

**Area 3 Policy on Program Evaluation and Funding**  
**Approved by Area 3 Council on October 7, 2017**

**Purpose:** This policy delineates: 1) the parameters for and types of Area 3 proposed programs, projects and initiatives, (hereafter, ‘program’ or programs”) 2) the procedure for submitting proposals, 3) process of evaluation and approval of proposals, 4) evaluation criteria for proposals, 5) evaluation metrics for approved and implemented programs and 6) responsibilities of Area 3 District Branches

**I. Parameters and Types of Programs**

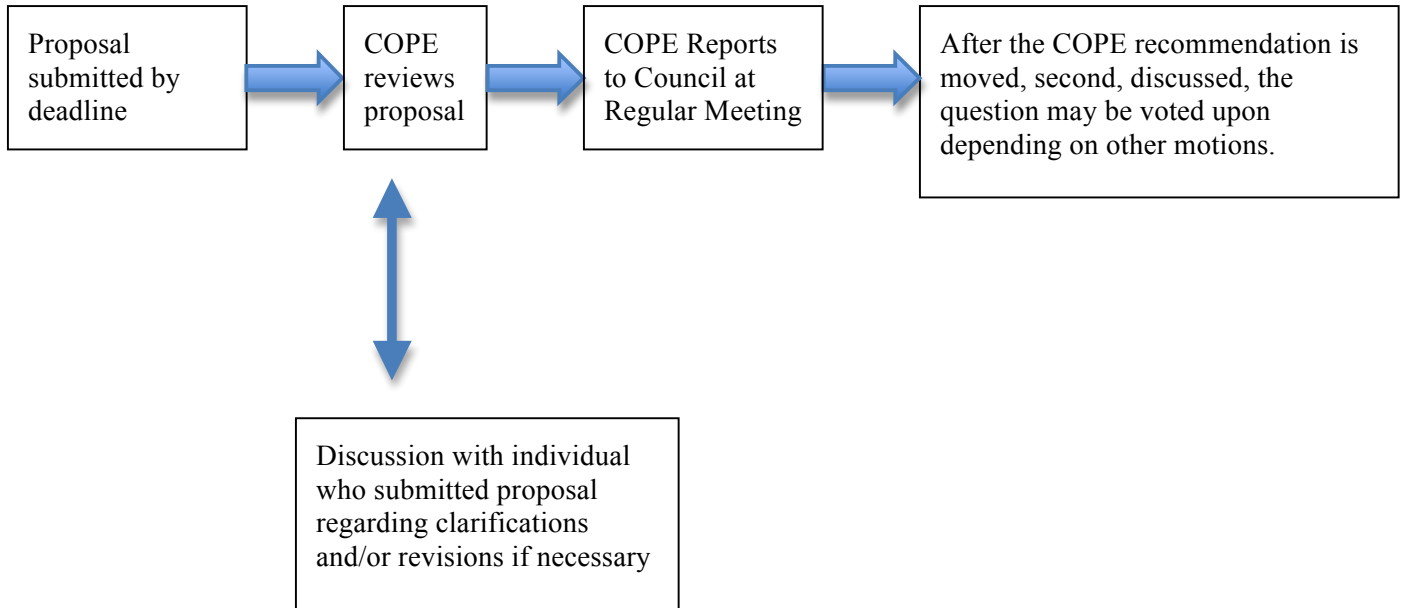
- A. Area 3 Reserves as of May 2017 less \$28,000.00 shall be available for programs.
- B. The amount allocated annually shall be capped at 20% of the amount specified in number 1.
- C. Programs shall be area-wide or District Branch specific.
- D. Two types of programs shall be eligible for approval and funding.
  - 1. Expedited Programs
    - A) Expedited Programs are conducted by individual District Branches for recruitment and retention of Early Career Psychiatrists and Resident-Fellow Members.
    - B) The amount of funds that shall be allocated will be no more than \$1,500 per programs with maximum allocation of \$7,500 per annum
  - 2. Competitive Programs
    - A) Competitive programs are conducted by individual District Branches for their District Branch or are Area 3 programs under the auspice of Area 3 although they may be conducted by a lead District Branch or District Branches in collaboration.
    - B) The amount of funds allocated shall be approved by the Area 3 Council based on the recommendation of the Committee on Program Evaluation.
  - 3. A District Branch shall not be approved for an expedited program and competitive program in the same year.
  - 4. This policy shall not preclude combing the funds allocated by Area 3 for an expedited program or a competitive program with an APA or other grant for these respective programs.

**II. Procedure for Submitting Proposals**

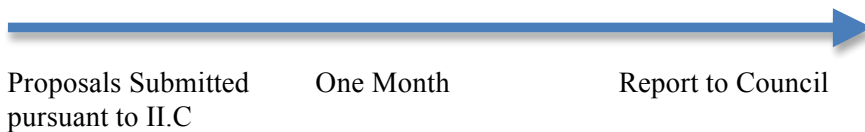
- A. Proposals shall be submitted to the Chairperson and Co-Chairperson of the Committee on Program Evaluation (COPE) as a word Document via email with Cc to the Area 3 Representative and the Area 3 Deputy Representative.
- B. The APA expedited grant application and the innovative grant application forms adapted for Area 3 shall be used respectively for expedited and competitive program proposals.
- C. Proposals to be considered at the Area 3 Council’s: A) regular fall meeting shall be submitted by July 30<sup>th</sup>, B) regular meeting at the November Assembly shall be submitted by September 30<sup>th</sup> C) regular winter meeting shall be submitted by January 30<sup>th</sup> and D) regular meeting at the May Assembly shall be submitted by March 30<sup>th</sup>.
- D. The Area 3 Representative and Area 3 Deputy Representative shall be permitted to submit proposals directly to COPE
- E. Except pursuant to II.D, proposals shall be submitted via the Area 3 District Branches.

### III. Process of Evaluation and Approval of Proposals

A. The process shall be according to the following flow chart.



B. Timeline



### IV. Evaluation Criteria for Proposals

- A. Programs shall benefit Area 3 APA members and the proposal application shall state how the program would benefit Area 3 APA members.
- B. Other evaluation criteria shall be formulated by COPE and applied to all program proposals.

### V. Evaluation Metrics for Approved and Implemented Programs

- A. COPE shall formulate metrics to evaluate approved and implemented program.
- B. The District Branch conducting a program or the lead District Branch for a area-wide program shall submit a report or reports that include data necessary to measure the ongoing status or outcome of the program based on the formulated metrics.

### VI. Responsibilities of Area 3 District Branches

- A. District Branches shall submit proposals via their representatives or executive directors according to this policy.
- B. District Branches shall consider proposals from Area 3 Council ACROSS, ECP, MU/R and RFM members
- C. Pursuant to V.B, District Branches shall submit a report or reports as requested by COPE.