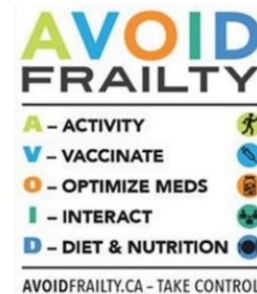




AVOID Frailty Regional Centres for Healthy Aging (RCHA) *FOR INFORMATION ONLY*

- Please read the Application Instructions and RFP documents before completing the online application using Forum (https://forum.tvn-nce.ca/index.php/Main_Page).
- Please provide all information in English.
- **Full Applications are due by Noon ET on January 10, 2022.**
- CFN will reject all submissions that are incomplete. Rejected submissions will not be reviewed/considered for funding.



Administrative Information

Title of RCHA Proposal: (Maximum 15 words; appropriate for lay audience)
Term of RCHA Proposal: (Maximum 12 months; funding will not proceed beyond March 31, 2023)
Funding Requested from CFN: (Maximum \$250,000)
Total Partnership Funds Secured: (This must be at least 100% of funding being requested from CFN, and match the funds listed in the excel budget document)

Please provide information on the Implementation Lead (Principal Investigator) who will act as Project Leader for proposal

First Name:	Surname:	Designations:
Email:	Daytime Phone:	Other Phone (optional):
Host Institution that will receive and administer funds:		
Secondary Contact Name:	Secondary Telephone Number: Secondary Email:	

Please indicate the following: (Select the best fit with your proposed RCHA application)

Geographic Region: <input type="checkbox"/> BC, AB, SK, YT & NWT <input type="checkbox"/> NVT, MB, ON & QC <input type="checkbox"/> NB, NS, PEI & NFLD/LAB	Type of Community: <input type="checkbox"/> Rural <input type="checkbox"/> Suburban <input type="checkbox"/> Urban
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Proposal Summary

Lay Proposal Summary (Limit: 250 words)

- Provide a non-confidential summary in lay terms of the RCHA proposal.
- A lay summary is an overview of a project described in a way that can be easily understood by those without prior experience of the subject.

Proposal

Upload a single document named RCHA2021-Surname_Proposal.pdf. In the document header, include the name and affiliation of the implementation lead (Project Leader). Ensure that the proposal does not exceed 5 pages, single spaced in Calibri 12 font with 1-inch margins.

The Proposal must include the following six subheadings and descriptions:

1. Rationale and Impact

- Describe your community.
- Explain how your community and its members would benefit from implementing the AVOID Frailty Program.

2. Objectives and Deliverables

- Provide clear implementation objectives.
- Describe all milestones, anticipated deliverables, outputs, and outcomes for the duration of the project.
- Provide a project schedule with dates for all milestones and anticipated deliverables, outputs, and outcomes for the duration of the project, including all knowledge translation activities.
- Note: The project schedule is mandatory and will be used to track progress of the study.
- Describe how this project will be managed and deliverables tracked.

3. Description of Team Member Expertise

- Please describe the expertise and experience of each Team Member (e.g., each Principal Investigator, Co-investigator, Partner, community member, and stakeholder) to demonstrate that the team can deliver on the proposed outputs and achieve the goals and objectives of the proposed RCHA.

4. Readiness to Implement and Plan for Adaptation

- Describe alignment and preparedness of the community to ensure the implementation of the AVOID Frailty Program can be completed as per the project schedule.
- Identify all feasibility issues, barriers, challenges and limitations to the successful implementation and management of the RCHA and how these will be mitigated.
- Specifically address issues related to budget constraints, time constraints, structural issues, and organizational and personnel challenges that may delay RCHA implementation and how these may be mitigated.
- Discuss strategies for community outreach, and digital platform integration.

5. Evaluation

- Discuss the plan for collection and analysis of individual and community-level indicators of AVOID Frailty related behaviour change using the CFN-modified digital platform.
- Outline an approach for iterative process evaluation to describe conditions surrounding implementation.
- Provide clear rationale and descriptions of planned community-tailored data collection and analyses.

6. Budget Description and Justification

- In addition to the information provided in the budget excel document please justify your overall budget and the need for the budget items listed, and associated costs.

Supporting Information

In an Appendix document, include tables, figures, and a list of references to support sections above. The Appendix document does not contribute to the 5-page limit of the Proposal.

Letters of Support

- In a single PDF document please provide letters of support for each partner or collaborator etc. Upload the single PDF document onto Forum.
- Make sure that each letter of funding support is on the organization’s letterhead, detailing the partnership and specifically listing in an itemized fashion their cash and/or in-kind contribution(s) and the total partner funding amount. Support letters must demonstrate evidence of past successful collaboration and an explicit statement about their willingness and ability to manage effective partnerships for the duration of the proposal. The letter should also specifically include reference to CFN, the AVOID Frailty RCHA, and any conditions placed on funding.
- Individuals from the partner organizations that will be participating as project team members must be listed in the submitted Project Team Information document.
- All financial information provided in the table below must also appear in the submitted Excel budget document.
- Where an investigator has a “financial interest” (as defined by NCE Conflict of Interest Guidelines) in a partner, the potential conflict of interest should be declared in the table. This does not preclude the partnership in any way but provides transparency during the review process. Please see CFN Conflict of Interest Policy and Guidelines for additional guidance <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-conflict-of-interest-policy-1.pdf>

Partner Organization/ Receptor Company	Potential Conflict of Interest (Yes or No)	Role in Project and Specific Use of Contribution in Project	Nature of Contribution (cash or in- kind)	Contribution Amount (CDN\$)

Insert additional rows as needed.