Community-Academic Partnership Fund Frequently Asked Questions
Updated March 2012

ACADEMIC PARTNER

What is the purpose of the academic partner?
The Community-Academic Partnership Fund’s premise is that collaborations between community-based organizations and academic partners can yield uniquely beneficial results in advancing knowledge in solving public health problems. Community leaders bring an in-depth understanding of the public health needs of specific populations, access to local resources and a commitment from dedicated staff and volunteers. University of Wisconsin brings education and research expertise and a service commitment to the state exemplified by the Wisconsin Idea.

What is the role of the academic partner?
Partnerships begin with a community identified need and an academic interest. Therefore, each partnership is different and the role of the academic partner will vary with the project needs. An academic partner may be involved in research or analysis, program development and design, surveying or evaluation or even serve as a program adviser or advocate. Roles and responsibilities for both community and academic partners should be discussed and defined prior to the application process and delineated in the narrative.

What resources are available to help applicants identify an academic partner?
For assistance or questions, contact WPP program officers or refer to the WPP website.

Is it required that the academic partner be a full-time faculty member of the UW School of Medicine and Public Health?
No, any of the following faculty can serve as academic partners:

• UW School of Medicine and Public Health tenure, clinical/health sciences and clinician-teacher track faculty.
• UW School of Medicine and Public Health academic staff and emeritus professors with approval of a department chair or center director.
• UW School of Medicine and Public Health volunteer or adjunct faculty or other UW System faculty, including UW Extension, with Principal Investigator (PI) status with an institutional IRB of Record. If the project is selected for funding, WPP staff will assist in making appropriate connections with the UW School of Medicine and Public Health.

Do academic partners get compensation for their collaboration?
Academic partners are allowed compensation for their time and effort according to their level of effort on the project. This should be determined early in the planning process between the community organization and the academic partner.

Can a project have more than one academic partner?
Applicants may want to seek more than one academic partner for complex projects with multiple components. Roles of each academic partner should be delineated in the application.
Can a community organization submit the same or a similar proposal to the Medical College of Wisconsin’s Healthier Wisconsin Partnership Program? If so, will there be a joint review process?
Applicants may submit proposals to both the Community-Academic Partnership Fund and the Healthier Wisconsin Partnership Program. WPP applicants must state in the grant application form if they have received or plan to request funds for a similar project from the Medical College of Wisconsin. This is for tracking purposes only.

Will Notices of Intent be made available to the public?
Selected information including the name of the organization and a description of the proposed program may be made available to the public.

Can an organization submit more than one type of grant application?
An eligible organization may submit multiple proposals during a funding cycle for either implementation or development grants.

The RfP specifies that funds cannot be used for clinical services. Please explain.
Community-Academic Partnership funds cannot be used for projects that are solely for direct patient care or clinical services that are otherwise reimbursable.

What is a letter of support?
Letters of support speak to the ability of the community partner to perform the proposed project. They are optional additions to the grant request.

Is matching required?
The Oversight and Advisory Committee (OAC) is interested in sustainability, both financial sustainability for the project and sustained impact on the health of the state. So, although matching is encouraged, it is not required. Matching resources may include financial resources, human resources, overhead and other indirect expenses and/or expanded capacity through partnerships.

PROPOSAL REVIEW

Who is eligible to apply for Community-Academic Partnerships?
Eligible community partners are state, tribal or local governmental agencies and publicly supported charitable or educational organizations that are tax-exempt under Section 501(c) (3) of the Internal Revenue Code.

Will priority for implementation grant funding be given to organizations that received development grant awards?
No. Beginning with the 2012 funding cycle, only previously funded development grants or other proven active and existing community-academic partnerships may apply for implementation grants.

Is priority given to funding statewide projects over local projects?
No, all proposals go through the same review process and are scored separately based on merit and alignment with WPP goals and priorities and the State Health Plan.

Is funding priority given to proposals for specific population groups?
The Oversight and Advisory Committee has established funding priorities to have the greatest impact on improving public health. The OAC will, to a limited extent, accommodate projects that address other
important or emerging community issues. Projects that meet the following priorities are more likely to be invited to complete a full application:

- Programs aimed at the elimination of health disparities;
- Programs that address the health needs of rural and urban underserved areas in Wisconsin;
- Programs targeted to promoting healthy weight, physical activity and good nutrition, and reducing the incidence and severity of overweight and obesity.

**How much significance is placed on using evidence-based practices?**
Implementation grants are meant to provide funding to implement practices, strategies or programs for which there is strong evidence that the proposed practice, strategy or program will have a significant effect on improving health. Implementation grants also provide funding to support practices, strategies or programs that show promise, but for which there is currently only moderate evidence that the proposed practice, strategy or program will have a significant effect on public health. These types of projects require strong evaluation designs with feasible sustainability plans, including activities leading to environmental, institutional or policy change. Work Works for Health (www.whatworksforhealth.wisc.edu) is a useful online resource for applicants developing evidence-based strategies.

**How are review teams selected?**
Review teams include a mix of faculty and community partners selected based on area of expertise, geographic location and diversity. Potential conflicts of interest are taken into account prior to and during the review process.

**How are external reviewers selected to participate on the review panel?**
Reviewers are experts in public and community health with experience reviewing proposals. Selected reviewers are trained prior to the review process.

**Will revisions to proposals be allowed after the deadlines?**
No, deadlines are enforced.

**Will a proposal be considered even if one of the partners has little or no experience with community-academic partnerships?**
Applications for new community-academic partnerships are encouraged.

**POST AWARD**

**When is the Memorandum of Understanding developed?**
The WPP will negotiate the terms of each grant with award recipients immediately following the OAC’s award decisions. A Memorandum of Understanding must be finalized before funds are distributed.

**Can budget adjustments be requested after an organization receives an award?**
Yes. Adjustments in excess of 10 percent of the total annual budget in any of the major budget categories (personnel, supplies, travel, equipment, contracts) must be requested in writing and approved by the WPP director.

**Explain the Institutional Review Board (IRB) process.**
The Health Sciences Institutional Review Board reviews projects involving human subjects. If an
applicant has an existing agreement with a local Institutional Review Board, the UW Health Sciences Institutional Review Board may agree to defer to a local Institutional Review Board.

NONSUPPLANTING POLICY

What is supplanting?
Supplanting means to replace, take the place of or to supersede. The Wisconsin Partnership Program prohibits any funds from being awarded that will supplant funds or resources otherwise available from other sources for the proposed project.

All applicants will be required to answer the nonsupplanting questionnaire as part of the application process. As an ongoing check against supplanting, grant recipients will be asked to recertify that other funds for the proposed project have not become available or been declined. This recertification will take place on an annual basis. No grant can be awarded if a determination of supplanting is made.

For examples of supplanting, refer to the WPP website.

BUDGET

Can salary support for University of Wisconsin-Madison salaried faculty be included in the proposal budget for development and implementation grants?

Salaried UW-Madison faculty or academic staff identified in the application as academic partners are eligible for salary support plus fringe benefits limited to available certified effort and as negotiated with the community organization. Volunteer UW School of Medicine and Public Health faculty are eligible for salary support since they are not paid by the university. In cases of multiple academic partners, each may receive salary support plus fringe benefits limited to available certified effort and as negotiated with the community organization. UW School of Medicine and Public Health academic staff and administrative staff working under the direction of a faculty partner are also eligible for salary support if their work on the grant is a new responsibility.

What information should be included in the budget narrative?
The budget narrative should include information not already provided in web-based budget forms (for example, salary and travel expenses) and should be used to provide detail regarding why a particular expense is necessary to complete the project.

Can the budget include participant reimbursement or payments?
Yes, moderate participant reimbursement or payment is an allowable cost. Details regarding the reimbursement or payment should be included in the budget narrative, including the basis (calculation) for reimbursement or payment.

Can most of a multiyear budget be requested in year one?
The annual budget requested should be appropriate to the proposal timeline and work plan activities.