Community-Academic Partnership  
Lifecourse Initiative for Healthy Families  
Frequently Asked Questions

WISCONSIN PARTNERSHIP PROGRAM and PROJECT

1. **What is the Wisconsin Partnership Program?**  
   Created with funds from the conversion of Blue Cross/Blue Shield United of Wisconsin, the Wisconsin Partnership Program (WPP) is dedicated to improving the health and well-being of the public through investments in research, education and evidence-based practices, including interventions leading to lasting environmental, institutional or policy change. The WPP is guided by a Five-Year Plan that describes its purpose and grant-making strategies to accomplish its mission and vision. The 2009-2014 Five-Year Plan is available at [http://www.med.wisc.edu/partnership/five-year-plan/](http://www.med.wisc.edu/partnership/five-year-plan/).

2. **What is the Lifecourse Initiative for Healthy Families?**  
The Lifecourse Initiative is a strategic and targeted grant initiative of the WPP’s Oversight and Advisory Committee (OAC) to improve community conditions that support African American women and their families to have healthy birth outcomes. The Lifecourse Initiative is a two phase, multi-year program beginning with collaborative formation and community action planning followed by implementation and evaluation.

3. **What is the Lifecourse Perspective?**  
The Lifecourse Perspective asserts that differences in exposure to both protective and risk factors over the span of a woman’s life impacts her ability to achieve healthy birth outcomes.

FUNDING AVAILABILITY

4. **Is matching required?**  
The Oversight and Advisory Committee (OAC) is interested in sustainability, both financial sustainability of the project and sustained impact on the health outcomes. As a key activity of LIHF Collaborative Implementation Grants, grantees are expected to develop and implement a comprehensive sustainability plan. See the Request for Applications (RfA) for additional details about this requirement.

PROPOSAL REVIEW

5. **Who is eligible to apply for Community-Academic Partnerships?**  
Eligible community partners are state, tribal or local governmental agencies and publicly supported charitable or educational organizations that are tax-exempt under Section 501(c) (3) of the Internal Revenue Code. See the RfA for additional details on eligibility requirements.
6. **How are review teams selected?**
   The OAC will create a review panel which will include health care professionals, community and public health advocates and practitioners and UW faculty and academic staff based on area of expertise, geographic location and diversity. Potential conflicts of interest are taken into account prior to and during the review process.

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

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

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**APPLICATION**

9. **What is the process for submitting a multi-site application?**
   Applicants interested in submitting a multi-site application should contact the program officer for more details.

10. **Are letters of commitment required?**
    Letters of commitment are required from community partners making a financial or in-kind contribution to the project.

11. **What is a letter of support?**
    Letters of endorsement or support are from individuals or organizations that speak to the ability of the community partner to perform the proposed project.

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

13. **Does an evaluation plan guide the project? Should applicants set aside dollars for evaluation-related activities?**
    Yes. Applicants are required to develop an evaluation plan for their project. Applicants should review the funding announcement to better understand evaluation expectations and ensure that the application addresses these expectations. Project budgets and staffing should reflect costs for evaluation-related activities.

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**POST AWARD**

14. **When is the Memorandum of Understanding developed?**
    The WPP will negotiate the terms of each grant with award recipients immediately following the OAC’s award decisions, and a Memorandum of Understanding must be finalized before funds are distributed.
15. 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. The WPP’s accountant should be notified of any changes in key personnel and expenses outside the approved project budget.

16. 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 otherwise be 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.

17. 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, which is reviewed by the SMPH Associate Dean for Fiscal Affairs.

18. 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 who assists in preparing financial, compliance or program documents that can be directly connected to the project.

Indirect costs that directly relate to the project should be based on an approved allocation method. For more information, see the guidelines for allowable expenses on the WPP website. If you have questions regarding a particular expense, contact the program officer.

19. What costs can be included as in-kind support?

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.

20. 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 provide more details regarding why a particular expense is necessary in completion of the project.

21. Can most of a multi-year budget be requested in year one?

The annual budget requested should be appropriate to the proposal timeline and work plan activities.

22. Capital expenditures of $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 compelling argument that the equipment is critical to the success of the proposal. If you have questions regarding a particular capital expense, contact the program officer.
23. Can the budget include participant incentive reimbursements?

Yes, reasonable participant incentive reimbursements are allowable costs. Details regarding the reimbursement or payment should be included in the budget narrative, including the basis (calculation) for reimbursement or payment. Information on participant incentive reimbursement can be found in the guidelines for allowable expenses on the WPP website.

24. Is it permissible to use a grant writer to complete the proposal and pay the fee from awarded grant funds?

No, grant funds can only be used to execute activities listed in the work plan and agreed upon in the Memorandum of Understanding.

**TRAINING AND TECHNICAL ASSISTANCE**

25. Who do I contact with questions about applying for funds or getting more information about the project?

Contact Program Officer Quinton Cotton, qcotton@wisc.edu or (608) 263-7870, for questions.

26. Where can I go to get the most up-to-date information about what is happening in each of the LIHF communities?

There is a designated contact in each community. The program officer can assist with identifying the appropriate LIHF Collaborative contact person.