

SUBMISSION GUIDELINES

2026-2027 PHC-PASS Pillar-Focused Engagement Projects Funding

Dear Providence Medical Staff,

The PHC Physicians & Surgeons Society (PHC-PASS) and medical staff Pillar Advisory Committees (PACs) will be accepting proposals for **physician-led, Pillar-focused engagement projects** from eligible medical staff groups/departments/divisions beginning on February 9, 2026. **Applications are due by Thursday, March 12 at 2100** (with the exception of the Inspiring People & Teams pillar; see details below for rolling intake).

- Each Pillar Advisory Committee has a total available budget of \$15,000 to fund selected engagement projects.
- All projects must be completed by March 31, 2027.

Eligibility Criteria

STREAM ONE EQSV, DLII, Partnerships projects	STREAM TWO People projects
Pillar-focused projects up to \$5000 each (3 Pillars) – scored and selected by the PACs by April 30, 2026	"Coming Together, Supporting One Another" projects from \$500-\$5000 each– reviewed by the Inspiring People & Teams PAC on a first-come-first-served basis, until funds run out
<p>Project proposals must align with:</p> <ul style="list-style-type: none"> • Goals and Objectives of one of three Pillar Advisory Committees (PACs) (link to review objectives for each PAC): <ul style="list-style-type: none"> ○ Exceptional Quality Safety, Value ○ Discover, Learn & Innovate for Impact ○ Partnerships • Facility Engagement (SSC) Funding Guidelines (as of June 2025) • One of three Facility Engagement goals (see application). <p>Proposals related to NSPH/CSRC are encouraged.</p>	<p>Simplified project proposals must align with:</p> <ul style="list-style-type: none"> • A focus on fostering medical staff wellness, community and connection. • Goals and Objectives of this Pillar Advisory Committee (PAC) (link to review objectives): <ul style="list-style-type: none"> ○ Inspiring People & Teams • Facility Engagement (SSC) Funding Guidelines (as of June 2025)
APPLY BY: Thursday, March 12 at 2100.	ROLLING INTAKE from Feb 9th until funds run out.

Limitations:

- Funding threshold of \$5000 for any one project.

How can the funding be used?

- PHC physicians' time for project/activity planning, implementation, & evaluation.

- PHC non-physician medical staff/allied health staff time (per [SSC non-physician compensation guidelines](#)) outside regular working hours.
- Project supports (e.g. admin assistant @ \$30/hr).
- Meals/catering related to project activities (maximum \$20 per person lunch or \$25 per person dinner, per event)
- Indigenous engagement: project participation, consultation, cultural work, and/or meeting attendance by elders or knowledge-keepers.

What is excluded? (the following are ineligible for funding)

1. Projects/activities already completed.
2. Research.
3. Clinical equipment for direct or indirect patient care.
4. Work falling within the usual scope of a formal health authority (HA) physician leadership role.
5. Meeting attendance required to maintain privileges.
6. Work otherwise compensated through the HA/PHC.
7. Work otherwise excluded in accordance with [Facility Engagement \(SSC\) Funding Guidelines](#) (June 2025).
8. Remuneration for medical staff or PHC staff delivery of direct & indirect patient care.
9. Travel or parking costs for physicians, other medical staff, PHC staff.
10. Gift cards.

Important Dates:

- **Proposal Intake STREAM ONE:** Apply by **Thursday, March 12 at 2100**. Late applications not accepted.
- **Funding Decisions STREAM ONE:** All applicants will be informed of funding decisions by May 15, 2026.
- All projects must close by March 31, 2027 (fiscal year-end).

Proposal Submissions:

Pillar-focused application materials are now available:

- **Online application form:** <https://sphdoc.typeform.com/pass-projects26>
- **STREAM ONE (EQSV, DLII, Partnerships Pillars) Project Proposal Worksheet**
- **STREAM TWO (People Pillar only) Simplified Proposal Worksheet**

Approval Steps and Follow-up:

- **STREAM ONE:** Each application will be reviewed by the specified Pillar Advisory Committee (PAC) and PHC partners and scored against a standard framework. Applicants will be notified of a decision by May 15, 2026.
- **STREAM TWO:** Applications will be reviewed in the order they are received by the People PAC and accepted or declined for immediate funding until funds run out. Applicants are typically notified within 4-6 weeks.

More Information:

- [SSC FE Sessional & AHP Rate Guidelines](#)* for project involvement/non-clinical work (rates as of 2024-2025)

**For project budgeting purposes, at current FE Physician Sessional rate (\$176.18/hr):*

\$5000 = max. 28.25 hours of physician time

\$2500 = max. 14 hours of physician time

\$1000 = max. 5.5 hours of physician time

Food/beverage costs for meetings, max. \$20 per person (lunch) or \$25 per person (dinner) –

e.g. workshop of 20 people = \$400 to max \$500

- Engagement Funding page and previous project history can be found at the [PHC Medical Staff website](#).

Questions: Contact Melanie Covey (PHC-PASS Project Coordinator): melanie.covey@phc.ca