and the three key areas of focus of the Comprehensive Diabetes Strategy - Prevention, Detection and Management of Diabetes.

Submitted projects will demonstrate the following key components:

- a) Innovation and Quality Improvement;
- b) Achievable Outcomes; and
- c) Replicable and Sustainable Improvements.

2.0 APPLICATION PROCESS

- 2.1 Project applicants will complete the **Application Form** outlining how the project will develop, evolve and achieve the indicated goal(s). A project start date and completion date must be indicated. An operational budget and/or a budget justification must accompany each application. **Applications shall not exceed 2000 words.**
- 2.2 Applications are accepted from within the Province of New Brunswick for projects delivered within New Brunswick.
- 2.3 All sections of the application form must be completed. If appropriate, a letter of support from a supporting Manager or Organizational Director will be required with the application.
- 2.4 A concise brief Project Summary (Maximum 250 words) must be included with your project outline. The Project Summary should include the purpose of the project, brief outline of project activities and the expected outcomes, as well as the budget total and time frame for the project being proposed. This information will be used to populate the GNB website for knowledge sharing of the projects receiving funding.

- 2.5 Applications should indicate if there has been application made for other funding sources. An indication as to whether the project could be operational with partial funding should also be indicated.
- 2.6 Applications can be submitted by mail, via courier, hand delivered, or electronically. Applications submitted electronically must ensure all electronic signatures are included on the application. All applications must be date stamped no later than **August 22, 2014**. Applications after this date will be disqualified. All applications are deemed final.
- 2.7 New applications from previous Innovation Fund recipients for projects funded prior to April 1, 2013 will not be accepted until the previously funded project's final report has been received and approved.
- 2.8 All applications will be acknowledged via email when received. Applicants will then be advised subsequent to the Assessment Panel's review.
- 2.9 The project must be operational within 60 days of the funding award. The projects must be completed within a maximum of 12 months. Quarterly and final reports are required from each project lead. If the project is not able to meet its defined time lines, a request may be made to return the funds to the Innovation Fund for redistribution.

Applications may be sent to:

**Innovation Fund
NB Chronic Disease Prevention & Management Unit
Primary Health Care Branch, NB Department of Health
HSBC Building, 2nd Floor 520 King Street
P.O. Box 5100
Fredericton, NB E3B 5G8**

Electronic submissions may be emailed to:

DiabetesStrategy.StrategieDiabete@qnb.ca

3.0 ELIGIBILITY

The Innovation Fund is open to Vitalité and Horizon Health Networks, private or public Healthcare Practices, Non-Government and Not-for Profit Organizations and Community Organizations across New Brunswick. Multidisciplinary and intersectoral partnerships are encouraged in grant applications to enhance the scope and delivery of a project. Projects involving partnerships should submit a single project application.

4.0 ADJUDICATION AND AWARD

- 4.1 The Innovation Fund will be administered by the Chronic Disease prevention and Management Unit, NB Department of Health. An Assessment Panel, comprised of representatives from the NB Diabetes Task Group, Horizon and Vitalité Health Networks, the Canadian Diabetes Association, the Department of Health and ad hoc members as needed will assess each application based on the assessment criteria (see Section 4.0) to determine the merits of the proposal and make recommendations for funding to the Chronic Disease Prevention & Management Unit.
- 4.2 The Innovation Fund will award up to a maximum of \$ 25,000.00 to a project depending on the scope and nature of the proposals received. Project funding and award amounts are influenced by the number of projects submitted and the amount of available funding per year. Applicants that have received funding in a previous year are invited to apply for further funding in order to extend the scope and/or reach of the previously funded project. To apply for further funding of a project all final reports must be submitted prior to application submission and must demonstrate the success and outcome of the completed project and explain how further funding will be pivotal to expanding the project scope or reach.
- 4.3 Capital equipment purchases **will not** be funded by the Innovation Fund. Capital equipment is an asset with an acquisition cost in excess of \$ 10,000.00
- 4.4 10% of the award is withheld until the **Final Report** for the project is received by the Chronic Disease Prevention & Management Unit, at project end. The Final Report describes how the project met the funding criteria.
- 4.5 All funded projects will be included in an on-line project bank for knowledge sharing. To review previously funded projects visit the Department of Health website at www.gnb.ca/health.

5.0 PROJECT ASSESSMENT CRITERIA

The following criteria will be used to evaluate applications received. **Applications should not exceed 2000 words:**

i. Does the project application demonstrate innovation and quality improvement?

- Project is well-planned and clearly articulated;
- Project is relevant to the funding purpose of improving care for persons in New Brunswick living with diabetes or those at risk of developing the disease;

- Project demonstrates ~
 - innovative and novel approaches to detection, prevention or management of diabetes in NB,

OR

 - demonstrates capacity to improve upon existing approaches;
- Project demonstrates potential to address ~
 - an important issue or existing gap in diabetes care,

OR

 - a critical barrier relevant to the prevention or management of diabetes;
- Project demonstrates incorporation of Best Practice Guidelines in diabetes care;
- Project demonstrates good value for the investment.

ii. Does the project demonstrate achievable outcomes?

- Outcomes are well defined and relevant to detection, prevention and/or management of diabetes;
- Project application demonstrates how the outcomes of the project will be tracked and/or monitored to assess progress toward achieving the stated outcomes;
- Project application clearly describes the target population;
- Project application includes a itemized budget or a budget justification;
- Project application demonstrates capacity to deploy within 60 days of funding;
- Project application outlines clearly defined and realistic timelines that are within the 12 month funding requirement.

iii. Is the project sustainable and/or replicable?

- Project application demonstrates organizational capacity and commitment to support the project;
- Project application demonstrates necessary resources and infrastructure to implement the project;
- The proposed budget is justifiable and essential to complete the project work;
- The project, or elements of it, can be replicated in other settings;
- Project contributes to building capacity within New Brunswick to prevent, detect and /or manage diabetes;
- Project is of a nature that would be of interest to other practitioners or organizations.

FOR MORE INFORMATION, PLEASE CONTACT:

DiabetesStrategy.StrategieDiabete@gnb.ca

-OR-

Phone: 506.444.4174