

Community-Academic Partnership Fund Frequently Asked Questions **Updated May 14, 2010**

ACADEMIC PARTNER

The following are frequently asked questions (FAQs) regarding academic partners for the WPP's Community-Academic Partnership Fund.

What is the purpose of the academic partner?

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

What is the role of the academic partner?

Partnerships begin with a community identified need and an academic interest. Therefore, each partnership is different and the role of the academic partner will vary with the project needs. An academic partner may be involved in research or analysis, program development and design, surveying or evaluation, or even serve as a program advisor or advocate. The OAC has not developed a strict definition of the academic partner's role. A Community-Academic Partnership Agreement outlining the responsibilities and accountabilities of each partner will be required if the project is selected for funding.

What resources are available to help applicants identify an academic partner?

Please refer to the WPP Website. For more specific assistance or questions, please contact WPP Associate Director Cathy Frey (608) 265-8146.

Is it required that the academic partner be a full-time faculty member of the University of Wisconsin School of Medicine and Public Health?

No, any of 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.

Can other University of Wisconsin System faculty members be considered an eligible academic partner?

Faculty from all UW schools, system campuses, and UW Extension faculty can serve as academic partners.

Do academic partners expect compensation for their collaboration?

Academic partners may need compensation for their time and effort according to their level of effort. This should be determined early in the planning process between the community organization and the academic partner. There are no restrictions on academic partner salary support.

Can a faculty member who is already involved with a community organization as an advisor or board member participate as an academic partner?

Yes, the WPP welcomes and encourages these relationships between faculty and community organizations.

Can a project have more than one academic partner?

For more complex projects, with multiple components, applicants may want to seek more than one academic partner.

Would it be a conflict of interest for a community organization that already works with a faculty member to apply for a grant?

No, this is an expression of a pre-existing collaboration, rather than a conflict of interest and therefore encouraged.

Can academic partners work with more than one community organization?

Yes.

PROPOSAL REVIEW

The following are frequently asked questions (FAQs) regarding proposal review for the WPP's Community-Academic Partnership Fund.

Will priority for Implementation Grant funding be given to organizations that received Development Grant awards?

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.

Is priority given to funding statewide projects over local projects?

No, all proposals go through the same review process and are considered equally.

Is funding priority given to proposals for specific population groups?

No. However 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.

How much significance is placed on using evidence-based practices?

Applicants should describe, if possible, how their program or intervention has shown consistent, positive outcomes in other communities or populations using best practice or evidence-based knowledge. 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>.

How are external reviewers selected to review proposals?

Review teams are formed based on area of expertise, geographic location, and diversity. Teams include a mix of faculty and community partners to the extent possible. Potential conflicts of interest are taken into account.

How are external reviewers selected to participate on the review panel?

Reviewers are experts in public and community health with experience reviewing proposals. Those chosen have an established history in community and public health.

How does one become a reviewer?

The WPP issues an annual call for expert reviewers. Those selected by the OAC receive training on the program. Individuals interested in becoming reviewers may contact Cathy Frey, WPP associate director, at ccfrey@wisc.edu or (608) 265-8146.

Will revisions to proposals be allowed after the deadlines?

No, the OAC strictly enforces its deadline for submission. However, the WPP staff provide feedback to help community organizations prepare for the next funding cycle.

Will a proposal be considered even if one of the partners has little or no experience with community-academic partnerships?

Applications for new community academic partnerships are encouraged.

POST AWARD

The following are frequently asked questions (FAQs) regarding post-award procedures for the WPP's Community-Academic Partnership Fund.

When is the Memorandum of Understanding developed?

The WPP will negotiate the terms of each grant with award recipients immediately following OAC's award decisions, and a Memorandum of Understanding must be finalized before funds are distributed.

Can budget adjustments be requested after an organization receives an award?

Adjustments in excess of 10 percent of the total annual budget in any of the major budget categories (personnel, supplies, travel, equipment, contracts) must be requested in writing and approved by the director of The WPP.

Please explain the Institutional Review Board (IRB) process. Do projects have to go through an Institutional Review Board at the UW SMPH or can they be reviewed by a local institutional Review Board?

The Health Sciences Institutional Review Board reviews and approves human subjects research conducted at the UW SMPH. Its jurisdiction covers all WPP funded projects. If an applicant has an existing agreement with a local Institutional Review Board, the UW Health Sciences Institutional Review Board may agree to defer to a local Institutional Review Board.

NON-SUPPLANTING POLICY

The following are frequently asked questions (FAQs) regarding the non supplanting policy for the WPP's Community-Academic Partnership Fund.

What is supplanting?

Supplanting means to take the place of and serve as a substitute for other funds. The Insurance Commissioner's Order creating the WPP prohibits funds from being awarded to replace funds that would be otherwise available for a proposed project. For supplanting to occur, funds expended would need to replace other funds available to the applicant for the proposed project.

How does the WPP determine if supplanting might occur?

Each applicant must answer the application's non-supplanting questionnaire before an award decision can be made.

There may be times when several grant cycles overlap with the WPP grant cycle. How should that be reported?

Organizations are required to indicate on the non-supplanting questionnaire if they have also applied to other granting agencies for the same project. If they are funded by the WPP and another granting agency for the same project, the OAC may withdraw its funding.

BUDGET

The following are frequently asked questions (FAQs) regarding budgets for the WPP's Community-Academic Partnership Fund.

Can salary support for University of Wisconsin-Madison salaried faculty be included in the proposal budget for Development Grants and Implementation Grants?

Salaried UW-Madison faculty or academic staff identified in the application as academic partners are eligible for salary support plus fringe benefits limited to available certified effort and as negotiated with the community organization. Volunteer UW SMPH faculty are eligible for salary support since they are not paid by the University. In cases of multiple academic partners, each may receive salary support plus fringe benefits limited to available certified effort and as negotiated with the community organization.

UW School of Medicine and Public Health academic staff and administrative staff working under the direction of a faculty partner are also eligible for salary support if their work on the grant is a new responsibility.

Why can't indirect costs be included in the budget?

The OAC requires funds to be used for expenses directly related to the project. For example, funds may be used to support an accountant or administrative staff person that assists in preparing financial, compliance or program documents that can be directly connected to the project.

Keep in mind if you have indirect costs that directly relate to the project, those costs should be based on an approved allocation method. For more information, see the guidelines for

allowable expenses on our web site. If you have questions regarding a particular expense, contact Karla Thompson, CPA, at krthompson@wisc.edu or (608) 265-8109.

What costs can be included as match or as in kind support?

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.

What information should be included in the budget narrative?

The budget narrative should include information that is not already provided in the web-based budget forms and should be used to provide more details regarding why a particular expense is necessary in completion of the project.

Capital expenditures costing \$5,000 or more with a useful life of two years or more are not allowed in the budget request. Is there any reason an organization could include this type of expenditure?

The applicant must make a very compelling argument that the equipment is critical to the success of the proposal. If you have questions regarding a particular capital expense, contact Karla Thompson, CPA, at krthompson@wisc.edu or (608) 265-8109.

Can the budget include participant reimbursement or payments?

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

Can most of a multiyear budget be requested in year one?

Development grants maximum award can be up to \$50,000 to be spent in 12 to 24 months. Implementation grants maximum award can be up to \$400,000 and are expected to be 36 months or 3 years in duration. The annual budget requested should be appropriate to the proposal time line and work plan.

APPLICATION

The following are frequently asked questions (FAQs) regarding applications for the WPP's Community-Academic Partnership Fund.

Can a community organization submit the same or a similar proposal to the Medical College of Wisconsin's Healthier Wisconsin Partnership Program? If so, will there be a joint review process?

Applicants may submit proposals to both the Community Academic Partnership Fund and the Healthier Wisconsin Partnership Program. Although the programs are similar, each partnership program has separate application instructions and funding priorities. Proposals are reviewed independently under separate review processes. WPP applicants must state in the grant application form if they have received or plan to request funds for a similar project from the Medical College of Wisconsin. This is for tracking purposes only.

Will the Notice of Intent applicants be made available to the public?

Selected information from the notices of intent including the name of the organization applying and a description of the proposed program will be posted.

Can an organization submit more than one of either type of grant application?

An eligible organization may submit multiple proposals during a funding cycle for either Implementation or Development grants.

The RfP specifies that funds cannot be used for clinical services, please explain?

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

What is a letter of support?

Letters of endorsement or support are from individuals or organizations not involved in the project. They speak to the ability of the community partner to perform the proposed project. They are optional additions to the grant request.

Is matching required?

The OAC is interested in sustainability, both financial sustainability for the project and sustained impact on the health of the state, so matching is encouraged. It is not required. Matching resources may include financial resources, human resources, overhead and other indirect expenses, and/or expanded capacity through partners recruited