

**Diabetes Care Program of Nova Scotia (DCPNS)
Diabetes Centre Grants**

Purpose: *To support the development and evaluation of innovations in Diabetes Centre practice within the context of a quality framework.*

Procedure:

- The DCPNS will make available 3 to 4 small grants to Diabetes Centre (DC) staff on an annual basis to assist with quality initiatives.
- Each DCPNS grant will be valued to a maximum of \$3,000. This money is intended to provide staff relief for the development, implementation, and evaluation of a specific DC-related project. **It is not intended to provide office supplies/equipment.**
- Funding will be granted to short-term projects (no more than 9 months in duration, with completion by Dec. 31 of the year in which the funding is granted; and a final report is required by March 1 of the next year). Where possible, the IHI quality improvement process should be applied with use of the PDSA cycle. Where Research Ethics Board (REB) review is required, time extensions will be considered.
- Projects aimed at one of the following will be considered:
 - The planning, delivery, and evaluation of programs/approaches used to enhance program efficiencies or effectiveness.
 - Innovations in program delivery (integration, communication, partnerships...)
- DCPNS Priority areas for the grants will be determined on an annual basis taking into consideration the DCPNS Business Plan (*see DC Grant Applications Priority Areas 2018/19*).
- The DCPNS will make itself available to assist with idea development (for the letter of intent) and to assist with the approved projects, where requested.

Granting of Funds:

- The initial call for letters of intent will be made in November of each year with letters of intent required by mid-January. Based on the merit of the project, potential projects will be asked to submit a full (3-page maximum) project description (using an established template) to the DCPNS by end-February.
- Funding decisions will be made to correspond with the start of the fiscal year (April 1). An internal DCPNS committee will review and judge the applications.
- Half of the funds will be granted at the start of the project and the remainder at completion of the project and submission of the final report (mid-Jan to March 1 in the subsequent year.).

Project Criteria:

- Applicants must be members of a DC team (proposals reflecting a multidisciplinary team will be given preference).
- The project must:
 - Address a DCPNS-identified priority area.
 - Contain a simple evaluation plan.
 - Include a dissemination plan to address sharing with DC/CDM staff and others through the DCPNS bulletin and/or provincial workshop as well as reporting to facility/zone administration and other interested stakeholders.
- The letter of intent must include:
 - A **brief description** of the project and what will be achieved.
 - An indication of the **multidisciplinary nature of the project**, including which DC staff will be involved and how.
 - An indication of how the proposed project fits with one of the three DCPNS-identified priority areas.
 - A **statement of “approval in principle”** from the Zone Director and the DC Manager. **A letter will not be required unless a full-three page application is requested/submitted.**
- When invited to submit, the full three-page application must contain:
 - A complete project description (not to exceed three pages) including: participating team members, project purpose and objectives, fit with the DCPNS priority area, action plan for development and implementation (including approximate time lines), evaluation plan, dissemination strategy (clearly indicate your communication plans), and budget.
 - A letter of support from the Zone Director and DC Manager.