Consultant Innovation Fund Application Assessment Checklist
-Final Submission Applications-

This checklist contains **26 questions**. Applicants are **strongly advised** to review all 26 questions carefully and ensure they can answer "**Yes**" to every question 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 (Q25): If reports from previously funded projects are outstanding, the application will not be rejected but processing will be paused until reports are submitted.

No.	Section A: Core Eligibility Criteria	Example	Yes, No or N/A
1	Is this the **first time an application to CIF has been made for this project**, and if it was funded previously (through CIF or HSE Innovation Scheme funding), has it been fully completed with demonstrable outcomes?	*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 CIF 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 **consultant-led by a named POCC23 consultant**, with clear demonstrable leadership?	*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 proposal **within the scope of the** Consultant Innovation Fund (i.e., not routine service delivery, maintenance, or 'business as usual')?	*Compliant: Introducing a digital triage pathway.*	

		Non-compliant: Applying for funds to cover routine outpatient clinics, maintenance, or support of existing services without innovation.	
4	If research is proposed, is it **translational/innovation-focused with clear service delivery or patient impact**, and does the **budget exclude non-eligible costs** (e.g., PhD/MD fees, stipends, dissemination, or travel)?	*Compliant: Translational research that leads to a new care model or service delivery change, with a budget limited to eligible project costs.* *Non-compliant: pure research projects (e.g., basic science, literature reviews, feasibility studies or registry development without a clear service-delivery impact) or research budgets including PhD/MD fees, stipends, dissemination, or conference travel.*	
5	Is the proposal **more than a standard procurement or equipment purchase**, and clearly linked to service redesign, innovation, workforce transformation, or a defined project?	*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).*	
6	Does the project articulate 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.*	
7	Has the project received **approval and support from the applicant's Clinical Director** (with email/letter confirming approval included in the application)?	*Compliant: Signed letter or email from the Clinical Director confirming approval/support.* *Non-compliant: No evidence of Clinical Director approval is provided.*	
	Section B: Scope Checks		
8	Is the project appropriately aligned with national/HSE priorities and **free from conflict** with national strategies or clinical programmes (e.g., Sláintecare, HSE Digital Health Strategy)?	*Compliant: An integrated care project that supports Sláintecare or aligns with the HSE Digital Health Strategy.* *Non-compliant: A project that duplicates or contradicts an existing national clinical programme or strategy.*	

9	Does the application include **all key details**, including a clear budget breakdown, defined outcomes/metrics, timeline and governance?	*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.*	
10	Does the project involve **more than routine training, consultancy, or registry development**, with a clear element of innovation proposed?	*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 setup without an innovative component.*	
11	Does the project include a **sustainability and/or diffusion plan**, showing how the initiative could be embedded or scaled if successful?" *(Note: While the guidance encourages scalability and diffusion, sustainability is not an absolute requirement, but a plan must still be considered.)*	*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.*	
12	Are the proposed outcomes **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).*	
13	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.*	
14	Is the application's **primary aim a service innovation or patient-facing tool**, rather than an expert consultancy activity (e.g., legal review)?	*Compliant: Development of a redesigned outpatient clinic model or other innovative clinical service.* *Non-compliant: Hiring legal consultants, management consultants, or similar expert-only services with no direct patient/service innovation.*	

15	Are all required **departmental approvals and supports** (e.g., ICT, Digital Health, Clinical Engineering, University) included in the application?"	*Compliant: A digital project with ICT approval included.* *Non-compliant: Missing necessary departmental approvals for the type of project proposed.*	
16	Is the project's **scope realistic and feasible** within the CIF funding framework?	*Compliant: A 12-month project with clearly achievable deliverables.* *Non-compliant: A large multi-year initiative or programme that exceeds the scale and resources of CIF funding.*	
17	If previously **piloted or funded**, does 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.*	
18	Does the request go beyond the funding of additional staff posts, with an innovative model of delivery proposed? *(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.)*	*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).*	
19	Does the budget **exclude non-eligible costs** (e.g., hotel rooms, venues, conference travel/fees, dissemination, general infrastructure, or 'budget buffers/contingencies')?	*Compliant: A budget limited to direct project costs such as equipment, staff time, or defined project activities.* *Non-compliant: A budget that includes conference travel, venue hire, general infrastructure, or unspecified contingency buffers.*	
20	If the project includes pooling of consultants' allocations, is the **combined budget within €50,000**, or if above this amount, does the project have confirmed external funding 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.*	
21	Does the application **comply with procurement requirements** and avoid any risk of vendor promotion or gain?	*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.	
22	Is the project developed through CIF 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 C: Conditional Checks		
23	If simulation (SIM) or training is included, is it part of a **wider innovative service change, rather than a stand-alone refurbishment or equipment-only request**? *(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.)*	Compliant: Simulation used to test or support a new care pathway or innovative service model. Non-compliant: A stand-alone request for manikins, refurbishment, or SIM equipment with no associated service change, e.g., a stand-alone request for manikins, even if not already in your site	
24	If POCUS is included, does it form part of a **new pathway or demonstrable innovation/return on investment**, rather than a routine/standard project only?	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.	
25	Has the applicant provided all required **6-month and/or 12-month reports** for previously funded CIF projects, or supplied a valid justification for non-delivery? *(Note: Applications are not rejected for missing reports, but processing will be paused until all relevant reports from the applicants previous CIF-projects have been submitted.)*	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.	
26	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.	