COMMUNITY-ACADEMIC PARTNERSHIP FUND
2011 REQUEST FOR PARTNERSHIPS

APPLICATION GUIDELINES

NOTICE OF INTENT/LETTER OF INTEREST DUE – JUNE 10, 2011
I. INTRODUCTION AND GENERAL INFORMATION

A. INTRODUCTION
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.

The Wisconsin Partnership Program (WPP) provides funding to Wisconsin community-based organizations in partnership with the UW SMPH faculty, and faculty from other UW System campuses to improve the health of the public through a competitive Community-Academic Partnership Fund Request for Partnerships (RfP). The OAC will distribute approximately $2.5 million in funding in 2011 for prevention and wellness projects that promote the goals of Wisconsin’s health plan, Healthiest Wisconsin 2020 (http://dhfs.wisconsin.gov/statehealthplan/) and adhere to the WPP’s mission, vision, and guiding principles.

B. BACKGROUND
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, and evidence-based practices with emphasis on interventions leading to lasting environmental, institutional or policy change. 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 at http://www.med.wisc.edu/partnership/five-year-plan/728

C. PURPOSE
These grants allow eligible applicants to: (1) identify and adopt evidence-based or best-practices that can be shared and taken to scale based on demonstrated success, (2) develop innovative and promising programs that can serve as models of best practices, and (3) work in partnership with faculty from the University of Wisconsin including other UW System campuses.

D. GRANT PRIORITIES
The Oversight and Advisory Committee (OAC) 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 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 Development and Implementation grants in any of these areas are strongly encouraged.

II. ELIGIBILITY REQUIREMENTS

To be eligible for Development or Implementation grants, community partners must collaborate with a qualified academic partner. Submission of applications for both types of grants is the responsibility of the community partner.
A. COMMUNITY PARTNER
Eligible community partners are state, tribal or local governmental agencies and publicly supported charitable organizations that are tax-exempt under Section 501(c) (3) of the Internal Revenue Code.

B. ACADEMIC PARTNER
Eligible academic partners include:

- 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 connections with the UW SMPH.

If you are unsure of academic partner eligibility status, please contact Mary Jo Knobloch, Program Officer, at knobloch2@wisc.edu.

C. FISCAL SPONSOR
Applicant organizations that are not a legal entity (i.e., a governmental or tax-exempt, 501(c)(3) organization) must designate a fiscal sponsor. 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

*The fiscal sponsor must be a Wisconsin-based organization.

D. 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.

E. RENEWAL/CONTINUATION APPLICATIONS
Current or previously funded proposals will be considered, contingent upon awardees having made sufficient progress with previous grant awards. All renewal/continuation applications must have completed an evaluation showing measured outcomes, and progress toward goals or have submitted a
final report to be eligible to re-apply. Applicants will also be asked to present the results of their first project to the Oversight and Advisory Committee at a meeting in Madison.

F. RESUBMISSION APPLICATIONS
Applicants submitting a revision of a previously submitted but unfunded proposal must respond to the reviewer comments provided by WPP at the conclusion of their most recent application; delineating how the current submission differs from the previous submission. Follow all of the same guidelines.

III. GRANT TYPES, FUNDING SCOPE AND DURATION

The OAC estimates that it will fund approximately 15 grants for approximately $2.5 million during the 2011 funding cycle. The following is an overview of the two types of grants:

A. IMPLEMENTATION GRANT
Implementation grants are up to $400,000 for three (3)-year projects that employ and test evidence-based health interventions. These are larger initiatives aimed at the application of evidence-based practices or expanding the base of evidence-based knowledge in health promotion, disease prevention, injury, or disability prevention. These types of projects will require strong evaluation designs with feasible sustainability plans including activities leading to lasting environmental, institutional or policy change. 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 moderate or strong evidence that the proposed practice, strategy, or program will have a significant effect on improving health.

B. DEVELOPMENT GRANT
Development grants are up to $50,000 for up to two (2)-year projects in three subcategories listed below. *Beginning with the 2012 funding cycle, only previously funded Development grants or other proven active and existing community-academic partnerships may apply for new Implementation grants.

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 lead to future funding requests for Implementation grants or application to other sustainable 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 (more of an evaluation research focus). With strong community-academic partnerships, these grants lead to future funding requests for Implementation grants or application to other sustainable funding sources.

3. Small Implementation: Projects to support the adoption of evidence-based or best- or promising-practice interventions and projects on a small scale. With strong community-academic partnerships, these grants lead to future funding requests for larger Implementation grants or application to other sustainable funding sources.
IV. SUBMISSION AND REVIEW DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Request for Partnerships (RfP) released</td>
<td>April 22, 2011</td>
</tr>
<tr>
<td>Electronic Notice of Intent (NOI) available</td>
<td>April 22, 2011</td>
</tr>
<tr>
<td>Informational Webinar</td>
<td>Available May 10, 2011</td>
</tr>
<tr>
<td>Notice of Intent (NOI) DUE</td>
<td>June 10, 2011</td>
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<tr>
<td>Notification of invitation to submit application</td>
<td>August 10, 2011</td>
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<tr>
<td>Development/Implementation Full Applications DUE</td>
<td>September 30, 2011</td>
</tr>
<tr>
<td>Reviews conducted</td>
<td>October – December, 2011</td>
</tr>
<tr>
<td>Expected notification of awards</td>
<td>December 14, 2011</td>
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<tr>
<td>Earliest project start date</td>
<td>April 1, 2012</td>
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V. TRAINING AND TECHNICAL ASSISTANCE

The WPP office will provide technical assistance throughout the grant application process and assist with linking community partners and UW academic partners.

A webinar for potential applicants will be available May 10, 2011. The Webinar link will be posted on our web site (see link below). We will also offer grant writing workshops for applicants invited to submit full proposals – tentatively scheduled for mid- to late-August.

For assistance concerning content of the Request for Partnerships (RfP) and related documents, or additional information, contact:

<table>
<thead>
<tr>
<th>Wisconsin Partnership Program</th>
<th>Mary Jo Knobloch</th>
</tr>
</thead>
<tbody>
<tr>
<td>4230 Health Sciences Learning Center</td>
<td>Program Officer</td>
</tr>
<tr>
<td>750 Highland Avenue</td>
<td>(608) 265-2284</td>
</tr>
<tr>
<td>Madison, WI 53705-2221</td>
<td><a href="mailto:knobloch2@wisc.edu">knobloch2@wisc.edu</a></td>
</tr>
<tr>
<td>(608) 265-8215</td>
<td></td>
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<tr>
<td><a href="mailto:wpp@hsc.l.wisc.edu">wpp@hsc.l.wisc.edu</a></td>
<td></td>
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<tr>
<td><a href="http://www.wphf.med.wisc.edu">http://www.wphf.med.wisc.edu</a></td>
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VI. NOTICE OF INTENT APPLICATION GUIDELINES

A Notice of Intent is required and will be considered for further development as a full application. The Notice of Intent forms are web-based and are accessible at http://www2.med.wisc.edu/oacnoi/. Notice of Intent is due by 5:00PM on June 10, 2011. Applicants do not have to send any hard copies of your application.

The Letter of Interest is the narrative portion of the Notice of Intent and is part of the web-based application. The Letter of Interest must be uploaded in electronic format, preferably PDF, not to exceed
four (4) single-spaced pages. Use a minimum 11-point font with one inch margins and number the pages. Be sure to address each bullet listed below in your Letter of Interest:

- Statement of Need/Purpose
- Goals
- Activities/Intervention
- Measurable outcomes (preliminary evaluation plan)
- Use of evidence-based methods and interventions
- Alignment with WPP goals and priorities (see Supplemental Information, Section VIII)
- Alignment with the State Health Plan (http://dhfs.wisconsin.gov/statehealthplan/)
- Development projects - Next Steps (What are the next steps after grant funding; where will this project lead?)
- Implementation projects - Sustainability (describe lasting environmental, institutional or policy change)
- Both Development and Implementation projects – Dissemination plan, including plans for publication, conferences, other means of dissemination
- Applicant organization capacity/collaborators

**If including tables, you may use no less than 8 point font within table.**

Submitting a Notice of Intent does not automatically qualify the applicant organization for the full submission process. Applicants will be informed by August 10, 2011 if selected to submit a full proposal. 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.

VII. FULL APPLICATION GUIDELINES (applicable if you are invited to submit a full application)

A limited number of applicant organizations will be invited to submit full proposals. The link to the web-based full application will be provided to the applicant organization in the letter of invitation from OAC. Submit the forms electronically via the web-based full application by 5:00PM CDT on Friday, September 30, 2011.

A. EXECUTIVE SUMMARY AND NARRATIVE

1. Development Grant: The narrative portion of the full Development grant application includes the following components:

   a. **Executive Summary – Development Grant**
   Applicants must upload the Executive Summary in electronic format, preferably PDF, which may not exceed one single-spaced page, using a minimum 11-point font with one-inch margins. The executive summary must summarize the following elements:

<table>
<thead>
<tr>
<th>✓ Required Elements</th>
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<tbody>
<tr>
<td>A brief background on the significance of the topic</td>
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</table>
The primary goal of the project

A brief description of the project

The intended measurable outcomes of the project (how you will measure success)

The amount of request and timeframe

Indication of next steps following the completion of the demonstration project (what do you intend to do with results and what are the next steps)

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

b. Narrative – Development Grant

The narrative (not including footnotes, references and appendices), must be uploaded in electronic format, preferably PDF, and may not exceed six (6) single-spaced pages with one-inch margins. Use a minimum 11-point font and number the pages. If you include tables, you may use no less than 8 point font within the table.

Use these six (6) section headings in your narrative. Instructions for what to include in each section are provided.

1. Project Purpose, Need, and Statement of the Problem (Scoring: 20 points)

   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 and specifically, the overarching objectives, as appropriate

   Use State Health Plan evaluation indicators, if available

2. Guiding Principles (Scoring: 10 points)

   Address one or more of the WPP guiding principles and use examples:
   - Prevention: Promote health and prevent disease, injury, and disability
   - Collaboration: Encourage and support community-academic 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 policy or other resources to help programs evolve and become self-sustaining
3. Goals, Objectives, and Outcomes (Scoring: 20 points)

Discuss the project’s goals, outcomes, objectives and activities to achieve goals. (Tie with work plan)

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 or go to [http://www.whatworksforhealth.wisc.edu/](http://www.whatworksforhealth.wisc.edu/)

Describe how the community-academic partnership contributes to the goals, objectives and outcomes of the proposed project

4. Work plan (Scoring: 20 points)

Using the template provided in the web-based application, upload in electronic format, preferably PDF, a project work plan and corresponding timeframe of activities. As part of the work plan, define:

- Project goal(s)
- Project objective(s)
- Person responsible (assign responsibility)
- Measurable outcomes (how will you measure success)
- Next steps - How will this project serve as a basis for a future Implementation grant for WPP or for other sustainable funding sources

5. Evaluation (Scoring: 15 points)

Logic Model - Using the template provided in the web-based application, upload in electronic format, preferably PDF, a project logic model

Describe how the project will be evaluated to measure progress on goals, objectives and outcomes (tie with work plan); Each outcome listed must be measurable

Describe a plan for reporting the results of the project (dissemination)

6. Capacity and Experience of Partners and Key Staff (Scoring: 15 points)

Describe the community partner’s and 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

If this is a continuation or renewal Development grant application, describe the progress made to date and why you should receive funding to continue the project

2. Implementation Grant: The narrative portion of the full Implementation grant application includes the following components:

   a. Executive Summary – Implementation Grant

   Applicants must upload the Executive Summary in electronic format, preferably PDF, which may not exceed one single-spaced page, using a minimum 11-point font with one-inch margins. The executive summary must summarize the following elements:
## Required Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
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<tbody>
<tr>
<td>A brief background on the significance of the topic</td>
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<tr>
<td>The primary goal of the project</td>
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<tr>
<td>A brief description of the intervention or health improvement initiative</td>
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<tr>
<td>The intended measurable outcomes of the project (how will you measure success)</td>
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<tr>
<td>The amount of request and timeframe</td>
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<tr>
<td>A brief statement about evaluation plans</td>
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<tr>
<td>Indication of a feasible sustainability plan beyond grant funding</td>
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<tr>
<td>A brief statement on how this project will impact a specific community or target population – how will this project affect health outcomes for the selected population?</td>
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<tr>
<td>A brief description of how the project addresses the State Health Plan, Healthiest Wisconsin 2020 (<a href="http://dhfs.wisconsin.gov/statehealthplan/">http://dhfs.wisconsin.gov/statehealthplan/</a>), and the WPP mission, vision and guiding principles</td>
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### b. Narrative – Implementation Grant

The narrative (not including footnotes and references) must be uploaded in electronic format, preferably PDF, and **may not exceed twelve (12) single-spaced pages with one-inch margins.** Use a minimum 11-point font and number the pages. Use no less than 8-point font in tables.

Use these **six (6) section headings** in your narrative. Instructions for what to include in each section are provided.

<table>
<thead>
<tr>
<th>Section Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Purpose, Need, and Statement of the Problem (Scoring: 10 points)</td>
<td>Clearly state the need for and purpose of the project.</td>
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<tr>
<td></td>
<td>Identify and describe the primary target population; Include demographic information and data if appropriate</td>
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<td></td>
<td>Describe the significance of the problem or need that the project will address. Use state or community-level data to provide evidence of need; Refer to a local county or city health plan to demonstrate how the project strengthens local health goals</td>
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<tr>
<td></td>
<td>Describe how the project will advance one or more of the health and/or infrastructure focus areas of the State Health Plan and specifically, the overarching objectives, as appropriate</td>
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<td>Use State Health Plan evaluation indicators, if available</td>
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<tr>
<td>2. Guiding Principles (Scoring: 10 points)</td>
<td>Address one or more of the WPP guiding principles and use examples:</td>
</tr>
<tr>
<td></td>
<td>- <em>Prevention</em>: Promote health and prevent disease, injury, and disability</td>
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<td></td>
<td>- <em>Collaboration</em>: Encourage and support community-academic partnerships</td>
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<td></td>
<td>- <em>Enhancement</em>: Advance and replicate innovative and transformational population health programs</td>
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<td></td>
<td>- <em>Responsiveness</em>: Accelerate existing and stimulate new initiatives with the greatest potential to improve population health</td>
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<td>- <em>Efficacy</em>: Support the translation and application of evidence-based practices and</td>
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</table>
- **Sustainability**: Enhance and leverage policy or other resources to help programs evolve and become self-sustaining

### 3. Goals, Objectives, and Outcomes (Scoring: 20 points)

- 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 or go to [http://www.whatworksforhealth.wisc.edu/](http://www.whatworksforhealth.wisc.edu/)
- Describe the community-academic partnership and how the collaboration contributes to the goals, objectives and outcomes of the project; What role will your academic partner play in the implementation of this project

### 4. Work plan (Scoring: 20 points)

- Using the template provided in the web-based application, upload in electronic format, preferably PDF, a project work plan and corresponding timeframe of activities. As part of the work plan, define:
  - Project goal(s), including sustainability and dissemination activities/plans
  - Project objective(s)
  - Person responsible (assign responsibilities)
  - **Measurable** outcomes (how will you measure success)
  - Next steps – How will this project sustain itself beyond the funding period with emphasis on sustainability and lasting change through environmental, institutional or policy change
  - Dissemination – How will you disseminate the information gained from your project (conferences, webinars, publication, etc.)

### 5. Evaluation (Scoring: 25 points)

- Logic Model - Using the template provided in the web-based application, upload in electronic format, preferably PDF, a project logic model
- Describe details of your evaluation plan (how do you plan to measure success, who will measure, what will you measure and why)
- What evaluation methods/systems/tools are in place or will need to be created
- Dissemination - Describe a plan for communicating project results to the public health community, other organizations and to policy makers (if applicable)
- Sustainability - Describe a sustainability plan for this project (how can project impact environmental, institutional and policy change); How will this project continue beyond the funded period
### 6. Capacity and Experience of Partners and Key Staff (Scoring: 15 points)

- Describe the community partner’s and 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.
- Specifically describe how other community, academic, or other partners will be involved.
- Describe the experience of the community and academic partners in developing and/or contributing to collaborations; Show evidence that you and the academic partner have discussed roles and responsibilities for the project.
- 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.
- If this is a continuation of a funded Development or Implementation grant; Describe the progress made to date.

### B. BUDGET

1. **General Information:** 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.

2. **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.

3. **In-Kind and Cash Match Cost Sharing:** 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.

   In the budget justification narrative, 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. **Use of Funds:** Complete guidelines for allowable/unallowable expenses are available for review on the WPP Web site with the 2011 Request for Partnership application materials.

Funds may be used for project-related costs such as:
- Personnel expenses, such as salaries and benefits
- Salary support for academic partners (see Budget Instructions in full grant application)
- Consultant and contract services
- Travel
- Library expenses for literature searches
- 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
- 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; WPP approval is required
- Projects outside the state of Wisconsin
- Supplanting (see below)

C. **RESUMES AND BIOGRAPHICAL SKETCHES**
Upload in electronic format, preferably PDF, resumes or biographical sketches for the project manager and lead staff person (if different people), and the academic partner involved. Limit resumes or biographical sketches to **no more than two pages** each.

D. **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. Letters of Commitment from the academic partner are expected. Explain roles and responsibilities of both the community and the academic partner.

E. **NON-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 to applicants from other sources for the proposed project.

All applicants will be required to answer the Non-Supplanting 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.
F. FINANCIAL STATEMENTS
Upload in electronic format, preferably 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.

G. IRS DETERMINATION LETTER
Upload in electronic format, preferably 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).

H. COMPLIANCE
All human subjects research conducted under the auspices of the University of Wisconsin Madison is evaluated by a UW Madison Institutional Review Board (IRB).

I. TRADE SECRET AND PROPRIETARY INFORMATION
Applicants must identify and request confidentiality of any trade secrets and/or proprietary information in their applications.

J. APPLICATION RESUBMISSION
Applicants submitting a revision of a previously submitted project that was not funded must respond to the reviewer comments provided by the WPP at the conclusion of the most recent funding cycle delineating how the current submission differs from the previous submission.

K. Optional Material
Upload in electronic format, preferably PDF:

1. Letters of endorsement or support that speak to the ability of the Community partner to perform the proposed project. This is different from a Letter of Commitment from collaborating organizations or from your academic partner (required) which delineates roles and responsibilities of the academic partner.

2. Relevant and appropriate materials, forms, training materials, evaluation instruments, or draft tools to help describe the work plan and activities proposed.

VIII. SUPPLEMENTAL INFORMATION

A. WPP MISSION, VISION AND GOALS
The Wisconsin Partnership Program 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 goal is to show progress in improving the health of individuals, families and communities in Wisconsin.

To provide guidance and accountability for Wisconsin Partnership Program investments, a mission, vision and guiding principles defining goals and funding priorities were developed. These statements and guiding principles are the framework for forming partnerships and collaborations to make Wisconsin a healthier state for all.
1. **Mission:** The Wisconsin Partnership Program will serve the public health needs of Wisconsin and reduce health disparities through initiatives in research, education and community partnerships.

2. **Vision:** Making Wisconsin a healthier state for all.

3. **Guiding Principles:**
   - **Prevention:** Promote health and prevent disease, injury and disability
   - **Partnership:** Seek out, 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
   - **Effectiveness:** Support the translation and application of evidence-based practices and policies
   - **Sustainability:** Enhance and leverage policy or other resources to help programs evolve and become self-sustaining

Health improvement in Wisconsin is defined in two ways: improving health indicators (i.e., decreasing morbidity and mortality) and health related quality of life, and reducing health disparities. Progress will be determined through effective health policies, interventions, and practices over the short-term, and through improvements in health care, health behaviors, socioeconomic factors, and the physical environment over the long-term.

To accomplish the mission and vision, the Wisconsin Partnership Program will invest in a balanced portfolio of community partnerships, education and research initiatives, and community engagement strategies, and support the transformation to an integrated school of medicine and public health.

The Wisconsin Partnership Program values the connection of the UW School of Medicine and Public Health with people, partners and resources statewide. Through collaboration and partnerships, the people of Wisconsin will benefit from the shared knowledge, experience and resources of the School and communities.

**B. FINDING EVIDENCE**

Applicants are strongly encouraged to use “What Works for Health: Policies and Programs to Improve Wisconsin’s Health”. This database is based on a wide scan of analyses assessing evidence of effectiveness and provides information on what works and does not work for many different health issues. [http://www.whatworksforhealth.wisc.edu/](http://www.whatworksforhealth.wisc.edu/). Applicants are also encouraged to use the “Finding Effective Programs and Policies” guide to evidence-based and best-practice programs at the WPP Web site.

**C. COMMUNITY-ACADEMIC PARTNERSHIPS**

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.
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 WPP 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 qualified academic partner.

1. **Eligible Academic Partners:** A Letter of Commitment from your academic partner must be included in your grant application. 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 (other UW campuses), 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 Mary Jo Knobloch, Program Officer, at knobloch2@wisc.edu.

2. **Community and Academic Partner Roles and Responsibilities:** The community partner is responsible for submission of the application and has ultimate authority over the project. 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. A Community-Academic Partnership Agreement outlining the responsibilities and accountabilities of each partner will be required if the project is selected for funding. You must include a preliminary Letter of Commitment from your academic partner outlining intended roles and responsibilities.

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:
   - WPP staff 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. We will offer individual technical assistance and information sessions prior to the actual Notice of Intent application submission.
   - 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.
D. GRANT APPLICATION REVIEW PROCESS

1. Notice of Intent Review

   a. Technical Review by Wisconsin Partnership Program Staff
      WPP staff will review each Notice of Intent (NOI), including the Letter of Interest (LOI), to ensure requirements, including eligibility, have been met. Any NOI which does not comply with the submission requirements will not be reviewed and the applicant will be notified. **Passing the technical review does not guarantee submission of a full proposal.**

   b. Content Review by Public Health/Content Experts
      OAC members and appropriate public health experts will review the content of each NOI, including the LOI, to determine if it warrants further development as a full application. Evaluation of each NOI, including the LOI, will be based on clear goals, measurable outcomes, use of evidence, alignment with the WPP goals and priorities and the State Health Plan, and next steps articulated along with sustainability and dissemination plans (see Notice of Intent Application Guidelines, Section VI).

      Applicants will be informed by **August 10, 2011** regarding whether they will be invited to prepare full applications.

2. Full Grant Application Review

   a. Technical Review by Wisconsin Partnership Program Staff
      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 immediately upon review.

   b. Expert Review Panel
      Each application will be reviewed and scored individually by external review panel members using the evaluation criteria. The reviewers meet in person to discuss the proposals and provide a ranked list to the OAC along with a written critique of each ranked proposal.

      Final award decisions are made by the OAC based on rankings and demonstrated alignment with the mission, vision and guiding principles of the WPP and the State Health Plan, **Healthiest Wisconsin 2020.**

      The review panel(s) are comprised of health care professionals, public health advocates and practitioners, faculty and academic staff from the UW System. The review panels are advisory to the OAC.

   c. OAC Review
      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 during the month of December 2011. The OAC’s decisions are final and cannot be appealed. The OAC may also
request that applicants respond to OAC concerns or reviewer concerns prior to making a
decision on the award.

E. 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.

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