

HTAi 2021 Interest Group Call for Funding Proposals

HTAi is pleased to announce a request for Interest Group Funding Proposals. A maximum amount of \$50,000 CAD is available during 2021. In accordance with the Policy and Procedure for Interest Group Funding, this funding will be distributed according to merit of the proposal.

Please submit your funding proposals **via email to interestgroups@htai.org on or before 31-MAR-2021**. Forms returned after this date will be considered ineligible.

Please direct any questions to Sydney Ruller sruller@htai.org in the first instance.

Important Notes:

1. Funding proposals should be submitted by the Chair (or Co-Chairs) of the Interest Group. It is expected that the Chair will include input from the Executive Team and Interest Group members, as appropriate.
2. Involvement of your IG's Technical Officer in collating the funding proposal is encouraged.
3. Only Interest Groups that have an Executive Team, in place will be considered eligible to receive funds.
4. Only one proposal per Interest Group will be accepted.
5. The funding is to be allocated and spent within 12 months.
6. A detailed policy and procedure pertaining to the application, allocation and evaluation of Interest Group funding is available. This should be used as a guide on what information to include in your proposal. This policy was updated and approved by the Executive Committee, April 2021.
7. Details on invoicing arrangements will be provided once the allocations have been made; this will include a time limit on how long the allocated funds will be available for. All funding for this funding round will be allocated by June 30, 2021, with HTAi notified of the expected invoice dates and amounts, and all invoices submitted within 12 months. Invoices not submitted in this time frame mean that the money is forfeited by the Interest Group.

Attached/ Below is specific guidance that has been developed to assist in the preparation of funding proposals. Please note this represents a guide to what should be included in your proposal; it is not to be considered an exhaustive list. Any other relevant information should be included as necessary.

Guidelines for Interest Group funding proposal applications

Specific Interest Group details

Name of the Chair, Co-Chair and Executive Team (plus length of service of each within the Interest Group)
Number of members of the Interest Group
Level of activity (with regards to projects, social media, communication internally and externally to the Interest Group)
Interest Group member presence
Interest Group contribution at the annual meeting

Proposed Activity

Nature, scope, and purpose of the activity
How the activity aligns with the Interest Group work plan and the HTAi Strategic Plan 2020-2025

Proposed deliverables: clearly outlining what the output will be and when this will be shared with HTAi
Direct and indirect benefits of the activity, including impact for your Interest Group, other Interest Groups, and HTAi
Sustainability/long-term impact of the activity
Whether the funding request is likely to be recurrent/incur ongoing costs

Funding Request

Requested amount (in CAD dollars)
Rational for why the requested amount is justified for the proposal of work
Proposed invoice arrangements (include likely number of invoices to be submitted and approximate timelines)