

For your convenience, the following lists the questions contained in the Co-RIG Phase II Request for Proposal. Please register on the [online platform](#). Proposals submitted in other formats will not be accepted.

COVID-19 Pandemic Response & Impact Grant Program (Co-RIG) – Phase II Registration and Application Questions

Stage 1: Registration

Principal applicant

The principal applicant must be a member of the College of Family Physicians of Canada (CFPC) who has been in good standing for at least one year. Eligible membership classes include Active, Affiliate Specialist, International Medical Graduate (IMG), Associate, Retired, and Senior members.

First name

Last name

Street address

City

Province

Postal Code

Email

CFPC Membership ID

Affiliated institution

Affiliated corporate entity to receive the grant funds

Project title

Project description (max. 1800 characters)

List key team member(s) participating in this initiative

Which of the foci indicated below does your project address? *(check all that apply)*

- Responding to priority populations such as long-term care residents, Indigenous Peoples, those experiencing or at risk of homelessness, people suffering from addictions, immigrants, or rural communities
- Developing effective intersectoral collaborations, particularly between primary care and public health
- Training future family physicians and ongoing professional development related to pandemic planning and response
- Developing Innovative models of care or practice ensuring that safe, continuous, accessible, and comprehensive care is available to all patients, particularly those with chronic, co-morbid, and neglected health conditions including mental health and substance use issues
- Safeguarding the health and safety of healthcare providers and team members

Does your project target any of the populations listed below? *(check all that apply)*

- Long-term care residents
- Those experiencing or at risk of homelessness
- People suffering from addictions
- Immigrants
- Indigenous Peoples
- Rural communities
- Mental health
- People with chronic conditions

Does this application contain a Randomized Control Trial?

- Yes
- No

Describe the impact(s) your project aims to achieve (max. 900 characters)

Total cost of the project (estimated)

Maximum funding available is up to \$250,000 per project.

Project duration (in months)

Phase II will consider projects up to 18 months duration.

Thank you for registering for Co-RIG Phase II funding. Upon satisfactory registration verification, you will be emailed a personalized application link by Tuesday, February 23, 2021 to the email address provided at registration. Deadline for submission of the application form is Thursday, April 6, 2021.

Stage 2: Full Application Form

Description of the Innovation or Practice Change, Target Population(s) and Project Impact

Please provide a description of the project (max. 1800 characters)

Co-RIG Phase I

Have you applied to Co-RIG Phase I? If yes, answer the next question.

Did you receive funding from Co-RIG Phase I? If yes, answer the next question.

Is the proposed initiative building on the project supported by the Co-RIG Phase I program? If yes, explain how. (max. 1800 characters)

Please select the priority domain(s) your initiative aims to address (*check all that apply*):

- Responding to priority populations such as long-term care residents, Indigenous Peoples, those experiencing or at risk of homelessness, people suffering from addictions, immigrants, or rural communities
- Developing effective intersectoral collaborations, particularly between primary care and public health
- Training future family physicians and ongoing professional development related to pandemic planning and response
- Developing innovative models of care or practice ensuring that safe, continuous, accessible, and comprehensive care to all patients, particularly those with chronic, co-morbid, and neglected health conditions including mental health and substance use issues
- Safeguarding the health and safety of healthcare providers and team members

What innovation or practice change will be developed and/or implemented? (max. 3000 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 long-term impact (max. 1800 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 are the potential long-term impacts of this project on the practice of continuous, comprehensive family practice and the delivery of high-quality health care during the pandemic and beyond?

Does the proposed initiative represent any of the following?

- Regional diversity
- Indigenous communities
- Rural communities
- Under-represented populations – please specify
- Other – please specify

Does the proposed initiative have a specific sex and gender component/focus? If yes, please describe.

Please see the [Sex and Gender Equity in Research \(SAGER\) Guidelines](#).

Describe the Evaluation Approach, Success Indicators and Outcomes

What is the evaluation approach and what are the success indicators? (max. 1800 characters)

- What is the overall evaluation strategy and plan?

Describe the outcomes by answering the following questions: (max. 600 characters per question)

- 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, patient population and health care team? (max. 1200 characters)

Describe the barriers you expect to encounter during the implementation of your innovation and how you plan to overcome them. (max. 1200 characters)

Project Plan and Timeline

Project start date

Project end date

Project plan to include key activities, milestones and timeline. Outline goals and objectives, start and completion dates, expected outcomes, data evaluation, team member responsibility and partner participation (if any).

Upload your project plan and timeline as a pdf document

Project Team, Partners and Collaborations

Upload CVs for principal and co-applicants as a single PDF document (maximum 3 pages per CV)

List project team all collaborators including their name, professional credentials, role in the project, time commitment and how their past experiences and success relate to the proposal.

List all project partners and intersectoral collaborations. Indicate their role in the proposed initiative.

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

Dissemination, Knowledge Transfer, Acknowledgement and Sustainability

Describe the dissemination plan and knowledge transfer strategy by answering the following questions:

- Describe knowledge transfer goals, key audience, strategies, expertise and resources
 - To whom will the message be delivered?
 - How will key audiences be engaged?
 - What message do you want to transfer?
 - By whom will the message be delivered?
 - How will the message be delivered?
 - With what expected effect?

<https://www.canchild.ca/en/resources/138-knowledge-transfer-in-health-care>

Ethical Considerations

Does the proposed initiative require Research Ethics Board (REB) authorization? If yes, have you applied for REB approval?

Please attach a copy of the REB approval. Grant funding will only be released upon receipt of the REB approval or confirmation of exemption.

Please identify the ethical issues that the proposed initiative may create and how you will mitigate these issues.

If ethics approval is not required, please provide proof of REB exemption.

Acknowledgement

How will the FAFM and the CMA Foundation be acknowledged?

Budget

Total Co-RIG Funding requested

Maximum funding available is up to \$250,000 per project.

Budget to consist of a short description of each of the following: Personnel; Travel; Equipment and Technology Development; Supplies and Services, Knowledge Transfer Strategy and Other along with unit cost, where applicable, other sources of funding and respective amounts, and whether the additional funding has been approved or is pending.

Upload an itemized budget as a pdf document

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 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. The principal and co-applicant(s) can be remunerated as part of Co-RIG project funding for time spent on the project up to five hours per week. Maximum remuneration 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 funding covers travel required to implement practice innovations and support the engagement strategy with community partners described in the funding proposal. Co-RIG Program funding may cover travel costs to report results at scientific conferences pertaining to the KT strategy, up to 3K. It must be clearly outlined and justified in the budget proposal and subsequent reporting.

Equipment and technology development

- Co-RIG Program funding may be used to 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 released upon receipt 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. It is the applicant's responsibility to ensure that if there is a delay in the REB approval, or confirmation of exemption, to advise as soon as possible if timelines will be affected. Applicants can consult their local hospital, community center or public health directions to identify an REB.

References

Please list all references relevant to the proposed initiative
