

Innovation Fund for Consultants Application Assessment Checklist Formal Application

This checklist contains **26 questions**. Applicants are **strongly advised** to review all 26 questions carefully and ensure they can answer “**Yes**” to all relevant questions before submitting their application.

Each question requires a **Yes, No** or **N/A** response.

- Yes = compliant / acceptable
- No = non-compliant / the application cannot be approved
- N/A = not applicable (for example, if the project does not include research, simulation, or Point-of-Care Ultrasound)
- Exception **(Q17)**: If reports from previously funded projects are outstanding, the application will not be rejected but processing will be paused until reports are submitted.

Checklist:

No.	Section A: Lead Applicant Details	Example	Yes	No	N/A
1	Is this the first time an application to IFC has been made for this project? <i>Note: If your current application is linked to a previous IFC project it must represent a distinct change or clear progression of the previous work to be considered a new project.</i>	Compliant: A project applying for funding for the first time this year, or one that previously received funding but has been fully completed with demonstrable outcomes. Non-compliant: A project that has already received IFC or HSE Innovation Scheme funding in the same calendar year, or one that previously received funding but remains incomplete with no outcomes.			
2	Is the project lead a named POCC23 consultant?	Compliant: A POCC23 consultant is the project lead. Non-compliant: Led by non-POCC consultants, nurses and midwives, HSCPs, NCHDs, or non-consultant staff.			
3	Is the project clearly located within Irish Public Healthcare Services?	Compliant: A project implemented in an Irish public hospital or HSE-funded service. Non-compliant: A project sited outside of Ireland or not connected to Irish healthcare delivery.			
4	Is the project proposal within the scope of the Innovation Fund for Consultants as outlined in the guidance document?	Compliant: Introducing a digital triage pathway. Non-compliant: Applying for funds to cover routine outpatient clinics, maintenance, support of existing services without innovation, hiring an expert consultancy activity (e.g. legal consultants), management consultants, or similar expert-only services with no direct patient/service innovation.			

No.	Section B: Approvals	Example	Yes	No	N/A
5	Does the application confirm project approvals from your: Clinical Director	Compliant: Acknowledgment of Clinical Director approval. Non-compliant: No acknowledgment of Clinical Director approval.			
6	Has the application confirmed that that the relevant required departmental approvals and supports have been agreed? (e.g., ICT, Digital Health, Clinical Engineering, University)	Compliant: A digital project with confirmation of compatibility from the local ICT department and agreement to support implementation of the digital solution. Non-compliant: No confirmation of compatibility from the local ICT department or agreement to support implementation of the digital solution.			
Section C: Desirability, Feasibility, Viability		Example	Yes	No	N/A
7	Does the project align with National/HSE priorities?	Compliant: An integrated care project that aligns with the HSE Digital Health Strategy. Non-compliant: A project that contradicts or duplicates an existing National priority.			
8	Is the project free from conflicts with National Strategies or clinical programmes e.g., Sláintecare.	Compliant: An integrated care project that supports Sláintecare. Non-compliant: Contradicts or duplicates an existing Sláintecare.			
9	Does the project have potential to have a clear impact on patients, staff or the health system?	Compliant: Reducing waiting times, improving staff efficiency, or lowering system costs. Non-compliant: A proposal with no clear patient, staff, or system impact described.			

		Example	Yes	No	N/A
10	Does the application include all of the following key requirements : - Budget breakdown - Defined outcomes & metrics - Clear timeline	Compliant: An application with an itemised budget and clearly defined outcomes/metrics. Non-compliant: An application with only lump-sum costs, no itemisation of budget and vague or undefined outcomes.			
11	Are the outcome and metrics specific and measurable ?	Compliant: “Improve pain management by 70% at 3 months post-intervention, measured by a validated Patient-reported Outcome Measure.” Non-compliant: “Improve patient’s pain management” (too vague, no measure).			
12	Does the application include a plan on how to sustain this innovation project beyond the pilot phase? <i>Note: While the guidance encourages scalability and diffusion, sustainability is not an absolute requirement, but a plan must still be considered.</i>	Compliant: A pilot project that includes a plan to spread regionally or embed into routine care if successful. Non-compliant: A one-off project with no consideration of sustainability or diffusion beyond the pilot phase.			
Section D: Funding		Example	Yes	No	N/A
13	Does the project have the capability to spend all funds by 31 December and is the project completion feasible with within 12 months?	Compliant: An innovation project with capability to spend the fund by end of calendar year (31 December) and clearly achievable deliverables within a 12-month timeline. Non-compliant: A large multi-year initiative or programme that exceeds the scale, resources and timeline of IFC funding.			

		Example	Yes	No	N/A
14	Does the budget exclude non-eligible costs ? <i>e.g., hotel rooms, venues, conference travel/fees, PhD/MD fees, stipends, dissemination costs, general infrastructure or budget contingencies/buffers?</i>	Compliant: A budget limited to direct project costs such as equipment, staff, or defined project activities. Non-compliant: A budget that includes conference travel, venue hire, general infrastructure, or unspecified contingency buffers.			
15	Is the project developed through IFC funding intended only for non-commercial purposes, and not for product sale?	Compliant: A project that develops a pathway, tool, or model for internal HSE use. Non-compliant: A project designed to develop a product for commercialisation.			
Section E: Current Guidance Check		Example	Yes	No	N/A
16	Is the application consistent with current HSE guidance and not impacted by recently issued memos, policy changes, or other contextual factors?	Compliant: A project that aligns with all current guidance, memos, and policy updates. Non-compliant: A project which is in contradiction with or rendered non-compliant by a newly issued policy, memo, or directive.			
Section F: Conditional Criteria			Yes	No	N/A
17	Have all required reports (<i>6-month progress and final report</i>) for all previously funded IFC projects been submitted? <i>Note: Applications will not be rejected due to missing reports. However, processing of funds will be paused until all relevant reports from previous applications have been submitted.</i>	Compliant: All required progress reports submitted, or a valid justification provided for any delay. Non-compliant: Reports missing with no justification, application processing paused until submitted.			

		Example	Yes	No	N/A
18	If this application is in relation to a previously piloted or funded project , does this new phase of the project clearly demonstrate significant changes or added value compared with the original project?	Compliant: A pilot that has been expanded or redesigned with a stronger model, wider rollout, or new features adding value. Non-compliant: A resubmission of the same pilot with no meaningful changes or improvements.			
19	If the project involves pooling consultants' innovation and/or CME allocation : Is the combined budget $\leq$ €50,000 ? or If $>$ €50,000, is external funding confirmed to cover the shortfall ?	Compliant: A €70,000 project with €20,000 confirmed co-funding. Non-compliant: A €70,000 project with no confirmed co-funding.			
20	If the project is a research & evaluation project is the proposed project translational/innovation-focused with clear service delivery or patient impact ?	Compliant: Translational research that leads to a new care model or service delivery change. Non-compliant: Pure research projects (e.g., basic science, literature reviews, feasibility studies or registry development without a clear service-delivery impact).			
21	If the project includes POCUS, does it form part of a new pathway or demonstrable innovation/return on investment .	Compliant: POCUS integrated into a new emergency care model or pathway demonstrating innovation and impact. Non-compliant: Purchase of POCUS devices for routine use without an associated service change or innovation.			
22	If the project includes simulation (SIM) or training, is it part of a wider innovative service change, rather than a stand-alone refurbishment or equipment-only request? <i>Note: SIM or training may be fundable when linked to an innovative new service/change and will be reviewed on a case-by-case basis.</i>	Compliant: Simulation used to test or support a new care pathway or innovative service model. Non-compliant: A stand-alone request for manikins or SIM equipment with no associated service change, e.g., a stand-alone request for manikins, even if not already in your site.			

		Example	Yes	No	N/A
23	If the project involve procurement or purchasing , does the application plan to purchase equipment or procure services which clearly link to service redesign, innovation or workforce transformation?	Compliant: Purchase of equipment or devices that enable a redesigned diagnostic pathway, new model of care, or workforce transformation. Non-compliant: Requests for equipment-only (standard replacement, routine procurement, or product pilots without associated redesign or improvement).			
24	If the project involves procurement or purchasing , does the application comply with procurement requirements .	Compliant: Vendor or supplier selected through proper procurement processes. Non-compliant: A project tied to a single vendor promotion or structured to benefit a specific commercial provider.			
25	Does the project involve training, consultancy or registry development which clearly links to service redesign, innovation or workforce transformation?	Compliant: Training directly linked to a new model of care or an innovative service redesign. Non-compliant: Standard CPD training, routine consultancy, or registry/database.			
26	Does the application plan to fund additional staff posts which clearly link with the innovative model of delivery proposed? <i>Note: Routine staffing requests are excluded in the guidance; while the pay and numbers strategy is not referenced explicitly, proposals should demonstrate innovation rather than standard resourcing</i>	Compliant: Funding for staff to deliver a new integrated care pathway or innovative service model. Non-compliant: A request for standard additional posts with no associated innovation (routine resourcing).			

