**Spark Program**

**Call for Innovations – Information Package**

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About CC-ABHI

The Canadian Centre for Aging and Brain Health Innovation (CC-ABHI) at [Baycrest Health Sciences](http://www.baycrest.org/) in Toronto, Canada, is the result of the largest investment in brain health and aging in Canadian history.

CC-ABHI is a solution accelerator, helping to drive innovation in the aging and brain health sector. Our first-of-its-kind partnership of health-care, science, industry, and government, is a hub for the design and development of innovations helping older adults age safely in the setting of their choice, while maintaining cognitive, emotional, and physical well-being.

Innovation in this sector is vital to address the growing aging population, brain health and seniors’ care needs. CC-ABHI will support collaborations between leading seniors’ care organizations in North America and global innovators with promising solutions in medical devices, therapeutic approaches, emerging technologies, wellness and digital health solutions, health-care delivery practices, and practitioner/caregiver training and support.

CC-ABHI will be launching several programs in 2016-17 to drive innovations in the aging and brain health sector.

Spark Program:

This program will support small-scale, grassroots innovation activities by point-of-care or service staff, associated with healthcare delivery or service provider organizations in Canada and/or network partners of CC-ABHI in the United States. These activities aim to drive forward local innovation agendas.

Industry-Led Program:

Industry-led projects will be driven by commercial partners and focused on solving aging and brain health challenges, levering the partner’s products/services. For example, industry partners may bring forward a developed product to CC-ABHI to test and perfect it with seniors in a real-world setting.

Strategic Accelerator Program:

Projects in this program will be strategically chosen based upon their targeted alignment with key challenges in the seniors’ sector and their potential for significant impact. CC-ABHI will provide funding, project management services, and end-user test populations in support of building and evaluating solutions.

Knowledge Mobilization Program:

This program supports the dissemination of best and next practices across stakeholder groups, and builds a culture of innovation in the sector. For example, e-learning modules will be curated or developed, disseminating essential knowledge and skills in aging and brain health. This will enable older adults, their circle of care and professional healthcare practitioners to gain access to the best practices in aging and brain health. This program’s targeted impact will be an increase in the knowledge and skills of key stakeholders with a resulting improvement in health outcomes.

Learn more: [www.ccabhi.com](http://www.ccabhi.com/)

1. Opportunity

**Spark Funding program - Call for Innovations 2016**

The Canadian Centre for Aging and Brain Health Innovation’s Spark Program is now seeking applications from point-of-care and service staff associated with healthcare delivery or service provider organizations in Canada and/or network partners of CC-ABHI in the United States.

The Spark program supports grassroots innovative ideas targeted at driving local innovation agendas to improve quality of life and at advancing brain health and aging science, knowledge, and practices for the benefit of the public, in particular older adults.

CC-ABHI will fund up to 10 projects through the Spark program that meet the eligibility requirements and selection criteria. Each successful applicant can receive up to $50,000 (CAD) in project funding. The applicant must be supported by their host healthcare delivery organization. Spark funding will support the development of grassroots ideas into proofs–of-concept or prototypes. Projects involving the collection of user feedback for prototype features and/or the development of value propositions for a target market also qualify.

The deadline to submit an [expression of interest](https://baycrest.blitzen.com/form/spark2016-eoi) is October 3, 2016, through the online form.

**Themes for the 2016 Call for Innovations**

CC-ABHI is committed to accelerating innovative solutions that support health and economic outcomes. In 2016, we will be supporting innovations that are aimed at addressing the specific target areas listed below:

1. **Emergency department visits:** Solutions that avoid or reduce unnecessary emergency department visits for older adults living with dementia.
2. **Falls prevention:** Solutions that prevent falls or mitigate injury due to falls in older adults with dementia.
3. **Aging at home**: Solutions for better management of complex chronic conditions for older adults with dementia living at home.
4. **Cognitive fitness**: Solutions that improve brain health or cognitive fitness in older adults.

All proposed projects addressing these target areas will be reviewed for funding.

**Funding Available**

The maximum funding available for projects selected in this call for innovations is$50,000 (CAD)**.** The Spark Program will be funding projects that are scheduled to run for 6 to 12 months, starting in February 2017. CC-ABHI funding will be attached to project milestones and deliverables. Funding will flow to the applicant’s host organization. The host organization will be accountable for the applicant’s completion of project milestones and deliverables as well as performance reporting.

Flow of Funds

CC-ABHI releases an initial payment of 50 percent of its funding at the start of the project. Subsequent payments of 40 percent will be released upon receipt and approval of progress and financial reports. A holdback of 10 percent will be released upon project completion and receipt of final progress and financial reports, outcomes and attestation from the host organization regarding the use of funds.

1. Selection Criteria

All applications will be evaluated based on the following selection criteria:

1. Strategic Alignment - How well does this project align with the themes for 2016?
2. Customer Need - How well does this project meet an important customer need?
3. Proposal Merit and Assessment:

* Well-written and focused proposal.
* Clearly delineated framework including project outputs, outcomes, relevant performance metrics and success indicators, project plan, timelines, and key milestones.
* Proposal should identify aspects of the projects that are carried out in the user’s environment, including a commitment for early testing in the host organization. The proposal must include a letter of support from the host organization, which includes confirmation from the host organization that it understands its role and obligations if the applicant’s project is selected for funding.

1. Project Feasibility - The likelihood that the project will be successfully implemented from the perspective of available funds, resources, skills and technologies.
2. Scalability - The likelihood that the idea can be rolled out on a larger scale and applied across Canada and globally.
3. Individual / Team Capability

* Experience and skills of the applicant - track record and likelihood that the applicant can complete the innovation project being proposed;
  + Level of engagement or support - Applicant has to prove that they have time to invest to develop and further refine their idea.

1. Innovativeness - Uniqueness or ‘breakthrough’ nature of the idea.
2. Applicant(s) must be a point-of-care or service staff member associated with healthcare delivery or service provider organizations in Canada and/or network partners of CC-ABHI in the US.

CC-ABHI reserves the right not to select and applications for funding and to annul this Call for Innovations at any time, without incurring any liability. CC-ABHI reserves the right to modify the scope of this Call for Innovations at any time.

1. Process and Timeline

CC-ABHI is now seeking applications from point-of-care and service staff associated with healthcare delivery or service provider organizations in Canada and/or network partners of CC-ABHI in the United States who have grassroots innovative ideas targeted at driving local innovation agendas with promising scalability. The CC-ABHI network partner list is available on CC-ABHI’s public website at <http://www.ccabhi.com/partners/> .

Detailed below is high-level process and timeline:

Step 1: Review the criteria to make sure your idea or concept addresses the identified themes. If you decide to apply, submit an [Expression of Interest](https://baycrest.blitzen.com/form/spark2016-eoi) by completing the online form by 5 pm on Monday - October 3, 2016. Include your full contact details and the title and a brief description of your project.

Step2: Submit your [Application Form](https://baycrest.blitzen.com/form/spark2016-application) online by 5 pm on October 28, 2016. All applications must be in English, and nothing confidential or proprietary should be included. You are granting no rights to any intellectual property by submitting an application. The online application must include a letter of support from the host organization, which includes confirmation from the host organization that it understands its role and obligations if the applicant’s project is selected for funding.

Step 3: CC-ABHI will review the application, including project scope, timeline and expected outcomes against the selection criteria. Applicants may be contacted for additional information during the review phase. Applicants must be willing to make revisions to the project plan and must include specific deliverables and timelines.

Step 4: Evaluation and approval of projects by CC-ABHI governing bodies.

Step 5:  Successful applicants will be notified by December 1, 2016.

Step 6: Signing of funding agreements with the host organization to be executed by January 20, 2017. The funding agreement will set out any contributions / obligations of the host organization and any other rights of CC-ABHI including rights to disseminate the findings.

Spark Program: Important dates

|  |  |
| --- | --- |
| Deadline to submit Expression of Interest | October 3, 2016 |
| Deadline to submit full Online Application Form | October 28, 2016 |
| Selected applicants notified | December 1, 2016 |
| Agreements signed | January 20, 2017 |
| Project Start: Feb 1, 2017 | February 1, 2017 |

1. Frequently Asked Questions

We are not sure if our innovation qualifies. Who can we contact for discussion purposes? Who can I contact for more information?

Canadian Centre for Aging and Brain Health Innovation

Baycrest Health Sciences

3560 Bathurst Street

Toronto, ON – M6A 2E1

[info@ccabhi.com](mailto:info@ccabhi.com)

Where can I learn more about CC-ABHI?

More information is available on the website: [www.ccabhi.com](http://www.ccabhi.com)

How many Spark projects will be funded by CC-ABHI in 2016-17?

CC-ABHI will fund up to 10 projects that meet the eligibility requirements and selection criteria.

How do I apply for the Spark Program?

Eligible applicants are invited to submit an [expression of interest](https://baycrest.blitzen.com/form/spark2016-eoi) by 5 p.m. on October 3, 2016, followed by completing and submitting [a full application form](https://baycrest.blitzen.com/form/spark2016-application) by 5 p.m. on October 28, 2016, on the [CC-ABHI website](http://www.ccabhi.com).

Why should I apply to the Spark Program?

The Spark program provides an opportunity to point-of-care and service staff to support their grassroots innovative ideas targeted at driving local innovation agendas. The Spark funding helps an innovator take an early solution to proof of concept or to convert a solution into a digital prototype.

Who can apply for the Spark Program, individual Point-of-care and service staff or their host organization?

The Point-of-care or Service staff applies for the Spark funding. The host organization provides a letter of support to the applicant.

Who are considered as point-of-care and service staff?

All staff responsible for direct clinical care of patients can apply for the Spark program.

* + Health care professionals – Physicians, Nurse Practitioners, Nurses
  + Allied Health Professionals
  + Personal Support Workers
  + Certified Nursing Assistants
  + Support staff (for example dietary aides, housekeepers)
  + Home health care aides
  + Direct clinical care and/or service staff

Which organizations are considered as healthcare delivery or service provider organizations?

* + Retirement homes
  + Assisted Living facilities
  + Long term care centres
  + Hospitals & Acute care centres
  + Specialty hospitals
  + Sub-acute care (Transitional care) centres
  + Hospital Networks
  + Academic Hospitals
  + Community Hospitals & Clinics
  + Community Care Access centres
  + Private clinics
  + In-home care organizations
  + Health service delivery organizations
  + Rehabilitation centres

Could you cite some examples of initiatives that can be funded under the Spark Program?

Examples of projects that could be funded include:

1. An early stage technology e.g. app to its next iteration or a ‘paper based’ solution to a software tool
2. An early prototype of a solution e.g. assistive device, wire frame of a software solution, e-learning tool
3. Trial data to demonstrate that a solution meets the needs of the users and solves a problem
4. Trial data to demonstrate effectiveness of a clinical process

Examples of projects that do not meet criteria for funding:

1. Solution is highly specific,  and has little potential for uptake by others
2. Larger volume clinical trial
3. Pure research and early stage applied research that is not readily transferable to point of care application.

If I am a healthcare worker with an innovative idea, what do I need to do in order to obtain funding?

The applicant will be required to work with the host organization to specify the list of project activities and deliverables, as well as identify the persons responsible for completion of the deliverables in order to attain the objectives of the proposed project. The applicant will need to provide these details on the online application form.

What support will I receive for the execution of the project?

The host organization is responsible for providing local support to the applicant in the creation of the project charter, as well as overseeing project execution. If the applicant has questions about the expression of interest or online application form, please contact CC-ABHI. CC-ABHI will provides up to $50,000 in funding for projects, based on eligibility and selection criteria.

What skills do I need to have in order to apply/qualify for funding?

The applicant needs to have experience as a point-of-care worker or service staff member associated with healthcare delivery or service provider organizations in Canada and/or network partners of CC-ABHI in the United States.

What is the applicant responsible for in terms of the project execution?

The applicant needs to work with the host organization to determine the roles and responsibilities of the project team, as well as the deliverables for the project. The applicant will need to provide these details on the online application form.

Which expenses are eligible for reimbursement under the Spark Program?

Please refer to the [Spark Program - Call for Innovations - Eligible Expens﻿es Guideline.](http://www.ccabhi.com/wp-content/uploads/Spark-Program-Eligible-Expenses-Guideline.pdf)

What happens if my project is selected?

An agreement will be established with CC-ABHI and the host organization to clarify roles and responsibilities, expectations, deliverables, and project timelines. It is expected that the host organization will process and approve the agreement by January 20, 2017.

What are some common pitfalls to avoid when preparing an Expression of Interest?

Pay special attention to ensure that your project addresses the themes for the Call for Innovations when preparing your Expression of interest.

Is any cash financial support required from the applicant’s host organization?

No. Cash funding support is not required from the host organization.

What are the obligations of the applicant’s host organization?

* Provide [Letter of support](http://www.ccabhi.com/wp-content/uploads/Spark-Program-Letter-of-Support-Template.pdf) to the applicant for submission to CC-ABHI along with the online full application
* Receive funding from CC-ABHI and redirect received funding to support project’s approved costs
* Provide infrastructure and facilities support to applicant, for example office or lab space, office equipment and supplies etc.
* Permit applicant to access organization’s patient population to facilitate testing
* Ensure that the applicant completes project milestones and deliverables as well as performance reporting according to the project schedule
* Attest and submit financial reports to CC-ABHI, regarding the use of approved project funds for reimbursement
* Ensure submission of final report by the applicant after Project completion,
* Maintain and provide project data up to 5 years after the completion of the Project.
* Cooperate with CC-ABHI in the collection of performance metrics relevant to the Project and provide CC-ABHI with reasonably necessary documents and participate in CC-ABHI’s publicizing the results of the Project.
* Sign the [CC-ABHI Funding agreement](http://www.ccabhi.com/wp-content/uploads/Funding-Agreement.pdf) related to the project.

Are there any fees to apply for the program?

There is no application fee to apply for the program.