Process for Distribution of Funds - CIOF

Last Approved:	NOAMA Board	May 21, 2024

The approved funds will be released in accordance with the **Clinical Innovation Opportunities Fund Guidelines and Application Process.**

1) <u>Ethical Review</u>:
Research Ethics Board (REB) approval may or may not be required, depending upon the nature of the project. The release of funding will be conditional upon receiving ethical clearance(s) from an appropriate Research Ethics Board (REB) or a letter (from a REB) stating that REB approval is not required for the project(s).   The REB approval or clearance confirmation must be on the letterhead of the organization and include an authorized signature. Emailed copies of the signed letter will be accepted.

   REB approval or clearance must be received within eight (8) months of the offer of funding.

   NOSM's Research Office, who can be contacted at research@nosm.ca, is available to provide assistance with the research ethics application package.

2) <u>Administration of Project Funds</u>:
For individuals or groups awarded Clinical Innovation Opportunities funding, identification of an appropriate Northern Ontario transfer payment agency or accountability mechanism for the monies is required.   Project Leads are required to follow the approved policies and procedures of the transfer payment agency.

   Examples of an appropriate transfer agency include the hospital, clinic, university, or Local Education Group that the physician is associated with.

3) <u>Changes to Approved Projects</u>:
Project Leads are to request any changes to the project to NOAMA, including but not limited to methodology, budget, or personnel, prior to the changes being implemented to ensure that all aspects of the project continue to meet NOAMA funding criteria.

   For budget reallocation and project extension request templates, visit our website at www.noama.ca/ciof.

4) <u>Supporting Documents</u>
The Transfer Payment Agencies/Project Leads must keep complete and accurate records on the use of NOAMA funding, including verifiable audit trails with complete supporting documentation for each transaction, for a minimum of seven years.

5) <u>Progress Reports</u> (templates available at http://www.noama.ca/ciof):

   <u>One Year Projects</u>:
Project Leads are required to submit progress reports six months after ethical clearance has been received, demonstrating that the project has commenced and is achieving the stated objectives,

using the **Progress Report Template**. Any changes to timelines are to be communicated to the NOAMA office.

Two-Year Projects:
Projects approved for funding for more than one year will be reviewed at the end of the first year. Project Leads are to provide a detailed progress report using the **Progress Report Template**. Second-year funding will be released once an approved budget has been received and 75% of first-year funding has been utilized. If second year funding is requested within 9 months of the final report date, NOAMA will hold second year funding and the grant will be considered for termination. All unspent funds are subject to return.

6)   Final Reports:

Project Leads are required to submit Final Project Reports and Final Budgets within 18 months after the end of the project term (e.g. Projects receiving one year of funding in March 2024 must report by September 2026, and Projects receiving two years of funding in March 2024 must report by September 2027) – whether or not you have finished the project. At the end of this period, regardless of the status of the project, a report is required, and unspent funds are subject to return.

Final Report Templates (templates available at http://www.noama.ca/ciof).

7)   Recognition of Funding:
All publications and presentations related to the project funded from the NOAMA Clinical Innovation Opportunities Fund are to acknowledge *"Supported by the Northern Ontario Academic Medicine Association (NOAMA) Clinical Innovation Opportunities Fund award"* and are to include the NOAMA logo. The logo is available from the NOAMA office at grants@noama.ca

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Version	**Date**	**Authors/Comments**
1.0	2015.01.07	Original policy
2.0	2015.03.24	Language updates
3.0	2018.04.15	Language updates
4.0	2019.05.21	Language updates
5.0	2020.03.30	Language updates
6.0	2021.06.22	Language updates
7.0	2024.05.21	Language updates