For your convenience, the following lists the questions contained in the RFP. Please submit your proposal on the online platform provided. Proposals submitted in other formats will not be accepted.

COVID19 Pandemic Response & Impact Grant Program (Co-RIG) – Phase I

Funding proposal

1. **Primary or Co-applicant**
2. Project
3. Ethical Considerations
4. Acknowledgement
5. Budget
6. Summary

Primary or Co-applicant 1 / 6

(must be a CFPC Member)

First name *

Last name *

Street address *

City *

Province *

Postal Code *

Email *

CFPC Membership ID *

Funding proposal

1. Primary or Co-applicant
2. **Project**
3. Ethical Considerations
4. Acknowledgement
5. Budget
6. Summary

Project 2 / 6

Project name *

Project start date *

Project end date *

Amount requested *   CAD

Describe the Innovation or Practice Change:

What innovation or practice change will be developed and/or implemented? (Max. 500 characters)

Describe new therapies, practices, protocols, technologies, services, or other changes/innovations that constitute the central element of your funding application.

Describe the project's impact (Max. 500 characters): *

- *How will the proposed practice change/innovation alter COVID-19 related outcomes for patients and/or health care providers?*
- *What evidence and/or rationale is there to suggest that the proposed innovation/practice change will lead to the expected outcomes?*
- *What priority issues and gaps, as identified by the Co-RIG Program, does this proposal address?*

Describe the evaluation approach and success indicators
What is the overall evaluation strategy and plan? (Max. 1000 characters) *

Describe the outcomes by answering the following questions: (Max. 1000 characters) *

- *How will the expected outcomes be measured? Please be specific.*
- *What impact, effect size, or other measurable improvement in patient/provider outcomes will constitute success of the proposed innovation/practice change?*

Describe the Project feasibility

How does the proposed innovation/practice change fit within your practice setting, your patient population and your health care team? (Max. 500 characters)

What additional expertise or resources will you need to develop the innovation/practice change? Is that expertise or resource available to you? (Max. 500 characters)

Describe the barriers you expect to encounter during the implementation of your innovation and how you plan to overcome them. (Max. 500 characters)

Project Plan and Timeline
Provide a high-level overview of your project plan including key activities, milestones and timelines, and attach as an Excel spreadsheet. *

Description of the Team and Project Partners
Upload CVs for principal and co-investigators (maximum 3 pages per CV) as a single PDF document. *

List all co-investigators including their name, professional credentials, role in the project, time commitment and how their past experiences and success relate to the proposal. *

Who are the project partners? Have other practices been engaged? Are community organizations, local health authorities or other partners involved?

Dissemination and Knowledge Transfer

Describe the dissemination plan by answering the following questions (Max. 1000 characters) *

- *How will the impact of the project be communicated?*
- *Will you engage with other family physicians and teams that could possibly adopt your innovation, and if so, how?*
- *Who will lead your dissemination and knowledge transfer activities, and what is their expertise in this area?*

Ethical Considerations 3 / 6

Funding proposal

1. Primary or Co-applicant
2. Project
3. **Ethical Considerations**
4. Acknowledgement
5. Budget
6. Summary

Do you have approval or exemption from a Research and Ethics (REB) Board?

○ Yes

○ No

Describe the ethical considerations involved with your proposed innovation project: (Max. 500 characters) *

- *What are the principal ethical issues for your project?*
- *How will the project observe best practices in equity, diversity and inclusion?*

Does this application contain a Randomized Control Trial?

○ Yes

○ No

Acknowledgement 4 / 6

Funding proposal

1. Primary or Co-applicant
2. Project
3. Ethical Considerations
4. **Acknowledgement**
5. Budget
6. Summary

How will the project funders be acknowledged as part of the dissemination activities? *

Budget 5 / 6

Funding proposal

1. Primary or Co-applicant
2. Project
3. Ethical Considerations
4. Acknowledgement
5. **Budget**
6. Summary

Upload an itemized budget as a pdf document. *

It should consist of a short description of each heading below along with unit cost, where applicable, other sources of funding and respective amounts, and whether the additional funding has been approved or is pending.

Grant funding will be released to the corporate entity affiliated with the applicant team, such as a not-for-profit organization, a registered charity, or a separate corporate account set up solely to receive the grant funds and track/document project-related expenditures. Please indicate the name and address of the entity that will be receiving the funding if approved

▼Information

Personnel
- *Co-RIG Program funding can be used to remunerate principals, co-applicants and other project staff for project work that is not remunerated by other sources. Co-RIG Program funding cannot be used to remunerate individuals for work that is already paid from other sources. Other sources of remuneration include, but are not necessarily limited to, academic salaries, medical service plan payments, research or project grants (other than Co-RIG), and other sources of personal income. Principal and co-applicant can be remunerated as part of Co-RIG project funding for time spent on the project up to five hours per week. Maximum renumeration will be calculated based on provincial rates.*
- *For all personnel involved in the project including new, temporary personnel that are hired/contracted specifically for Co-RIG Program activities, please provide job titles, role descriptions, hourly rates, estimated number of hours and resulting personnel costs. Organizations managing funding on behalf of project teams are responsible for administering reimbursements for costs incurred by project teams. Project teams will submit invoices to the organization holding the grant.*
- *CVs are not required for paid personnel.*
- *Award money in small amounts can be used as an incentive, or to purchase incentives for patients or study participants*

Travel
- *Co-RIG Program funding covers travel required to implement practice innovations described in the funding proposal.*
- *Co-RIG Program funding cannot be used to cover travel costs to present results at conferences.*

Equipment and technology development
- *Co-RIG Program funding may be used purchase essential equipment or develop new equipment/technologies that mitigate the harmful effects of COVID-19.*
- *Funding applications must outline how new equipment and technologies are needed to carry out project activities.*
- *Funding may also be requested to rent/lease major equipment.*
- *Equipment/Technology purchases above $5,000 require two quotes, along with receipts.*

Supplies and services
- *Co-RIG funding can be used for supplies that are immediately used to carry out project activities.*
- *If applicable, reasonable reimbursement for costs incurred by participants in the proposed initiative are acceptable.*
- *Award money cannot be used to cover overhead expenses such as rent, utilities, etc.*

Funding
- *If additional funding is being sought, or has been acquired, for your Co-RIG Program proposal, indicate the other funding source, the amount received or requested and whether the funds have been approved.*
- *Funds will be delivered upon reception of the REB approval or confirmation of exemption from an REB. Most organizations that have REBs have policies to complete REB reviews rapidly for COVID-19 related research. Applicants can consult their local hospital, community center or public health directions to identity an REB.*