Frequently Asked Questions

General Questions (eligibility, funding, etc.)

1. **Is it required for the applicant to have direct prior experience working with/at Canadian Institutes of Health Research (CIHR) or Strategy for Patient-Oriented Research (SPOR) Evidence Alliance?**

   We are seeking a group or individual that is external to the SPOR Evidence Alliance (i.e., no affiliations or current work involving the SPOR Evidence Alliance) to conduct an independent evaluation of the SPOR Evidence Alliance approaches and activities. Previous experience conducting formative or summative evaluation of CIHR or SPOR entities is an asset.

2. **Are post-doctoral fellows eligible to apply as a principal applicant for this evaluation submission?**

   Yes, post-doctoral fellows are eligible to apply as a principal applicant for the evaluation as long as they have demonstrated knowledge of learning health systems and have previous experience in formative or summative evaluations.

3. **Could you give a few examples of what you mean by demonstrated knowledge of the SPOR enterprise and the SPOR Evidence Alliance?**

   This can include previous experience conducting formative or summative evaluation of CIHR or other SPOR entities.

4. **Should patient partners be included in the evaluation team?**

   The inclusion of patient or public partners in the evaluation team would be ***considered an asset and preferred***, as it is aligned with the guiding principles of CIHR-SPOR enterprise.

5. **Should a condensed or full Common CV be submitted for each consultant in the application?**

   A condensed CV from each consultant highlighting relevant experience is acceptable.

6. **What is the total amount of funding available?**

   The available funding is $70,000 CAD inclusive of taxes.

7. **Is there any expected travel as part of the evaluation (e.g., presentation, annual meeting)?**

   At this time, there is no expected travel as part of the evaluation.

8. **Is there a page limit and/or word count limit for the proposal?**

   There is no word or page limit for the proposals.

Data Availability and Evaluation Plan

1. **Who developed the indicators and data sources framework found in Appendix A?**

   The indicators and data sources found in Appendix A have been developed by the SPOR Evidence Alliance principal investigators to align with performance measures and mandates established by CIHR.

2. **Who will be working with the evaluators to finalize the evaluation framework and implementation plan?**

   The evaluators will finalize the evaluation framework and implementation plan with the SPOR Evidence Alliance lead, Dr. Andrea Tricco, and the Central Coordinating Office, the main administrative and operations hub.

3. **Is there any expected travel as part of the evaluation (e.g., presentation, annual meeting)?**

   No, there is no expected travel as part of the evaluation. All data sources can be accessed remotely and interviews can be conducted virtually.

4. **Will any of the data collection need to be carried out in French?**

   Data collection and interviews may need to be conducted in French if preferred by the invited interviewees. If French translations are required, the associated costs will be covered by the SPOR Evidence Alliance.

5. **What data sources will be made available to the successful team to conduct the evaluation?**

   The successful team will have access to internal policies and databases required to conduct the evaluation from January 1, 2018 to March 31, 2023. These include annual reports, governance committee meeting documentation, internal policy documents, survey data from capacity-building activities and other events, interim patient engagement evaluation results, database of all research outputs, and database of all patient/public partner engagements.

6. **The proposal says the evaluation will connect with key SPOR Evidence Alliance partners. Is this the 41 organizations described in Appendix A or a subset? If a subset, can you tell us how many?**

   The SPOR Evidence Alliance has engaged and collaborated with 100+ organizations over the past 5 years across all activities. The key informant interviews and consultations should be done on a representative sample of 30 individuals or organizations and should be determined in collaboration with the SPOR Evidence Alliance lead and the central coordinating office to finalize the list of individuals to contact. SPOR Evidence Alliance will facilitate all contacts with the relevant partners.

7. **What guiding documents (e.g., SPOR Patient Engagement Framework, KPIs in Appendix A) should be consulted to determine the key evaluation components for the SPOR Evidence Alliance?**

   The successful evaluation team can use any evaluation theory or framework they consider to be most suitable for their proposed work. In terms of the outcomes of interest, these should be based on the stated vision and mission of the SPOR Evidence Alliance as found in the infographic and key performance indicators provided in **Appendix A**. These were developed by the SPOR Evidence Alliance principal investigators to align with the performance measures and mandates established by CIHR. The SPOR Patient Engagement Framework and SPOR logic model can also be used as supplemental guidance.

   The successful candidate will have access to SPOR Evidence Alliance documents that will facilitate a successful evaluation, including past evaluation reports, reports found on the SPOR Evidence Alliance website, the RFP and Appendix A. The final list of documents will be shared with the successful candidate.

8. **Is there any data available on project impacts (e.g., part of an annual report, part of end-of-grant reporting)?**

   Yes, some impact data can be found in annual reports and case studies.

9. **Will the successful team be encouraged to acquire Research Ethics Board approval from their local institution for the proposed evaluation? Is there flexibility in the timeline to accommodate for this?**

   The successful team will not be required to acquire Research Ethics Board approval unless required by their local institution to proceed with an external evaluation. The successful bidder must deliver an evaluation report over a six-month timeframe. There is limited flexibility in the timeline.

10. **How will the findings of this evaluation be used?**

    Findings of this evaluation will be shared with CIHR to provide an independent review of the SPOR Evidence Alliance's progress, as a condition of our funding. We will also use findings to implement process and quality improvement measures within the SPOR Evidence Alliance.

11. **Would it be possible to publish the results of the evaluation in academic and/ or public forums?**

    All evaluation findings and results are properties of the SPOR Evidence Alliance, as such, the final report will not be available for publication. Once the evaluation is completed, we will disseminate summaries and infographics of evaluation results. Results may also be used in presentations and other dissemination efforts.