Health Technologies Fund
FREQUENTLY ASKED QUESTIONS

1. **What are the changes to the program from Round 1 to Round 2?**
   - The program has been updated based on observations from the first round of the program. Changes to the program include:
     i. **Program Theme:** "Better Care Closer to Home"
        - The program theme remains the same. The guidelines now provide more clarity regarding the meaning of "closer to home." To support technologies that deliver better coordinated and integrated care in the home and community.
     ii. **Health Innovation Teams ("HITs")**
        - Applicant: One or more provider(s) of publicly-funded health care services.
        - Technology partner (mandatory): An Ontario-based, for-profit health technology business providing an innovative solution to the problem statement. Partners may be of any size or stage (start-up, small- to medium-sized enterprise, and multinational enterprise) with a research and development, and/or manufacturing presence in Ontario.
        - Other Project Contributors: (strongly recommended): Academic researchers with expertise in technology adoption and diffusion, design and implementation, or health economics.
     iii. **Funding Streams**
        - The funding streams have been updated to two from three and are now referred to as "types."
        - Stream 1: Prototype has been removed from the program. Rationale to remove this stream was to ensure that the demonstration projects supported validated technologies. These are technologies that have obtained the required regulatory approvals, and received initial customer feedback.
        - HITs may apply for funding to support (1) Pre-Market Evaluation or (2) Early Adoption projects (both at the $500,000 level)
           a. Pre-Adoption supports the implementation of a validated technology in a healthcare setting to understand the conditions necessary for successful implementation, and to develop evidence to support broader uptake of the technology.
           b. Early Adoption supports validated, market-ready technologies that have been successfully implemented in one or more healthcare settings. Projects involve an additional implementation (and preferably multiple implementations) of the technology (in one or more

healthcare settings) in order to evaluate the technology across multiple implementations, to generate further evidence to support value-based procurement and wide-scale adoption, and to develop an adoption plan.

        i. Both types now include defined activities, exclusions and outputs.

  iv. Application Process
- Now a formal, two-stage process (1) EOI, (2) Full Proposal
  a. The EOI will be completed and submitted via AccessOCE. Assessment of the EOIs will be completed by OCE and OCHIS collaboratively using a formal scoring tool. The outcome of the assessments will determine which projects are invited to submit a Full Proposal. A copy of the EOI Assessment Template will be available in the program guidelines for the applicants to reference (the template is currently under development)

2. **What is the maximum funding that can be requested per project and what are the matching requirements?**
   - Funding allocations of up to $500,000 per project and must be matched with direct project costs on a 1:1 ratio.
   - OCE will reimburse against direct project expenditures (auditable expenditures) up to the maximum amount of the OCE request. (e.g. OCE:$500,000, Applicant/Project Contributors:$500,000)

3. **What is classified as cash and in-kind contributions?**
   - Cash contributions are auditable and require reimbursement
     o *Any amount of funding attributed to OCE must be defined as cash, and it must be in line with the budget. This applies for Project Contributor(s) cash contributions too. OCE will not reimburse cash contributions provided by the Project Contributor(s), only expenditures supported with OCE cash. Reimbursement against OCE cash will be made against the matching contributions and evidence of the expenditure will be requested to support the expenditure. (e.g. Activity 1: $50,000, OCE:$25,000 and Project Contributor(s):$25,000, a reimbursement of $25,000 will be provided. This reimbursement is against the OCE amount).*
   - In-kind contributions are auditable and essential in carrying-out the project and must be thoroughly documented and justified. In-kind contributions may be cash equivalent goods and/or services, which represent an incremental expense that a project partner would not normally incur, and would have to be purchased using project funds, if not donated. In-kind contributions may include the project partner's personnel time; (providing direction, and participating in the project), services, access to special equipment, and supplies required to execute the

project. Personnel time cannot exceed $100 per hour, to a maximum of $5,000 per month. In-kind contributions do not require reimbursement.

4. **Who must complete a Company Profile?**
   – Only companies (both for-profit and not-for-profit) providing project contributions (cash and/or in-kind) are required to complete Company Profiles.
   – If a Company Profile has been completed for an organization that is not a company (for-profit or not-for-profit) you can delete the profile from your application. If you are unable to delete the profile notify the Innovation Procurement Manager to delete it for you.

5. **What supporting documentation is required?**
   – Relevant CVs/LinkedIn profiles for key team members only.

6. **How will the application be assessed?**
   - EOI will be assessed by representatives from OCE and OCHIS using a formal rubric. The top projects will be shortlisted to be invited to submit a Full Application.
   - Full Application will be assessed against the Full Application Assessment template. This template aligns with the questions provided through the Full Proposal.

7. **Why does the full application need to be endorsed by a Business Development Manager one week in advance of the application submission deadline?**
   Application submissions are supported by the Business Development Managers. In order to ensure that the applications are eligible and appropriate to be formally submitted to the program a Business Development Manager can provide feedback/direction in advance of the application submission deadline.

8. **What are examples of projects supported by the Health Technologies Fund?**
   - Round 1 of the program supported 15 projects to demonstrate technologies in a healthcare setting. For more information see, https://news.ontario.ca/mohltc/en/2017/04/ontario-improving-patient-care-through-innovative-health-technologies.html.

9. **What are the requirements upon project approval?**
   - Upon project approval, the Applicant Organization and Project Contributors will be required to sign the OCE Funding Agreement.
   - Approved projects will be required to comply with the reporting requirements. I) Progress and Financial Claim Report(s), II) Final Results and Claim Report(s) and III) Metrics Survey
     o **I) Progress and Financial Claim report(s),** including progress, proof of expenditures, and a financial attestation, will be required two times a year (April – September) and (October – March). The applicant organization will receive notification and a link from OCE's AccessOCE system to submit the

report. The report must be received and approved by OCE prior to release of funds for eligible claims.

Note: Applicants MUST retain all proof of purchases, receipts, and other relevant documentation relating to eligible expenses. These should be included in the Interim Progress and Claim Report.

- o **II) Final Results and Claim Report(s),** A final report, including progress, proof of expenditures, and a financial attestation, will be required at the end of the project. Forty-five days prior to the scheduled completion date, the Applicant will receive an email notification of the project end date from the AccessOCE system, with a link to the Final Progress and Claim report should the Applicant wish to begin entering data.
    - – If a project extension is required, the Applicant MUST request it using the Project Administration tab in their AccessOCE project file.
    - – On the scheduled project completion date, the Applicant will receive another notification and a link to complete the Final Project Progress and Claim Report from OCE's AccessOCE system.
    - – All required final reports by all Applicants must be submitted within 30 days of project completion in order to be reimbursed for eligible expenses and maintain good financial standing with OCE.
    - – If early reporting is required, the Applicant MAY request it by emailing OCE Project Administration, project-administration@oce.zendesk.com.
- o **III) Metrics Survey**, If the project continues past a fiscal year end (March 31), the applicant and industry partner(s) will be required to complete an annual metrics survey each April, for the part of the project that has been completed since the previous March 31. This annual report is mandatory for OCE to fulfil its contract with the Ontario Government. Required metrics reports from all partners must be submitted in order to maintain good financial standing with OCE.

APPENDIX 1: HTF EOI QUESTIONS TEMPLATE

Health Technologies Fund

EOI QUESTIONS

OCE Office use only

APPLICATION DATA	
Project Title	«Project_Title»
Application Number	«Application_Number»

SUMMARY OF PROPOSAL FOR PUBLIC RELEASE

*Please provide a short (250-word maximum), plain-language description of the Project, which you approve for public release if the application is funded by OCE. Do not include any contact information.

1: PROBLEM STATEMENT AND PROPOSED SOLUTION (MAXIMUM 1 PAGE)

A. Provide a "Problem Statement" that outlines the challenge you aim to address. The Problem Statement should articulate the challenges and opportunities for which a solution could have substantial system impact, and how it aligns with the HTF theme of better care closer to home.

B. What is the innovative technology, product or process related specifically to better coordinated and integrated care in the home and community that will be demonstrated and/or implemented? Technologies that are validated have obtained the required regulatory approvals, and initial user feedback. Provide a schematic to support the description.

A. (Type Here)

B. (Type Here)

2: PROJECT OBJECTIVE AND COLLABORATION (MAXIMUM 1 PAGE)

A. Please identify whether the project objective is Pre-Market Evaluation or Early Adoption, and outline the key product development milestones required to achieve the project outcomes in the Milestones Table below.

Milestone Table
Please list the key milestones in the table below (add more lines as necessary)

Activity	Team Member	Expected Outcome	Duration (e.g. # months)

B. Describe the collaboration that will take place between the partners to demonstrate and/or implement the solution including the roles and responsibilities of the team members (include name, title, and project responsibilities). For key team members, briefly describe their track record of engagement with other knowledge users, including government (i.e., policy makers, health care leaders, patients, and providers).

A. Choose one of: Pre-Market Evaluation or Early Adoption

Milestone Table
Please list the key milestones in the table below (add more lines as necessary)

Activity	Team Member	Expected Outcome	Duration (e.g. # months)

B. (Type Here)

3: IMPACT (MAXIMUM 1 PAGE)

A. Describe the potential impact of the proposed solution on:
- Health care system performance (e.g., redesigning of the health care system, health outcomes, patient experience, health system costs, etc.);
- Existing and future infrastructure (e.g., supply chain, IT support, etc.);
- Policy (e.g., reimbursement models, scope of practice constraints/opportunities, regulatory/legislative policy, etc.);
- Economic development within Ontario (e.g., globally competitive business and market opportunity, etc.);
- Industry;
- Practitioners; and
- Patients.

A. (Type Here)

4: ADOPTION AND SCALABILITY (MAXIMUM 1 PAGE)

A. Beyond the scope of the proposed project, what plans are in place to scale adoption of the solution to the system level (provincially and/or nationally)?   **B.** What are the potential barriers to adoption, and how will you mitigate these barriers?
A. (Type Here)   **B.** (Type Here)