

RRP Project Funding Project Proposal Form Guide




This document contains instructions and explanations on how to fill out the RRP Project Proposal Form. Please use a blank form provided to you separately to enter information about your projects and education initiatives. Please submit a separate form for each project. For education initiatives, you may submit:

- One form for all staff external education initiatives (i.e. not delivered by/within your renal program) such as conferences, workshops, training programs, etc.
- One form for all staff internal education initiatives such as lunch-and-learns, in-services, etc.
- One form for all patient education initiatives.

If you have any questions or need additional guidance, please contact Eve Cheng (Eve.Cheng@phsa.ca), Yuriy Melnyk (Yuriy.Melnyk@bcrenal.ca) or Sue Saunders (Sushila.Saunders@bcrenal.ca) at BCRenal.

Health Authority Renal Program	
Project name	<p>This form is intended as a concise and high-level project overview only, not a full and detailed proposal customarily used to describe a new project. BC Renal will use it to decide:</p> <ul style="list-style-type: none"> • If the project meets the criteria and is eligible for RRP funding. • If the project aligns with the strategic priorities of BC Renal and the larger BC kidney care community and kidney patient population. <p>Full project proposals may be required by your health authority or the renal program, depending on the essence and scope of the project.</p> <p>Please continue to also use this form to submit any proposals for staff and patient education funding and related initiatives.</p>
Project manager/ lead	The person who will be directly managing or leading the project.
Project objective(s) and short description	<p>We encourage you to follow the BC Renal guide for project planning and evaluation when developing the project regardless of its essence and scope, including setting SMART goals and adding an evaluation component to the project: http://www.bcrenal.ca/health-professionals/professional-resources/project-planning-evaluation.</p>
Alignment with (as applicable): <ul style="list-style-type: none"> • BC Renal/ HA strategic plan • Provincial committee(s) strategic priorities/ projects 	BC Renal strategic plan can be found at: http://www.bcrenal.ca/about/who-we-are/what-we-do#Strategic--Plan .
Anticipated benefits (for renal program, province)	Describe your vision of success and all the good outcomes your project is intended to achieve.
Anticipated timeline/ dates/ phases	<p>Example: Phase I: April-August 2021 – Environmental scan; Phase II: September-December 2021 – Data analysis; Phase III: January-March 2022 – Final report preparation.</p> <p>Please remember that RRP funding cannot be formally</p>

	<p>committed to a project for longer than one fiscal year (April to March). Even when a project may require a longer implementation timeline (e.g. over 2 or 3 fiscal years), you will need to resubmit the project proposal form for the second and third year to secure ongoing funding.</p>
<p>Human resources required (e.g. clinical lead, PM, admin support, analytics, PROMIS, finance, communications, other subject matter expert(s)) – please specify source: HARP vs BC Renal</p>	<p>Example: Request that the HARP provides:</p> <ul style="list-style-type: none"> Clinical lead, project manager. <p>Request that BC Renal provides:</p> <ul style="list-style-type: none"> Admin support, analytics support, PROMIS support, communications support.
<p>Breakdown of RRP-covered costs:</p> <ul style="list-style-type: none"> PM/ lead, etc. salary PM/ lead, etc. benefits Sessional fees Licenses, registration fees, etc. Equipment/ supplies Travel, lodging, per diem Other costs TOTAL COSTS 	<p>Please ensure you include eligible expenses only. Please refer to the embedded/ attached infographic and the RRP Terms of Reference for more information.</p> <div style="text-align: center;">  <p>Regional Renal Program (RRP) Value</p> </div> <p>Examples of expenses that cannot be covered with RRP funds:</p> <ul style="list-style-type: none"> Capital expenses over \$5,000. Purchases of gifts. Overtime, backfill or salary reimbursement to salaried initiative participants (except secondment of salaried staff to a project, project manager/ lead, physician sessional fees). Paying for permanent positions. Orientation and training that would typically be provided as part of HARP onboarding/ operational training. Covering deficits of any kind. <u>COVID-19-related expenses of any kind.</u> For any C19-related expenses, please approach your HA.

Medical Director – Kidney Services

Date

Administrative Director/ Program Lead – Kidney Services

Date

HARP Executive Sponsor

Date



Please also note PHSA’s policy regarding catering/ meal expenses – this policy should be applied to RRP-funded projects and initiatives:

2.6.7 Internal Meetings

Meal and refreshment expenses for internal meetings will be permitted under this policy only when the following criteria are met:

- i. If the meeting is required to be scheduled between the hours of noon and 2:00pm; or from 6:30pm and 8:30pm.
- ii. There is an appropriate business purpose for the meeting; and
- iii. The nature or location of the meeting does not allow participants to provide their own meals or refreshments.