

# PCAN Innovation Funding Quick Guide

Perioperative Clinical Action Network



Guided by the **Specialist Services Committee (SSC)**, the **Perioperative Clinical Action Network (PCAN) Innovation Fund** is dedicated to support the creation and spread of ideas to improve surgical services in B.C.

## Application Process

- 1 Read the full PCAN Innovation Fund Guideline at [www.sscbc.ca/pcan](http://www.sscbc.ca/pcan)
- 2 Complete online Innovation Intake Form @ [checkbox.doctorsofbc.ca/ssc-surgical-innovation-intake-form](http://checkbox.doctorsofbc.ca/ssc-surgical-innovation-intake-form)
- 3 Application is reviewed and preliminary feedback provided.
- 4 Finalize project team, complete measurement and budget worksheets.
- 5 Application is evaluated using pre-specified criteria.
- 6 PCAN Advisory Committee may be requested for decision support.
- 7 Successful project will be granted funding & fund agreement is finalized.

## Contact

**PCAN & Innovation Funding** questions may be directed to Geoff Schierbeck:  
[gschierbeck@doctorsofbc.ca](mailto:gschierbeck@doctorsofbc.ca)

**Application support** questions may be directed to Minh-Yen Ly:  
[mly@doctorsofbc.ca](mailto:mly@doctorsofbc.ca)



PCAN WEBSITE

## PCAN Mission Statement

**Connecting British Columbia's multidisciplinary perioperative teams to create a surgical network where members collaborate, support, and share solutions.**

## Eligibility Criteria

**Licensed B.C. Physician Lead** must complete online intake form.

**Innovation projects** must have a direct impact on an aspect of a B.C. perioperative service.

**Provincial B.C. Surgical Priorities** alignment will have stronger consideration.

**Quality improvement** trained individuals will have stronger consideration.

**Proposals that meet the threshold of excellence** will be contacted for further advancement.

**Project plan** shall summarize the problem it will address, outline an aim statement, estimate the timeline and budget, describe the qualifications of the project team and define the measures used to demonstrate the path to improvement.

**Monthly project status reports** are submitted on the first Friday of each month via an online reporting portal. Late submission may result to loss of funding.

**Assessment process** will follow a strict transparent review process based on a four-point rating scale on a ten decision criteria matrix.

**2023 is the inaugural year for the PCAN Innovation Fund**, changes to the guidelines & application process are subject to change without notice. Check the PCAN website for the most up to date information.

## Details

**One-time Innovation funding** will be rewarded on a 5-tiered program.

## PCAN Innovation Fund FAQ

### **What is the purpose of the PCAN Innovation Fund?**

- It is a program to support innovative projects that improve perioperative services.

### **Who is eligible to apply?**

- A licensed BC Physician who is takes the roll of Physician Lead on the project.

### **What is the role of a PCAN Innovation Physician Lead?**

- They are the spokesperson of the project, oversee the clinical aspects of the project, assemble the project team and is accountable for project completion.

### **What criteria are considered for project selection?**

- Alignment with B.C. provincial priorities, the level of innovation, scope and impact, outcome supporting evidence (scientific merit and research), team member(s) reporting capabilities and preparedness and the impact on the Institute for Healthcare Improvement Quadruple Aim.

### **How much funding can be requested for a project?**

- Funding amounts are project dependent and there are 5 tiers that range from \$25,000 to over \$100,000.

### **What will happened after my project is selected?**

- A fund agreement is created, reviewed, and signed by all required parties. An onboarding meeting will be scheduled to discuss reporting and finance requirements.

### **How are project funds transferred?**

- Funds are transferred through either a gated process (releasing funds at milestones), or a reimbursement model (financial claim submission and remuneration).

### **What is the application process for PCAN Innovation Funding?**

- Submitting a project proposal outlining objectives, methodology, measures, expected outcomes, and a budget estimate. Submissions will be reviewed for application completeness for approval.

### **Can collaborative projects involving multiple institutions be considered for funding?**

- Yes, provided they meet the criteria and objectives of the PCAN Innovation Funding.

### **When are project selections and approvals conducted?**

- Application may be submitted year-round. Selection and approvals are conducted 4 times a year: April, July, October, January.

### **How will successful applicants be notified?**

- Notification will be sent via email.

### **Is there post-funding support or monitoring for projects?**

- Funding is a one-time occurrence. The Specialist Services Committee does not provide continuous funding and monitoring of funded PCAN Innovation Projects.

### **Who submits the monthly status reports?**

- The Physician Lead or Project Manager.

### **Who submits the financial claims / invoices?**

- Only applicable only for reimbursement fund model. The Project Manager shall work with each team member to maintain a working log of hours. To ensure accurate accounting and project budget, the Project Manager is responsible for reviewing and submitting project team members' finance claims on their behalf.

### **What financial documents do I need to submit?**

- Only applicable only for reimbursement fund model. The Project Manager shall support the project team members and gather any or all of the following: expense claims, invoices, electronic fund transfer forms, and itemized receipts.

### **Can I submit an expense claim if I do not have my itemized receipt?**

- Only applicable only for reimbursement fund model. The line item associated with the itemized receipt should be removed from the claim as itemized receipts are mandatory. You may be able to contact the vendor / organization to obtain a copy of the itemized receipt.

### **When do I need to submit monthly project status reports?**

- First Friday of each month throughout the project's life cycle.

### **What happens if I forget to submit the monthly report?**

- Contact the SSC PCAN Innovation Fund team member to inform them of the status.

### **What happens if I do not submit the monthly report?**

- An SSC PCAN Innovation Fund team member will reach out to obtain a status update. Failure to submit a report can put your project's funding at risk, affecting your eligibility for future funding opportunities.

### **How do I submit financial claims?**

- Only applicable only for reimbursement fund model. Consolidate invoices, claims, and related itemized receipts into one PDF file and email the file to [sscbc@doctorsofbc.ca](mailto:sscbc@doctorsofbc.ca). Include "PCAN + Project Name" in the email's subject.

### **What can I do if I miss the 3-month finance submission deadline?**

- Only applicable only for reimbursement fund model. Late submissions should be avoided as these claims will be denied. Documentation that indicates the attempt to submit on time or explanation of exceptional circumstance with written request for an exception will need to be provided to the Doctors of BC CEO for approval.

### **Can funds be electronically transferred to an individual that is not on the invoice (i.e. the invoice is sent by an organization that has multiple individuals working on the same project)?**

- No. The electronic fund transfer (EFT) form must match the same name on the invoice.

### **If I am a physician, where do I go to update my banking information?**

- On the Doctors of BC website. Alternatively, physicians can submit an electronic fund transfer form (EFT) if they want payments transferred to a different account.