**Additional Questions and Answers**

Application Process

**Is the LOI deadline 11:59pm Eastern Daylight Time or Eastern Standard Time?**

The deadline for the LOI is set for 11:59pm Eastern Daylight Time, August 30, 2019.

**We are a CIHR eligible institution, so listing all recent grants received by our researchers would be onerous and may not be relevant to the review process. Could we limit this list to the grants/contributions received by the researcher leading the project?**

We ask that you list all funding history within the last year – specific to your department.

**Listing all the current funding from the researcher’s department from the last year will take up approximately two pages of the LOI form. Will this count towards the page limit? Could we complete the two entries within the LOI template and then attach the subsequent grants list in the appendix?**

Please complete the two entries within the LOI template and attach the subsequent grants list as an appendix that will not count towards the page limit.

**Is it possible for one organisation to submit multiple LOIs for different projects?**

Yes. Organizations may submit more than one LOI if they are significantly different in scope of work. A complete and separate application package will need to be completed for each proposed project.

**Can we apply to both Pathways to Care and the Substance Use and Addictions Program (SUAP) for funding?**

Applicants can apply to both the Pathways to Care and SUAP for funding, but it is not possible to receive funding from two programs for the same project.

Applicants and Collaborators

**I am not a member of any organization and I am international applicant. Can I apply to your program?**

In order to be eligible for this funding opportunity, applicants must be a member of a Canadian organization as stated in the applicant package (e.g. not-for-profit, corporation, government, agency, indigenous organization, or unincorporated groups, societies, and coalitions).

**Can you please provide more information regarding the required collaboration with another organization to implement system level change? Please clarify system-level change.**

Introducing sustainable system-level change is a complex undertaking. System-level change is an intentional process designed to fundamentally alter the structures, policies, relationships, contexts and capacities that cause a system to perform in a certain way. Rather than only targeting the individuals operating within a system, or a single component of a system, system-level change aims to alter the performance of an entire system with long-term impacts.

System-level change funded through this investment should include:

* Foundational policies or practice guidelines that embrace proven and promising intervention models that can support pathways to care and reduce barriers for people who use drugs;
* Capacity development to increase the skills and knowledge of the workforce to implement the policies or practice guidelines; and
* Practical tools and resources to support ongoing implementation.

In order to successfully implement the type of system-level change that is required to be eligible for funding, a project team will require knowledge and expertise related to a particular intervention model, policy development and knowledge translation experience, and the authority to implement changes within the system that is being targeted. Collaboration across sectors and disciplines will allow individual partners to leverage one another’s expertise and access to meet the project objectives. You may also choose to collaborate with other partners across sectors or disciplines that can help achieve the project objectives

**Are letters of support mandatory for the application? We have one confirmed community-based organization as a partner, but we are still confirming others.**

In your LOI, you need to identify at least one collaborator that can support the proposed system level change. A letter of support is required from this collaborator as part of your application. You may identify additional collaborators and include letters of support, however, it is not a requirement for all collaborators to have been identified at this point in your project planning. If additional collaborators are confirmed following the completion of your application, they can be identified in stage two of the application process if you are invited to submit a full proposal.

Available Funding

**Are there any matched funding requirements as part of this program?**

Matching funds are not required for this solicitation.

**How susceptible is this program to the coming election? Will funding take place regardless of outcome? Will timeframes be unchanged?**

This is an anticipatory solicitation process. Final funding decisions will be subject to available funds, which will not be confirmed until later this fall.

**How is a 15-month project possible given the date range provided?**

As indicated on the LOI Form, applicants can request project funding for a maximum of 15 months, with project funding to end on March 31, 2021. Applicants are asked to complete the budget table on page 2 of the LOI Form. The first part of this table is for the estimated funding requested for the period from the project start date until March 31, 2020. The second part of the table is for the estimated funding requested for the fiscal year beginning April 1, 2020 and ending March 31, 2021.

The Public Health Agency of Canada may be in a position to negotiate project timelines during stage 2 of the application process for those projects that are invited to submit a full proposal.

**If we are invited to submit a full proposal after the LOI stage, is there opportunity to adjust the budget – both the total amount and the line items?**

Yes. As we are asking for an estimated breakdown of the funding requested using the budget categories listed on the form. There will be an opportunity to adjust your budget (both the total amount and line items) when you include detailed budget information and justification if you are invited to submit a full proposal. However, please note that the total requested amount must be between $350,000 and $1,000,000.

Project Design

**Will any preference be given to projects with subject matter specific to opioids or are all substance-related projects reviewed the same?**

Preference will not be given to projects with subject matter specific to opioids. We recognize that while there may be unique barriers to care experienced by people who use different types of substance, there are also significant overlaps. People who use drugs often use more than one type of drug and may also consume alcohol. Projects should aim to implement system-level change that will support pathways to care for all people who use drugs or other substances, regardless of the type.

**What is a system?**

A system is a complex set of inter-dependent components that is intended to carry out articulated activities and goals. A system can vary in size and scope.

“Structural” components of a system include those related to human resources (e.g., service providers, administrators, decision makers, etc.), funding, infrastructure, other built environment features, technologies, programs, policies and protocols. These structural components are often the focus of interventions designed to produce system-level change.

The population(s) a system is designed to serve represents another integral component of a system. System-level interventions are often developed and implemented with the active engagement of these populations.

Systems are influenced by broader social, environmental and political factors, including social norms, media, and changing population demographics. These factors are largely beyond the control of the main actors in a system, though should be accounted for in system-level interventions.

In well-functioning systems, the various components come together and interact in ways that meet the diverse needs of the population(s) it is meant to serve. These systems are sensitive and responsive to changing contexts and conditions.

**Currently, our project is a multi-site and we are planning on extending it to Toronto in year 2020. Are we deemed eligible to apply?**

Yes, projects that propose to leverage and expand existing programs/projects to catalyze sustainable system level changes are eligible to apply.

Eligible Costs

**The LOI form states: “Project funding through this investment cannot be used for the provision of services that are the responsibility of other governments or federal departments (e.g., health care delivery, purchase of medical devices, services on-reserve or within correctional facilities, etc.)”**

**What is included in the definition of “health care delivery”?**

Health care delivery includes the operational costs and salaries associated with the delivery of health services (e.g., emergency services, physician and nurse care, mental health treatment, preventive health services) or the purchase and operation of medical devices and laboratory equipment. The proposed project must have the ability to implement a system-level change that is sustained after funding ceases. We are funding system-level changes that are designed to fundamentally alter the structures, policies, relationships, context and capacities that cause a system to preform in a certain way. Rather than only targeting the individuals operating within a system, or a single component of a system, system-level change aims to alter the performance of an entire system with long-term impacts.

**Would case HIV/HCV follow up conducted by a public health nurse, with no clinical service delivery, be considered provision of services?**

Projects funded through this investment cannot be used for the provisions of services that are the responsibility of other governments or federal departments. This includes HIV/HCV follow-ups conducted by a public health nurse.

**Does “services within correctional facilities” mean any services provided in correctional facilities, or just services in the correctional facilities that are the responsibility of the government?**

**Specifically, would the following fall outside the responsibility of government:**

* **Assisting government in policy and guideline development to reduce structural barriers to accessing STBBI testing and care for those incarcerated and upon their release.**
* **Educational resource development, in partnership with people incarcerated, to further encourage engagement in STBBI testing and care.**

Funding cannot be used for the provision of services that are the responsibility of other levels of government or other federal departments. The direct provision of health services, such as STBBI testing and care for incarcerated individuals, would not be eligible for funding.

The development of policies, guidelines and training resources that will enable system-level change to support pathways to care (such as STBBI testing and care) for people who use drugs would be eligible activities under this funding opportunity.

**The Guide for Applicants lists the development and maintenance of websites as an ineligible expense. However, our project is a website precisely because it is the leading edge technology that we need to deliver anti-stigma lessons quickly and directly to those who need it the most — nurses, healthcare professionals and peers working on the front lines of this overdose crisis.**

While stand-alone activities, including website development and maintenance, are considered ineligible, a website, as part of a broader initiative that can support sustainable system-level change would be considered eligible.

**Do eligible expenses for the project include costs related to implementation and trial, or is funding just for the development only of said project?**

Pure research in any discipline is not eligible for funding. However, eligible expenses can include implementation but in a time-limited fashion. If there is a phased-approach within the project that includes testing of an evidence-based or promising intervention, this would be okay as long as the complete implementation of the project will catalyze system-level change with enduring impact to enhance pathways to care and reduce barriers for people who use drugs. Note that applicants must also complete and submit a performance measurement and evaluation plan for their project.