2010
Request for Partnerships (RfP)
Application Instructions

Wisconsin Partnership Program
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I. Introduction and General Information

The University of Wisconsin School of Medicine and Public Health (UW SMPH), Oversight and Advisory Committee (OAC) is pleased to announce the availability of Community-Academic Partnership Fund grants through the Wisconsin Partnership Program (WPP).

The WPP provides funding to Wisconsin community-based organizations in partnership with the UW SMPH faculty to improve the health of the public through a competitive Community-Academic Partnership Fund Request for Partnerships (RfP). The OAC will distribute approximately $2 million in funding in 2010 for prevention and wellness projects that promote the goals of Wisconsin’s health plan, Healthiest Wisconsin 2020 and adhere to the WPP’s mission, vision, and guiding principles. For more information on the WPP, go to the WPP Web site, http://www.wphf.med.wisc.edu/

This introduction outlines basic information about how to apply to the Community-Academic Partnership Fund. Applicants must submit a Notice of Intent and Letter of Interest through the online web-based application. The OAC will review each Notice of Intent and Letter of Interest for alignment with the program’s purpose and priorities. Notices of Intent to apply for a Community-Academic Partnership Fund grant are due June 18, 2010. The centerpiece of the Notice of Intent will be the Letter of Interest, a short description of the project, the intended outcome, and the applicant organization.

The OAC will evaluate these submissions to ensure both the eligibility of the community group and the viability of the proposed initiative. The WPP will inform applicants by August 20, 2010 if they have been invited to submit a full proposal. A limited number of applicants will be invited to submit full proposals.

A. BACKGROUND

The Community-Academic Partnership Fund is administered by the WPP. Created with funds from the conversion of Blue Cross/Blue Shield United of Wisconsin, the WPP is dedicated to improving the health and well-being of the public through investments in research, education, prevention practices and interventions, and policy development. The WPP is guided by a 2009-2014 Five-Year Plan that describes its purpose and grant making strategies to accomplish its mission and vision. The Five-Year Plan is available on the WPP Web site, http://www.med.wisc.edu/partnership/five-year-plan/728

B. PURPOSE

The Community-Academic Partnership Fund supports Wisconsin-based projects in developing strong community-academic partnerships that address the priorities of Healthiest Wisconsin 2020 and align with the WPP mission, vision and guiding principles.

These grants (1) allow eligible entities to expand and develop innovative programs that can serve as models of best practices, (2) allow eligible entities to work in partnership with the University of Wisconsin, and (3) support eligible entities in identifying and adopting evidence based or best practices that can be shared and taken to scale based on demonstrated success.

The WPP administers two types of grants through the Community-Academic Partnership Fund: Collaboration Implementation and Collaboration Development. Applicants must specify the type of grant they are seeking at the time of submission. Between the two grant types, there are differences in terms of the scope of the project, the evidence that an applicant is required to submit in support of its proposed project, and the funding that a successful applicant is eligible to receive.
The following is an overview of the two types of grants:

- **Implementation Grants**: Up to $400,000 for three-year projects that either employ or test evidence-based health interventions. These are larger multi-year initiatives aimed at the application of evidence-based practices or expanding the base of evidence-based knowledge in health promotion, disease, injury, or disability prevention.

- **Development Grants**: Up to $50,000 for one- to two-year projects in three subcategories: 1) development of new partnerships*, 2) demonstration or pilot projects, or 3) smaller implementation projects in health promotion, disease, injury, or disability prevention.

*Beginning with the 2012 funding cycle, only previously funded Partnership Development grants or other active community-academic partnerships may apply for new implementation grants. The preferred way of meeting this requirement will be to complete a Partnership Development Grant, although the OAC will consider other demonstrated collaboration. Community groups interested in future implementation grants should take this into account when planning for future funding cycles.

As discussed below, decisions to award funding are based on the quality of a proposal, and how well it adheres to the goals and priorities of the WPP. Aligning proposals with these priorities has become increasingly vital for a program to be funded.

**C. GRANT PRIORITIES**

The OAC has established funding priorities to have the greatest impact on improving public health. The WPP recognizes that these priorities do not always encompass all community needs. The OAC will, to the extent appropriate and possible, accommodate projects that address important or emerging community issues.

Funded projects must align with the WPP mission, vision and guiding principles and *Healthiest Wisconsin 2020* described below. The OAC will accept and evaluate Notices of Intent for all proposed community academic partnerships. Projects that meet the following top 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.

Proposals for Partnership Development grants in any of these areas are strongly encouraged.
The OAC is committed to funding projects throughout Wisconsin that are consistent with the following two major priorities:

1. **Mission, Vision and Guiding Principles** – Grant applications will be judged on how well they address the WPP mission, vision, and guiding principles.

   **MISSION, VISION AND GUIDING PRINCIPLES**

   The WPP uses the following statement of purpose to guide funding activities. This statement embodies the Program’s mission, vision, guiding principles, which provides the foundation for the use of the funds for making Wisconsin a healthier state for all.

   **MISSION**

   The WPP will serve the public health needs of Wisconsin and reduce health disparities through initiatives in research, education and community partnerships.

   **VISION**

   Making Wisconsin a healthier state for all.

   **GOAL**

   The goal of the OAC is to improve the health of the people of Wisconsin by making grant awards for health promotion, disease prevention, and public health workforce development, and to close the gap in health disparities through targeted initiatives in partnership with the UW SMPH.

   **GUIDING PRINCIPLES**

   | **Prevention:** | Promote health and prevent disease, injury and disability |
   | **Collaboration:** | Encourage and support community-university partnerships |
   | **Enhancement:** | Advance and replicate innovative and transformational population health programs |
   | **Responsiveness:** | Accelerate existing and stimulate new initiatives with the greatest potential to improve population health |
   | **Efficacy:** | Support the translation and application of evidence-based practices and policies |
   | **Sustainability:** | Enhance and leverage other resources to help programs evolve and become self-sustaining |
2. **The State Health Plan - Healthiest Wisconsin 2020** – Since its inception, the Community-Academic Partnership has used the State Health Plan to guide its funding priorities. The OAC will evaluate grant applications based on how well they address one or more of the following focus areas of *Healthiest Wisconsin 2020*. The OAC equally considers projects that address one health or infrastructure focus area in-depth with those that address multiple health or infrastructure focus areas. For more information about the State Health Plan, visit [http://dhfs.wisconsin.gov/statehealthplan/](http://dhfs.wisconsin.gov/statehealthplan/)

### Healthiest Wisconsin 2020 Focus Areas

<table>
<thead>
<tr>
<th>Overarching Goals</th>
<th>Infrastructure Focus Areas</th>
</tr>
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<tbody>
<tr>
<td>Social, economic, and educational factors</td>
<td>Access to quality health services</td>
</tr>
<tr>
<td>Health disparities</td>
<td>Collaborative partnerships for community health improvement</td>
</tr>
<tr>
<td><strong>Health Focus Areas</strong></td>
<td>Diverse, sufficient, competent workforce that promotes and protects health</td>
</tr>
<tr>
<td>✓ Adequate, appropriate, and safe food and nutrition</td>
<td>✓ Emergency preparedness, response, and recovery</td>
</tr>
<tr>
<td>✓ Chronic disease prevention and management</td>
<td>✓ Equitable, adequate, stable public health funding</td>
</tr>
<tr>
<td>✓ Communicable disease prevention and control</td>
<td>✓ Health literacy and health education</td>
</tr>
<tr>
<td>✓ Environmental and occupational health</td>
<td>✓ Public health capacity and quality</td>
</tr>
<tr>
<td>✓ Healthy growth and development</td>
<td>✓ Public health research and evaluation</td>
</tr>
<tr>
<td>✓ Mental health</td>
<td>✓ Systems to manage and share health information and knowledge</td>
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<td>✓ Oral health</td>
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<tr>
<td>✓ Physical activity</td>
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<tr>
<td>✓ Reproductive and sexual health</td>
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<tr>
<td>✓ Tobacco use and exposure</td>
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<tr>
<td>✓ Unhealthy alcohol and drug use</td>
<td></td>
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<tr>
<td>✓ Violence and injury prevention</td>
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</tbody>
</table>

### D. Funding Availability

The total number of awards and the average award amount for each funding type cannot be precisely determined in advance. The OAC estimates that it will fund 10 to 15 grants for approximately $2 million during the 2010 funding cycle.

### E. Submission Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Partnerships (RfP) release</td>
<td>April 23, 2010</td>
</tr>
<tr>
<td>Electronic Notice of Intent (NOI) available</td>
<td>April 23, 2010</td>
</tr>
<tr>
<td>Information sessions</td>
<td>May 2010</td>
</tr>
<tr>
<td>Letter of Interest and Notice of Intent (NOI) DUE</td>
<td>June 18, 2010</td>
</tr>
<tr>
<td>Notification of invitation to submit application</td>
<td>August 20, 2010</td>
</tr>
<tr>
<td>Development/Implementation Full Applications DUE</td>
<td>October 1, 2010</td>
</tr>
<tr>
<td>Reviews conducted</td>
<td>October- December 2010</td>
</tr>
<tr>
<td>Expected notification of awards</td>
<td>December 16, 2010</td>
</tr>
<tr>
<td>Earliest project start date</td>
<td>April 1, 2011</td>
</tr>
</tbody>
</table>
F. TECHNICAL ASSISTANCE AND TRAINING INFORMATION

The WPP offers technical assistance, information and training on the grant application process. The WPP office also may serve as a link between potential community partners and UW academic partners. To review resources, training opportunities and a list of potential academic partners, visit the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634.

In May 2010, the WPP will host an information session webinar for potential applicants, accessible via the WPP Web site.

The WPP also will hold two grant writing workshops for applicants invited to submit full proposals. The WPP has tentatively scheduled these grant trainings for Wednesday, September 8, 2010 in Wausau, WI and Thursday, September 9, 2010 in Madison, WI. Check the WPP Web site in August 2010 for details.

The WPP Web site provides extensive resources, Frequently Asked Questions (FAQ), and a glossary of terms to help applicants. For other assistance, WPP staff members are available Monday through Friday 8:00AM to 5:00PM, or by appointment and email. For assistance concerning content of the Request for Partnerships (RfP) and related documents, or additional information, contact:

![Contact Information]

Direct link to information and resources on the Community-Academic Partnership Fund:
http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634

G. SUBMISSION GUIDELINES

1. General Guidelines
   - Use English only.
   - Avoid jargon and unusual abbreviations.
   - Application forms must not be altered.
   - Use 11-point type style font throughout the application.
   - Applications submitted after the deadlines delineated on page 4, incomplete submissions, and submissions that do not conform to all the requirements and instructions of this Request for Partnerships will not be considered.
   - Applicants will be notified of any failure to meet the submission requirements.
   - Application materials will not be returned.
2. Notices of Intent and Letters of Interest

A Notice of Intent, including a Letter of Interest, is required. The Notice of Intent forms are web-based and are accessible at http://www2.med.wisc.edu/oacnoi/ Instructions for obtaining a unique username and password for the community partner organization are provided upon entry into the Web site. An individual must attest, on behalf of the organization, to the accuracy of the information provided and submit the forms electronically via the web-based Notice of Intent by 5:00PM CDT on Friday, June 18, 2010. The web-based Notice of Intent will be inaccessible after that time.

Paper copies of the Notice of Intent and Letter of Interest are also required. Please submit six (6) copies of the entire Notice of Intent, including the uploaded Letter of Interest. Copies should be double-sided and stapled. Applicants must deliver copies by 5:00PM or postmarked on or before June 18, 2010 to Cathy Frey at the address provided on page 5.

The OAC will use notices of Intent and Letters of Interest to determine the eligibility of the applicant and the initial viability of the proposal. The WPP staff will notify applicant organizations by August 20, 2010 regarding whether they should submit full proposals.

3. Full Proposals

A limited number of applicant organizations will be invited to submit full proposals. The full grant application forms are web-based and are accessible at http://www2.med.wisc.edu/oacDevImp/. An individual must attest, on behalf of the organization, to the accuracy of the information provided and submit the forms electronically via the web-based full application by 5:00PM CDT on Friday, October 1, 2010. The web-based full application will be inaccessible after that time.

Paper copies of the full application are also required. Please submit six (6) copies of the entire full application, including the uploaded documents. Copies should be double-sided and stapled. Applicants must deliver copies by 5:00PM or postmarked on or before October 1, 2010 to Cathy Frey at the address provided on page 5.

II. Eligibility Requirements

Academic Partner - To be eligible for Collaboration Development Grants or Collaboration Implementation Grants, community partners must collaborate with a qualified academic partner (See section IV.C.1 on page 11).

Submission of applications for Collaboration Development Grants and Collaboration Implementation Grants is the responsibility of the community partner.

Eligible community partners are private non-profit or public organizations, including:

- State and local governments
- Voluntary associations, foundations, civic groups
- Scientific or professional associations, primary/secondary (K-12) schools, technical colleges, universities and colleges outside of the UW System
- Citizen groups, religious organizations, healthcare organizations and providers
Federally-recognized Indian tribal governments, Indian tribes, or Indian tribal organizations

**Fiscal Sponsors** - Applicant organizations who are not a legal entity (i.e., a governmental or tax-exempt, 501(c)(3) organization) must designate a fiscal sponsor that is a publicly supported charitable organization exempt from federal income tax as described by Section 501(c)(3) of the Internal Revenue Service Code. A fiscal sponsor is defined as a governmental or tax-exempt, 501(c)(3) organization that can distribute funds to organizations or groups that have not received IRS recognition of 501(c)(3) status. Fiscal sponsors must ensure adequate financial control and discretion for specific projects in furtherance of the sponsor’s own exempt purposes. A fiscal sponsor, specifically its board of directors, accepts significant financial and legal liability when it sponsors a project under its 501(c)(3) designation. The fiscal sponsor acknowledges authority over and responsibility for the project including the following:

- Receipt and disbursement of grant monies from the WPP
- Proper financial record keeping and reporting for the project based on generally accepted accounting practices consistent with the organizations policies and procedures
- Preparation of all financial reporting to the WPP
- Submitting a signed Partnership Agreement with the project applicant identifying the roles and responsibilities of each partner toward the financial compliance of the project

**Wisconsin-Based** - All proposals must be implemented by Wisconsin partners, in Wisconsin communities, for the benefit of Wisconsin residents. Projects outside the state of Wisconsin are not eligible, and individuals may not apply.

**Renewal Applications** - Current or previously funded applicants applying for a renewal or continuation proposal are contingent upon awardees having made sufficient progress with previous grant awards. All continuation applications must have completed a program evaluation, showing outcomes and progress toward goals or have submitted a final report to be eligible to re-apply.

**Medical College of Wisconsin Healthier Wisconsin Partnership Program** - Applicants may submit proposals to both the UW SMPH OAC and to the Medical College of Wisconsin’s Consortium on Public and Community Health, Inc. Review panels of the respective schools will independently review all proposals meeting the eligibility requirements. No joint review of proposals will occur. Please visit http://www.mcw.edu/healthierwisconsin to obtain information about the Medical College of Wisconsin’s, Healthier Wisconsin Partnership Program application process.

### III. Funding Guidelines

#### A. USE OF FUNDS*

Funds may be used for project-related costs such as:

- Personnel expenses, such as salaries and benefits
  - Personnel directly involved in implementing the project
  - Personnel directly supervising those implementing the project for the amount of time involved in direct supervision
  - Accounting and bookkeeping personnel for time directly related to managing the project budget and reports
  - Clerical personnel for time directly related to the project
Salaries support for academic partners (see Budget Instructions in full grant application, available August 20, 2010)
- Supplies
- Consultant and contract services
- Travel
- Other expenses

Funds may **not** be used for:
- Clinical services related to treatment or follow-up for specific health conditions. However, clinical services that involve screening and education, or mobilizing resources to promote healthcare access may be funded.
- Entertainment
- Lobbying
- Indirect overhead costs that cannot be directly tied to the project using an approved allocation method. Prior approval from WPP Director is required.
- Debt reduction
- Capital expenditures costing $5,000 or more with a useful life of two (2) years or more. Exceptions may be made for capital expenditures if such equipment is crucial to the primary objectives of the project. Prior approval from WPP Director is required.
- Projects outside the state of Wisconsin
- Supplanting (see III.B. below)

* Complete guidelines for allowable expenses are available for review on the WPP Web site at http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634 with the 2010 Request for Partnership application materials.

**B. SUPPLANTING**

Supplanting means “to replace, to take the place of, or to supersede.” An Insurance Commissioner’s Order prohibits WPP funds from supplanting funds or resources otherwise available to applicants from other sources for the proposed project. For supplanting to occur, grant funds would need to replace other funds available to the applicant for the proposed project.

The UW SMPH uses the following criteria to ensure that funds from the WPP are not being used to supplant funds or resources available from other sources:

1. Would the proposed use of the funds replace other funding the applicant already possesses for the proposed project?
2. Has the applicant applied to another funding source for the same or similar project? If yes, what was the result of the application, or when does the applicant expect to receive a decision from that other funding source?
3. Would the proposed use of the funds replace other funding the applicant expects to receive through grants or awards from other funding sources?
4. Has the applicant previously done (or is currently doing) the same or a similar project?
5. Are there any other relevant factors in the particular situation which could indicate a breach of the prohibition against supplanting?
All applicants must answer these questions as part of the full application process. As an ongoing check against supplanting, grant recipients will be asked to recertify that other funds have not become available or been declined because of the grant. This recertification will take place as funds are drawn against the grant amount. Additionally, grant recipients of multi-year awards will be required to complete a new questionnaire annually.

No grant can be awarded if a determination of supplanting is made. For examples of supplanting, refer to the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634

C. MATCHING
Applicants are encouraged, but not required, to provide partial matching of current resources or leveraging of future resources for the grant they are requesting. Matching resources may include, but are not limited to, financial or human resources, overhead and other indirect expenses, and/or expanded capacity through partners recruited.

D. ADDITIONAL REQUIREMENTS
The WPP reserves the right to negotiate additional requirements concerning matching funds or conditions for support.

E. PAYMENT OF FUNDS TO APPLICANTS
Successful community organization applicants or fiscal sponsors, if applicable, will enter into a contract with the University of Wisconsin-Madison outlining specific financial policies and obligations between the University and the community organization or fiscal sponsor, if applicable.

F. FUNDS DISTRIBUTION SCHEDULE
- Contracts will be awarded for a period between one and three years.
- Recipients may request an advance of up to three (3) months of the contract-year budget. The advance will be adjusted at the end of the project.
- Payments will be based on the Financial Status Reports (FSR) and will reimburse actual expenses, up to 90% of the total contract.
- Final payment will be made upon receipt of a final FSR and all other required progress or final reports.

IV. Collaboration Development and Implementation Grants: Description and Scope of Funding
The WPP awards funds through the Community-Academic Partnership Fund in two grant categories, Collaboration Development and Collaboration Implementation Grants. These proposals:
- Focus on at least one of Healthiest Wisconsin 2020 overarching goals, health and infrastructure focus areas (http://dhfs.wisconsin.gov/statehealthplan/)
- Incorporate the WPP mission, vision and guiding principles
- Demonstrate collaboration between community and academic partners
A. COLLABORATION DEVELOPMENT GRANTS

Collaboration Development Grants provide grant support in three grant subcategories:

1. **Partnership Development** - For projects that stimulate and facilitate the development of community-academic partnerships and collaborations. Applicants may use funds in this subcategory for partnership planning activities that may lead to future funding requests for Implementation Grants or application to other funding sources.

2. **Demonstration/Pilot** - Projects for development or evaluation activities, community-needs assessments, capacity building initiatives, and pilot, demonstration or feasibility projects aimed at testing ideas. With strong community-academic partnerships, these grants may lead to future funding requests for Implementation Grants or application to other funding sources.

3. **Smaller Implementation** - Projects to support the adoption of evidence-based or best practice interventions and projects. With strong community-academic partnerships, these grants may lead to future funding requests for larger Implementation Grants or application to other funding sources.

Applicants are strongly encouraged to use the “Finding Effective Programs and Policies” guide to evidence-based and best-practice programs at the WPP Web site, [http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634](http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634) For assistance with this requirement, contact WPP staff (see page 5).

*Applicants for Smaller Implementation Grants must submit an evaluation plan, with the development of a logic model or similar outcome-based evaluation plan to be considered for funding. For assistance in developing outcome-based evaluation, refer to the WPP Web site, or contact WPP staff (see page 5).

The maximum award is $50,000 for projects lasting between 12 to 24 months. Proposals requesting lesser amounts are appropriate. Projects requesting more than $50,000 will not be accepted.

Applicants may submit proposals for both Collaboration Development and Collaboration Implementation Grants during the same funding cycle as long as the proposals are for different projects.

B. COLLABORATION IMPLEMENTATION GRANTS

Collaborative Implementation Grants support the application of evidence-based practices or expanding the base of evidence-based knowledge. This grant category also supports innovative and transformational projects that show evidence of need with the potential for a statewide or regional impact or serve as a model for replication in other areas of the state.

Implementation Grants 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 will require strong evaluation designs.
Applicants are strongly encouraged to use the “Finding Effective Programs and Policies” guide to evidence-based and best-practice programs at the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634 For assistance with this requirement contact WPP staff (see page 5).

All Implementation Grant applicants must submit an evaluation plan, with the development of a logic model or similar outcome-based evaluation plan, to be considered for funding. For assistance in developing outcome-based evaluation, refer to the WPP Web site or contact WPP staff (see page 5).

The maximum award is $400,000 for projects lasting approximately three (3) years in length. Proposals requesting lesser amounts are appropriate. Projects requesting more than $400,000 will not be accepted. Projects of differing lengths will be considered if appropriate to the proposal timeline and work plan, but are generally expected to be three (3) years in duration.

Applicants may submit proposals for both Collaboration Development and Collaboration Implementation Grants during the same funding cycle as long as the proposals are for different projects.

C. ABOUT THE PARTNERSHIP

The purpose of the Community-Academic Partnership Fund is to support the sustainable adoption of evidence-based solutions to critical public health problems through community and university partnerships. The Community-Academic Partnership Fund is guided by the belief 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. The University of Wisconsin brings education and research expertise and a service commitment to the state exemplified by the Wisconsin Idea.

The OAC values the importance of this mutual exchange of knowledge and expertise between communities and the UW SMPH. This mutual exchange also supports the transformation of the School into an integrated school of medicine and public health. Community partners applying for both types of grants must collaborate with a UW faculty or UW SMPH academic staff member who is actively engaged in the project.

Partnerships begin with a community identified need and an academic interest. Once formed, partnerships improve the exchange of knowledge and expertise in at least two directions, from communities to the University and from the University to communities. Moreover, these collaborations can best produce innovative and effective solutions to the public health problems facing Wisconsin.

1. Eligible Academic Partners

The following faculty can serve as academic partners:

- UW SMPH tenure, Clinical/Health Sciences (CHS) and Clinician-Teacher track faculty,
- UW SMPH Academic Staff and UW SMPH Emeritus Professors with approval of a UW SMPH Department Chair or Center Director using the form “Request for Approval to Serve as Principal Investigator on a Human Subjects Protocol”.
- UW SMPH 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, the WPP staff will assist in making appropriate connection with the UW SMPH.

If you are unsure of academic partner eligibility status, please contact the WPP office (see page 5).

2. Community and Academic Partner Roles and Responsibilities

The community partner has ultimate authority over the project. The responsibility of the academic partners will vary with the extent of their “active engagement.” A Community-Academic Partnership Agreement outlining the responsibilities and accountabilities of each partner will be required if the project is selected for funding.

The OAC expects academic partners to be actively engaged in the project. “Active engagement” may range from serving in an advisory or consulting role, such as advising on the project’s evaluation methods and design, to conducting community based research.

3. Finding the Right Academic Partner

It is important that the academic partner have experience and interest in your project idea. Applicants can find academic partners by:

- Find a list of potential UW SMPH academic partners available at the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634
- Do a PubMed or Google search for UW researchers who have published on your topic of interest (see Ebling Library Web site at http://ebling.library.wisc.edu/)
- You can also search UW Institution Web sites for researchers working in your area of interest.
- WPP staff (see page 5) will also assist in identifying an academic partner. Resources are available to help applicants find a partner, think through project ideas or partnership plans, and preparing applications. WPP will offer individual technical assistance and information sessions prior to the actual Notice of Intent and Letter of Interest application submission.

V. Proposal Guidelines: Submitting a Collaboration Development Grant

A. COMPILING THE NOTICE OF INTENT / LETTER OF INTEREST

A Notice of Intent, including a Letter of Interest, is required. The Notice of Intent forms are web-based and are accessible at http://www2.med.wisc.edu/oacnoi/. All items in the Table of Contents (left navigation bar) are required unless otherwise indicated in the application instructions. Each form includes detailed instructions. In addition to providing general information on the proposed project, the Notice of Intent includes the following component:

**Letter of Interest:** Provide a description of the primary goal and activities or interventions of the project, the intended outcome, the applicant organization and how the project aligns with the WPP goals and priorities. Applicants must submit a Letter of Interest uploaded in electronic format as a Microsoft Word document or PDF not to exceed four (4) single-spaced pages. Use a minimum 11-point font with one-inch margins and number the pages.
Selected information from the Notice of Intent, including the name of the organization applying and the targeted health and/or infrastructure focus area, may be posted on the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634

Notices of Intent and Letters of Interest will be used to determine the eligibility of an application and the initial viability of the proposal. The WPP staff will inform applicant organizations by August 20, 2010 if they are invited to submit full grant applications.

B. COMPILING THE FULL COLLABORATION DEVELOPMENT GRANT APPLICATION

A limited number of applicant organizations will be invited to submit full Collaboration Development Grant applications. The full grant application forms are web-based and are accessible at http://www2.med.wisc.edu/oacDevImp/. All items in the Table of Contents are required unless otherwise indicated in the application instructions. Each form includes detailed instructions. In addition to providing general information on the proposed project, the full Collaboration Development Grant application includes the following eleven (11) components:

1. **Executive Summary**: Provide a one-page abstract summarizing the following elements:
   - A brief background on the significance of the topic
   - The primary goal or aim of the project
   - A brief description of the project
   - The intended outcome of the project
   - The amount of request and timeframe
   - A brief statement on how this project will make a difference for the specific community or target population and for similar populations in Wisconsin
   - A description of how the project addresses the State Health Plan, Healthiest Wisconsin 2020 (http://dhfs.wisconsin.gov/statehealthplan/), and the WPP mission, vision and guiding principles

   Applicants must upload the Executive Summary in electronic format as a Microsoft Word document or PDF and may not exceed one single-spaced page, using a minimum 11-point font with one-inch margins.

2. **Narrative**: The narrative, excluding footnotes and references, must be uploaded in electronic format as a Microsoft Word document or PDF, and may not exceed six (6) single-spaced pages with one-inch margins. Use a minimum 11-point font and number the pages.

   Use the section headings indicated in the instructions below throughout the narrative. Instructions for what to include in each section are provided. The evaluation (review) criteria are included to help clarify the grant review process. The Narrative must include:

   - **Project Purpose, Need, and Statement of the Problem**  
   (Scoring: 10 points)

   **Content**:
   - Clearly state the need for and purpose of the project.
   - Identify the primary target population and population health issue.
   - Describe the significance of the problem or need that the Development project will address.
✓ Describe how the project will advance one or more of the health and/or infrastructure focus areas of the State Health Plan, *Healthiest Wisconsin 2020*, and specifically, the overarching objectives, as appropriate.

**Evaluation Criteria:**
✓ The applicant provides a clear statement of the need for and purpose of the project.
✓ The primary target population and population health issue are clearly identified.
✓ The problem or need is adequately described.
✓ The applicant addresses how the project will advance the goals and priorities of the State Health Plan, *Healthiest Wisconsin 2020*.

➢ **Guiding Principles**  
**(Scoring: 10 points)**

**Content:**
✓ Address one or more of the WPP guiding principles:
  - *Prevention*: Promote health and prevent disease, injury, and disability
  - *Collaboration*: Encourage and support community-university partnerships
  - *Enhancement*: Advance and replicate innovative and transformational population health programs
  - *Responsiveness*: Accelerate existing and stimulate new initiatives with the greatest potential to improve population health
  - *Efficacy*: Support the translation and application of evidence-based practices and policies
  - *Sustainability*: Enhance and leverage other resources to help programs evolve and become self-sustaining

**Evaluation Criteria:**
✓ The project addresses how it will advance one or more of the WPP guiding principles.

➢ **Goals, Objectives, and Outcomes**  
**(Scoring: 30 points)**

**Content:**
✓ Discuss the project’s planning, development, feasibility, demonstration or capacity-building goals, outcomes, objectives and activities to achieve goals.
✓ If appropriate, describe the evidence-base, existing knowledge or research in the development of the program design, approach or strategy. (For more information, refer to the “Finding Effective Programs and Policies” guide to evidence-based and best-practice programs on the WPP Web site, [http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634](http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634)).
✓ Describe how the community-academic partnership contributes to the goals, objectives and outcomes of the proposed project.

**Evaluation Criteria:**
✓ The project’s goals, objectives and outcomes are clear and appropriate to the project purpose and need.
The applicant describes the existing knowledge or research to provide evidence, if appropriate, to the goals, objectives and outcomes.
The project demonstrates potential for a strong community-academic partnership or collaboration to support goals, objectives and outcomes.

**Work plan**  
*(Scoring: 10 points)*

**Content:**
- Using Attachment A (See Appendix) as a template, upload in electronic format as a Microsoft Word document or PDF a project work plan and corresponding timeframe of activities. As part of the work plan, define:
  - project goal(s)
  - project objective(s)
  - measurable outcomes (quantitative or qualitative impact measures that provide a basis for assessing achievement, change, or performance over time)

**Evaluation Criteria:**
- The work plan and project outcomes are well developed, feasible, quantifiable and significant.

**Evaluation**  
*(Scoring: 15 points)*

**Content:**
- Describe how the project will be evaluated to measure progress on goals, objectives and outcomes.
- Describe a plan for reporting the results of the project.

**Evaluation Criteria:**
- The applicant provides a logical plan for evaluating project objectives and outcomes.
- The applicant describes a plan for reporting results.

**Capacity and Experience of Partners and Key Staff**  
*(Scoring: 25 points)*

**Content:**
- Describe the community partner’s and faculty/academic partner’s capacity, history, purpose, previous experience, expertise or emerging capacity with the population health issue to be addressed and communities or target population to be served.
- Identify key personnel and their qualifications.
- Describe the progress made to date, and why the project should be continued if this is a continuation Development Grant.

**Evaluation Criteria:**
- The applicant provides a clear description of the community partner’s and the academic partner’s capacity to plan and implement the activities described in the proposal.
✓ The applicant has qualified personnel or has proposed a functional staffing or volunteer pattern capable of supporting program activities.
✓ The applicant provides evidence of satisfactory progress made to date and an explanation of why the project should be continued if this is a continuation Development Grant.

3. **Project Budget**: The project budget should clearly indicate how the grant funds will be spent. Expenditures must:
   ✓ be fully justified, reasonable and clearly related to the project’s goal(s);
   ✓ reflect the activities/tasks listed in the proposal; and
   ✓ Explain the sources and amounts of any cost sharing funds, either in-kind or cash match.

Requests should be made by expense type (salary, fringe benefits, travel, supplies, etc.). Provide sufficient detail for individuals unfamiliar with the project so they can accurately review the proposal.

Budget Justification: A budget justification narrative is required for purposes of describing in detail the major budget line items: salary, fringe, travel, equipment, supplies, consultants/contracts, and other costs. The narrative should provide the specifics of why an expense is necessary to achieve the goal(s) and objective(s) of the project.

In-Kind and Cash Match Cost Sharing: Provide details of all other sources of cost sharing, which should include in-kind or cash match. Discuss the allocation of resources between the community partner (applicant agency) and academic partner.

4. **Resumes and Biographical Sketches**: Upload in electronic format as a Microsoft Word document or PDF resumes or biographical sketches for the project manager and lead staff person (if different people), and the UW faculty/academic staff involved. Limit resumes or biographical sketches to no more than four pages each.

5. **Letters of Commitment**: The letter(s) must provide evidence of collaboration, with specific details on how the collaborating organization(s) will be involved or support the project.

6. **Non-Supplanting**: See Section III.B on page 8.

7. **Financial Statements**: Upload in electronic format as a Microsoft Word document, Excel spreadsheet or PDF a copy of the community organization’s and/or fiscal sponsor’s (if applicable) prior year financial statements or current annual revenue and expense budget.

8. **IRS Determination Letter**: Upload in electronic format as a Microsoft Word document or PDF a copy of the community organization’s and fiscal sponsor's (if applicable) IRS determination letter of tax exempt status, if appropriate. Governmental organizations should provide the Sales and Use Tax Certificate of Exempt Status (CES).

10. **Application Resubmission**: Applicants submitting a revision must respond to the reviewer comments provided by the WPP at the conclusion of the most recent funding cycle, paying particular attention to how the current proposal differs from the original submission.

11. **Optional Material**: Upload in electronic format as a Microsoft Word document, Excel spreadsheet or PDF:
   ✓ Letters of endorsement or support that speak to the ability of the community partner to perform the proposed project.
   ✓ Relevant and appropriate materials, forms, training materials, evaluation instruments, or draft tools to help describe the work plan and activities proposed.

VI. **Proposal Guidelines: Submitting a Collaboration Implementation Grant**

A. **COMPILING THE NOTICE OF INTENT / LETTER OF INTEREST**

A Notice of Intent, including a Letter of Interest, is required. The Notice of Intent forms are web-based and are accessible at [http://www2.med.wisc.edu/oacnoi/](http://www2.med.wisc.edu/oacnoi/). All items in the Table of Contents (left navigation bar) are required unless otherwise indicated in the application instructions. Each form includes detailed instructions. In addition to providing general information on the proposed project, the Notice of Intent includes the following component:

**Letter of Interest**: Provide a description of the primary goal and activities or interventions of the project, the intended outcome, the applicant organization, and how the project aligns with the WPP goals and priorities. Applicants should upload the Letter of Interest in electronic format as a Microsoft Word document or PDF not to exceed four (4) single-spaced pages. Use a minimum 11-point font with one-inch margins and number the pages.

Selected information from the Notice of Intent, including the name of the organization applying and the targeted health and/or infrastructure focus area, may be posted on the WPP Web site, [http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634](http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634)

Notices of Intent and Letters of Interest will be used to determine the eligibility of an application and the initial viability of the proposal. The WPP staff will inform applicant organizations by **August 20, 2010** if they are invited to submit full grant applications.

B. **COMPILING THE FULL COLLABORATION IMPLEMENTATION GRANT APPLICATION**

A limited number of applicant organizations will be invited to submit full Collaboration Implementation Grant applications. The full grant application forms are web-based and are accessible at [http://www2.med.wisc.edu/oacDevImp/](http://www2.med.wisc.edu/oacDevImp/). All items in the Table of Contents (left navigation bar) are required unless otherwise indicated in the application instructions. Each form includes detailed instructions. In addition to providing general information on the proposed project, the full Collaboration Implementation Grant application includes the following eleven (11) components:

1. **Executive Summary**: Provide a one-page abstract summarizing the following elements:
   ✓ A brief background on the significance of the topic
   ✓ The primary goal or aim of the project
A brief description of the intervention or health improvement initiative
The intended outcome of the project
The amount of request and timeframe
A brief statement on how this project will make a difference for the specific community or target population and for similar populations in Wisconsin
A description of how the project addresses the State Health Plan, Healthiest Wisconsin 2020 (http://dhfs.wisconsin.gov/statehealthplan/), and the WPP mission, vision and guiding principles

Applicants should submit the Executive Summary in electronic format such as a Microsoft Word document or PDF and may not exceed one single-spaced page, using a minimum 11-point font with one-inch margins.

2. Narrative: The narrative, excluding footnotes and references, must be uploaded in electronic format as a Microsoft Word document or PDF and may not exceed fifteen (15) single-spaced pages with one-inch margins. Use a minimum 11-point font and number the pages.

Use the section headings indicated in the instructions below throughout the narrative. Instructions for what to include in each section are provided below. The evaluation (review) criteria are included to help clarify the grant review process. The Narrative must include:

- **Project Purpose, Need and Statement of the Problem (Scoring: 10 points)**
  **Content:**
  ✓ Clearly state the need for and purpose of the project.
  ✓ Describe the primary target population; include demographic information and data if appropriate.
  ✓ Describe the significance of the problem or need that the project will address. Use state or community-level data to provide evidence of need. If available and appropriate, refer to a local county or city health plan to demonstrate how the project strengthens local health goals.
  ✓ Describe how the project will advance one or more of the health and/or infrastructure focus areas of the State Health Plan, Healthiest Wisconsin 2020, and specifically, the overarching objectives, as appropriate.
  ✓ Brief description of expected achievements or outcomes following successful implementation of the proposed project.

  **Evaluation Criteria:**
  ✓ The applicant provides a clear statement of the need for and purpose of the project.
  ✓ The primary target population and population health issue are clearly described.
  ✓ The problem or need is adequately described using appropriate state or local data.
  ✓ The applicant addresses how the project will advance the goals and priorities of the State Health Plan, Healthiest Wisconsin 2020.
  ✓ The applicant provides an adequate description of expected achievements or outcomes following successful implementation of the proposed project.
Guiding Principles
(Scoring: 10 points)

Content:
- Address one or more of the WPP guiding principles:
  - Prevention: Promote health and prevent disease, injury and disability
  - Collaboration: Encourage and support community-university partnerships
  - Enhancement: Advance and replicate innovative and transformational population health programs
  - Responsiveness: Accelerate existing and stimulate new initiatives with the greatest potential to improve population health
  - Efficacy: Support the translation and application of evidence-based practices and policies
  - Sustainability: Enhance and leverage other resources to help programs evolve and become self-sustaining

Evaluation Criteria:
- The project addresses how it will advance one or more of the WPP guiding principles.

Goals, Objectives, and Outcomes
(Scoring: 30 points)

Content:
- Discuss the project’s goals, intervention or prevention strategies, objectives and activities to achieve goals.
- Provide a description of the expected results and outcomes and how they will be measured.
- Describe how the target population will be involved in the design, implementation, and evaluation of the project.
- Describe the evidence-base, existing knowledge or research in the development of the program design, approach or strategy. (For more information, refer to the “Finding Effective Programs and Policies” guide to evidence-based and best-practice programs on the WPP Web site, http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634.)
- Describe the community-academic partnership and how the collaboration contributes to the goals, objectives and outcomes of the project.

Evaluation Criteria:
- The project’s goals, objectives and outcomes are well developed and appropriate to the purpose statement and need.
- The project outcomes are feasible, quantifiable and significant.
- The applicant describes how the target population will be involved in the design, implementation, and evaluation of the project.
- The applicant describes the evidence-base, existing knowledge or research likely to support the achievement of the stated project goals, objectives and outcomes.
- The project demonstrates a strong community-academic partnership or collaboration to support the goals, objectives and outcomes.
Work plan
(Scoring: 10 points)

Content:
✓ Using Attachment A (See Appendix) as a template, upload in electronic format as a Microsoft Word document or PDF a project work plan and corresponding timeframe of activities. As part of the work plan, define:
  - project goal(s)
  - project objective(s)
  - measurable outcomes (quantitative or qualitative impact measures that provide a basis for assessing achievement, change, or performance over time)

Evaluation Criteria:
✓ The work plan and project outcomes are well developed, feasible, quantifiable and significant.

Evaluation
(Scoring: 15 points)

Content:
✓ Describe the evaluation plan and activities used to measure progress on project goals, objectives and outcomes.
✓ Describe how the evaluation plan will measure whether the goals were met and the outcomes achieved.
✓ Describe the evaluation methods/systems the partners have in place or will need to be created.
✓ Describe the plan for communicating project results to the OAC, the public health community, and to policy makers (if applicable).

Evaluation Criteria:
✓ The applicant provides a logical plan for evaluating project objectives and outcomes.
✓ The proposed evaluation plan provides documentation of whether the goals were met and the outcomes achieved.
✓ The applicant presents a clear plan for creating new or modifying existing evaluation methods or systems in order to accomplish the proposed evaluation.
✓ The applicant describes a plan for communicating project results to the OAC, the public health community, and to policy makers (if applicable).

Capacity and Experience of Partners and Key Staff
(Scoring: 25 points)

Content:
✓ Describe the community partner’s and faculty/academic partner’s capacity, history, purpose, previous experience, expertise or emerging capacity with the population health issue to be addressed and communities or target population to be served.
✓ Describe how other community, academic, or other partners will be involved, if appropriate.
Describe the experience of the community and academic partners in developing and/or contributing to collaborations.

Describe proposed staffing patterns for the project and who will employ and supervise key staff.

Specify anticipated training needs, if any, for this project.

Describe how the community agency’s organization can effectively carry out the required activities.

Describe the progress made to date if this is a continuation of a funded Development or Implementation Grant.

**Evaluation Criteria:**

- The applicant agency provides a clear description of the community partner’s and faculty/academic partner’s capacity to plan and implement the activities described in the proposal.
- The applicant describes how other partners will be involved in the proposed project, if appropriate.
- The community partner and the academic partner have demonstrated a successful history of developing and/or contributing to collaborations.
- The staffing plan outlined describes who will employ and supervise key staff and ensure conformity to the proposed work plan. The applicant agency has qualified personnel or has proposed a functional staffing or volunteer pattern capable of supporting program activities.
- The experience and training of partners and key staff are related to the activities to be undertaken.
- The training needs are logical and necessary.
- The lead agency’s management operation, structure and/or organization can effectively carry out the required activities.
- The applicant provides evidence of sufficient progress with previous grant awards if this is a continuation of a funded Development or Implementation Grant.

3. **Project Budget:** The project budget should clearly indicate how the grant funds will be spent. Expenditures must:

- be fully justified, reasonable and clearly related to the project’s goal(s);
- reflect the activities/tasks listed in the proposal; and
- Explain the sources and amounts of any cost sharing funds, either in-kind or cash match.

Requests should be made by expense type (salary, fringe benefits, travel, supplies, etc.). Provide sufficient detail for individuals unfamiliar with the project so they can accurately review the proposal.

Budget Justification: A budget justification narrative is required for purposes of describing in detail the major budget line items: salary, fringe, travel, equipment, supplies, consultants/contracts, and other costs. The narrative should provide the specifics of why an expense is necessary to achieve the goal(s) and objective(s) of the project.
In-Kind and Cash Match Cost Sharing: Provide details of all other sources of cost sharing, which should include in-kind or cash match. Discuss the allocation of resources between the community partner (applicant agency) and academic partner.

4. Resumes and Biographical Sketches: Upload in electronic format as a Microsoft Word document or PDF resumes or biographical sketches for the project manager and lead staff person (if different people), and the UW faculty/academic staff involved. Limit resumes or biographical sketches to no more than four pages each.

5. Letters of Commitment: The letter(s) must provide evidence of collaboration, with specific details on how the collaborating organization(s) will be involved or support the project.


7. Financial Statements: Upload in electronic format as a Microsoft Word document, Excel spreadsheet or PDF a copy of the community organization’s and/or fiscal sponsor’s (if applicable) prior year financial statements or current annual revenue and expense budget.

8. IRS Determination Letter: Upload in electronic format as a Microsoft Word document or PDF a copy of the community organization’s (applicant agency) and fiscal sponsor’s (if applicable) IRS determination letter of tax exempt status, if appropriate. Governmental organizations should provide the Sales and Use Tax Certificate of Exempt Status (CES).


10. Application Resubmission: Applicants submitting a revision must respond to the reviewer comments provided by the WPP at the conclusion of the most recent funding cycle, paying particular attention to how the current proposal differs from the original submission.

11. Optional Material: Upload in electronic format as a Microsoft Word document, Excel spreadsheet or PDF:

- Letters of endorsement or support that speak to the ability of the community partner to perform the proposed project.
- Relevant and appropriate materials, forms, training materials, evaluation instruments, or draft tools to help describe the work plan and activities proposed.
VII. Other Requirements

If funded, the successful applicant organization or its designated fiscal sponsor is legally and financially responsible for all aspects of this grant, including funds provided to sub-recipients. Successful applicants will be expected to meet the following requirements:

A. BUDGET/PROJECT REPORTS

1. Progress and Final Reports: The WPP requires progress reports at six-month intervals, and a final progress report no later than 90 days after the end of the budget/project using the approved web-based report. Reports describe the project accomplishments, challenges experienced, and whether goals and objectives were met as planned. Awardees are required to request pre-approval to make any changes in the proposed project.

Interim progress and final reports may be returned for revisions when they do not adequately describe the project’s progress or report on each of the project’s objectives. Awardees must notify and receive written approval from WPP staff of modifications to project activities and key personnel.

2. Quarterly Financial Status Reports: The WPP requires quarterly Financial Status Reports (FSR) on forms provided by the WPP, and a final FSR no later than 90 days after the end of the budget/project.

3. Audit: Organizations receiving funds in excess of $25,000 annually may be asked to furnish an audit to the WPP. If required, a federal A-133 audit or an audit performed in accordance with Government Auditing Standards will fulfill the audit requirement.

If such audits are not performed, an organization-wide audit may be provided that includes program-level testing. If an organization-wide audit is not performed, a specific program audit may be performed, in which case an auditor is hired to perform testing for just the project(s) funded.

B. ACCOUNTING RECORDS AND DISCLOSURE

Annually, a selected group of active WPP awardees will be audited by an independent audit firm under contract with the WPP. Awardees and sub-recipients (if applicable) must maintain records for a period no less than five years from the project end date. These records must adequately identify the source and application of funds provided for reimbursement of incurred expenditures. Awardees and sub-recipients (if applicable) should expect that the WPP may conduct a financial compliance audit and onsite program review annually.

C. HUMAN SUBJECT REQUIREMENTS FOR PROPOSALS WITH RESEARCH COMPONENTS

Following award announcements, the UW Health Sciences Institutional Review Board reviews all successful proposals that involve human subjects for any purpose. Documentation of this IRB review will be required before funding awards are final.

Project proposals that include a research component involving humans as research subjects, and that involve a UW faculty member (academic partner), must be reviewed by a UW-Madison or other approved Institutional Review Board (IRB). The UW Health Sciences IRB may determine, on a case-
by-case basis, that it will defer review to another institution’s IRB in order to avoid duplication of effort. The UW faculty member (academic partner) will assist in obtaining IRB review.

Project staff may be required to participate in a human subjects research online training program prior to submission of an IRB protocol.

D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA is a federal law protecting the privacy of an individual’s health information used in clinical practice, research, and operations of health care facilities. The privacy rule applies to the use or disclosure of protected health information for research purposes and requires a number of actions and documentation. WPP staff will assist in determining whether or not HIPAA rules apply.

E. INTELLECTUAL PROPERTY AGREEMENT

An Intellectual Property Agreement may be required for inventions, discoveries or copyright eligible material developed as a result of a project. WPP staff will assist in determining whether or not an Intellectual Property Agreement applies.

F. TRADE SECRETS AND PROPRIETARY INFORMATION

The OAC complies with both the Wisconsin open meetings and open records laws. Under the open records law, applications reviewed by the OAC will be considered public records and may be subject to public release.

Applicants may request confidentiality of any trade secrets and/or proprietary information in their applications. Please see the WPP Web site at http://www.med.wisc.edu/partnership/community-academic-partnership-fund/634 for definitions of trade secret and proprietary information and for providing such information to the OAC.

G. ACKNOWLEDGEMENT OF FUNDING

Successful applicants must acknowledge the WPP in any press releases, articles or other means of publicizing this project or its results with the following language: “Funding for this project was provided by the UW School of Medicine and Public Health from the Wisconsin Partnership Program”.

VIII. Review Process and Grant Awards

A. NOTICE OF INTENT/LETTER OF INTEREST REVIEW PROCESS

1. Technical Review

WPP staff will review each Notice of Intent (NOI) and Letter of Interest (LOI) to ensure that minimum requirements, including eligibility, have been met. Any NOI/LOI which does not comply with the submission requirements will not be reviewed and the applicant will be notified.

2. Content Review

OAC members and appropriate public health experts will review the content of each NOI/LOI to determine if it warrants further development as a full application. Evaluation of preliminary
applications will be based on alignment with the WPP mission, vision and guiding principles, OAC program priorities, organizational and partnership capacity.

Applicants will be informed by **August 20, 2010** regarding whether they will be invited to prepare full applications.

**B. FULL GRANT APPLICATION REVIEW PROCESS**

1. **Technical Review**

   WPP staff will review each full application to ensure that minimum application requirements, including a non-supplanting review, have been met. Any application that does not comply with the submission requirements will not be reviewed and the applicant will be notified.

2. **Expert Review Panel**

   Each application will be scored individually by an external review panel using the evaluation criteria described in the proposal guidelines section. The reviewers will meet to discuss the proposals and will provide a ranked list to the OAC along with a written critique of each ranked proposal.

   Final award recommendations will be made by the OAC to the Dean of the UW SMPH based on rankings and demonstrated alignment with the mission, vision and guiding principles of the WPP and the State Health Plan, *Healthiest Wisconsin 2020*. Refer to the WPP Web site at [http://www.wphf.med.wisc.edu](http://www.wphf.med.wisc.edu) for more detailed information on the multi-step review process.

   The review panel(s) will be created by the OAC and comprised of health care advocates and practitioners, faculty and academic staff. The review panels are advisory to the OAC, which will make final recommendations to the Dean of the UW SMPH. The Dean will authorize funding of all grants recommended by the OAC and that meet the stated criteria. The decision of the Dean is final. Reviewers will be required to sign Conflict of Interest and Confidentiality Statements.

3. **OAC Review**

   The OAC will review the top ranked applications on December 15, 2010. The OAC will make the final determination of awards based on rank, OAC program objectives, and alignment with the WPP mission, vision and guiding principles. The OAC’s decisions are final and cannot be appealed. The OAC may request that applicants respond to reviewers concerns prior to making a decision on the award.

**C. GRANT AWARD PROCESS**

The OAC will negotiate the terms of each grant with applicants and enter into contractual agreements with successful applicants prior to the distribution of any funds. Successful applicants will participate in project and fiscal monitoring activities as defined and delineated in the contract terms and conditions. In addition, a Community-Academic Partnership Agreement outlining the responsibilities and accountabilities of each partner will be required.

Written notice will be sent to all eligible applicants regarding the final grant awards within the deadlines specified on page 4, except under unusual circumstances.

The OAC reserves the right to establish award amounts and to authorize budget items, program goals, and other terms of the proposal prior to entering into an agreement with award recipients. Award
recipients may make justifiable modifications in the approved grant budget or project plan only through prior consultation with and written approval of WPP staff.

By applying to the Community-Academic Partnership Fund, applicants agree and consent, without reservation, substitution, or limitation, to each of the following:

- Application submission requirements and rules, and the procurement process, procedures and specifications identified in this application, including all appendices and any application forms;
- The evaluation methods, evaluation process, evaluation criteria, scoring, and project budget described in this Request for Partnerships (RfP);
- The OAC’s sole, unrestricted right to reject any or all applications submitted in response to this Request for Partnerships;
- Supplanting prohibition as dictated by the Insurance Commissioner’s Order and as identified on the Non-supplanting Questionnaire.

D. EVALUATION AND MIDCOURSE REVIEW REQUIREMENTS

The WPP expects that successful applicants will cooperate with all Community-Academic Partnership Fund evaluation activities:

- Implementation Grant awardees will receive a complete mid-course review and assessment by the OAC that will include a WPP staff report on progress towards objectives.
- Awardee program staff may be asked to give an oral presentation to the OAC.
- Program site visits by WPP staff will be periodically required.
- Selected grants may be independently evaluated.

Projects that do not demonstrate or report on expected progress in achieving grant objectives may be re-evaluated for funding by the OAC.

IX. Appendix – Attachment

Attachment A: Project Work Plan Template
Community Academia Partnership Fund 2010 Grant Application

ATTACHMENT A

UW School of Medicine and Public Health Oversight and Advisory Committee
The Wisconsin Partnership Program

Community-Academic Partnership Fund
PROJECT WORK PLAN TEMPLATE

<table>
<thead>
<tr>
<th>Community Partner:</th>
<th>Project Title:</th>
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<th>Start Date – End Date:</th>
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<tr>
<th>Project Goal(s) Statement:</th>
<th>What does the program hope to achieve in the long run?</th>
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<th>Objective(s):</th>
<th>What difference will the program make for whom, and by when?</th>
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<th>Outcome measure(s):</th>
<th>What information will the program use to document the resulting change or difference?</th>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Responsible Person</th>
<th>Anticipated Outcomes</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>What activities will the program be doing?</th>
<th>In what timeframe?</th>
<th>Who is the primary or key person responsible?</th>
<th>What are the anticipated outcomes of these activities?</th>
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